

**Arapahoe Public School Board Meeting Agenda**  
**Arapahoe Public School Board Room**  
**Monday, July 11, 2022 at 7:00 PM**  
**610 Walnut St., Arapahoe, NE 68922**

**Mission Statement**

Arapahoe Public Schools is equipped to motivate students in a safe and positive environment while preparing them to be successful and responsible citizens within a global society.

**Belief Statement**

The Arapahoe Public Schools believes that education must serve the individual pupil in light of his/her capacities and abilities as well as provide a suitable and well-balanced learning environment in the areas of physical, mental, emotional, cultural, social, moral and spiritual maturity.

**About the Agenda**

- 1) Opening the Meeting
  - a) Call to Order
  - b) Pledge of Allegiance
  - c) Nebraska Open Meetings Act
  - d) Publication of Meeting/Sign Acknowledgement of Receipt of Meeting Notice
  - e) Roll Call
  - f) Excuse Board Member Absences
- 2) Welcome Visitors
- 3) Approval of agenda as presented
- 4) Reports
  - a) Elementary Principal
  - b) Secondary Principal
  - c) Superintendent
  - d) Board Member(s)
  - e) Board Committee(s)
- 5) Discussion Item(s)

- a) Staffing Issues
  - b) COVID Leave for 2022-23
  - c) 22-23 Board Meeting Dates
  - d) Audio Recording of Board Meetings
- 6) Action Item(s)
- a) Consent Agenda, including Minutes and Financial Reports
  - b) Claims
  - c) Discuss, consider, and take action on approving the list of laptop computers as excess/surplus equipment to be sold.
  - d) Discuss, consider and take action on approving the purchase of 25 new MacBooks for teachers as presented in the quote from Computer Hardware Inc.
  - e) Discuss, consider, and take action on a resolution to delay implementation of new Board Policies from KSB School Law.
  - f) Discuss, consider and take action on approving Board Policies from KSB School Law as presented, with implementation to follow according to board resolution.
  - g) Discuss, consider, and take action on approving updated Student/Parent, Staff, Coaches, Activities and Early Childhood handbooks for the 2022-23 school year.
  - h) Discuss, consider, and take action on approving a teaching contract for Chuck Collins during 1st Semester of the 2022-23 school year.
  - i) Discuss, consider, and take action on approving the School-To-Work/Work Release Agreement for students interested in out-of-school job or career opportunities.
- 7) Personnel
- 8) Future Meetings
- a) Finance Committee Meeting Aug 8, 2022 at 6:30pm in the Board Conf. Room
  - b) Regular Board Meeting Mon, Aug. 8 2022 at 7:00pm in the Distance Learning Room
- 9) Adjourn

\* **Closed Session:** If during the course of the meeting, discussion of any agenda item should be held in a closed meeting, the board will conduct a closed meeting in accordance with the Nebraska Open Meetings Law.

1. Protection of the public interest; or
2. The prevention of needless injury to the reputation of an individual, and if the individual has not requested a public meeting.
3. Negotiations

**Copy of Open Meetings Act:** The Board of Education makes available at least one current copy of the Open Meetings Act posted in the meeting room at a location accessible to members of the public. The Act is posted on the North wall of the meeting room.

Principal's Report  
July 11, 2022

Here is the data from our Summer School for grades 7th-11th. Officially, it ended on June 30 but I have a couple students who are close to finishing their classes and I am going to work with them to get it completed before school starts in August. We had nine total students (4-JH and 5 HS) attend summer school. This year we used Edgenuity which was a much better format than our previous online program (Odysseyware). Four Junior High students took a total of nine courses, with students completing a total of two classes. Some of our students showed up but did not work nearly hard enough to complete even one course. At this point, we will need to retain these two students in the 7th grade. At the high school level, we had five students attend and take a total of 9 courses. The students completed and passed 4 courses. One student completed his course but his grade was not at 70 percent. I will look to either have him redo some work or have him retake the course during the next school year. Also, we had one student who showed up for a couple of days then stopped showing up. Overall, I think the process is a good one, but may look to either go full days or extend it through July. We need to look at if/how we will charge for these courses as the cost is \$100 per license/student for one month.

With the large number of elementary students who attended summer school this summer, Mrs. Hambidge split them into two groups: 8:00-10:00 and 10:00-noon. We also had Mrs. Devreis working with our EL students on English Language acquisition. A total of 23 elementary students attended summer school from June 15 -July 1. One student attended for about a week and a half before deciding to not to do any more work. Overall attendance was 94% if you do not account for those who attended little cheer camp, otherwise it was 89%. Mrs. Hambidge and her crew had a very successful summer school.

Beginning of the year schedule looks to be complete and will be sending out communications soon to staff. Mr. Ellis and I interviewed many candidates for para positions at the elementary and it is looking like they may have a full contingent of paras come fall.

I have not been in communication with KASB regarding our Handbooks but I will add my proposed changes in a separate file that will go along with my July BOE Report.

**Arapahoe-Holbrook Public Schools**  
**Superintendent Report to Board of Education**  
**July 11, 2022**

**Building & Grounds**

1. HVAC Project - The concrete pad has been poured and paperwork has been signed by all parties involved. We have received a bill from KPE for the remaining amount owed to that firm. I will be in touch with Rasmussen soon to discuss their immediate work schedule. Ideally, we would have this done prior to school starting, but that is unlikely. Disruption to classrooms should be minimal when it occurs.
2. Concrete Work - Saul Ramos Construction completed work on our HVAC pad and the courtyard fill the last week of June.
3. Fencing - We still have not received word back from any fencing contractors after our inquiry about work to be done for our school.
4. Lighting - Lights for the south side of the school have been ordered and will be installed when they arrive.

**Technology**

1. Excess Computer Sales - Upon approval of declaration that the used student computers are excess equipment, we'll list them for sale at \$200 each including bags. R. Stagemeyer has had a number of inquiries regarding their sale, so we anticipate being able to sell all of them rather soon.
2. New Chromebooks for Students - New computers have been delivered, and R. Stagemeyer has been unboxing and setting them up for students, who will receive a Chromebook, a charger and a sleeve to start the new school year.
3. New MacBooks for Teachers - With your approval today, we will be purchasing new MacBooks for teachers to replace their units bought in 2017. Payment for this comes from a shift in Title funds available that Mr. Gegg and Mrs. Hilker discovered during discussions with NDE staff. The Title funds will not cover our entire need for new teacher computers, but the remaining 5 machines can be covered by the district.

4. Server and Exterior Wireless Access Points (GEER Consortium ESU 11 ConnectED Nebraska Grant) - Final paperwork has been signed for us to be included in a consortium run by ESU 11 to use some federal relief funds to expand broadband access to school systems. Included in this package for all ESU 11 schools is some added server capacity, along with 3 outdoor wireless access points and the cabling to make them functional. Exact details are not yet available, but we will soon be talking with Wade Gibson (ESU 11) about placement for the access points and the schedule for cable installation. ESU 11 will handle the paperwork and financials for the project.

## **Safety/Security**

EOP Training - A group of APS staff (RDrews, RPerez, BELLIS, PBreinig, AHuxoll, JStagemeyer, BFranssen) and other local agencies participated in Emergency Operation Plan training put on by NDE on June 21 and 22. Also connected were SHoefs (Sub teacher & EMS) ,DBrown (Furnas Co Sheriff) and Roger Powell (Emergency Mgmt). The group walked through some hypothetical questions and reviewed the safety plan for AHPS. Discussions centered around not only emergency response protocols, but also how training of staff, students and parents would proceed for the iloveguys.org structures (already adopted at APS but not fully implemented).

## **Other**

1. Start of Year Activities/Schedule - We will have a final version of the 22-23 start of year activities/training/in-service schedule completed this week and sent out to all employees by mid-July.
2. Board Meetings - We will review this year's Board Meeting Schedule as a discussion item. There is a twist on the process for hearings connected to the budget this year that will cause us to look at a Special Board Meeting in September. There are also possible conflicts with the usual "2nd Monday of the Month" schedule that I'd like you to look at for next semester.
3. Staffing Issues - I have also placed this topic in our discussion items for July's meeting. There are no particular actions to be taken now, but conversations about how to handle 23-24 school year needs can already start before this school year begins.

## COVID Sick Leave Guidelines

- Staff Member is COVID Positive:
  - o Salaried Staff Member(s) will receive COVID leave during isolation period for workdays.
  - o Hourly Staff Member(s) will receive COVID leave during the isolation period for their average number of hours worked per day (not to exceed 8 hours) for workdays.
  - o Route Driver(s) will receive COVID leave during the isolation period for the route(s) they are normally scheduled to drive on workdays.
  
- Staff Member needs to care for a Household Member that is COVID Positive:
  - o Salaried Staff Member(s) will receive COVID leave during the household members isolation period for workdays.
  - o Hourly Staff Member(s) will receive COVID leave during the household members isolation period for their average number of hours worked per day (not to exceed 8 hours) for workdays.
  - o Route Driver(s) will receive COVID leave during the household members isolation period for the route(s) they are normally scheduled to drive on workdays.
  
- Fully Vaccinated Staff Member has been exposed to someone that is COVID Positive:
  - o If Staff Member is not exhibiting any COVID symptoms, they may report to work as normal. They will be required to wear a mask for a period of time. If Staff Member is exhibiting symptoms, they are encouraged to go get tested.
  
- Non-Vaccinated Staff Member that has been exposed to someone that is COVID Positive:
  - o Staff Member is required to quarantine for 10 days. COVID leave would apply. Quarantine can be reduced to 8 days if the exposed staff member tests negative for COVID on or after Day 5 following exposure.
  
- If a staff member or a household member gets tested for COVID during the school day, this would fall under either personal time or sick leave. If a positive test result comes back, then it would fall under the COVID sick leave days.
  
- Medical documentation of a positive test result for the staff member or a household member must be submitted to the superintendent to receive any COVID sick days during the 2021-22 school year. *At-Home COVID Test - Picture of positive test acceptable. No verbal.*
  
- A maximum of 10 COVID sick days may be granted during the 2021-22 school year. This will be retroactive to the beginning of the school year for those who qualify.
  
- Any scenario not covered above, is under the discretion of the superintendent.

*\* Approved at 11/9/2021 Board Meeting \**

**Arapahoe-Holbrook Public School  
2022-2023  
Board of Education  
Meeting/Workshop/Hearing Dates**

<u>Date</u>	<u>Day</u>	<u>Time</u>	<u>Type</u>	<u>Location</u>
8/8/22	Monday	7:00pm	Regular Mtg.	APS Dist. Learn. Rm
8/24/22?	Wednesday	???	Budget Workshop	APS Board Room
9/12/22	Monday	6:30pm	Budget Hearing	APS Dist. Learn. Rm
9/12/22	Monday	7:00pm	Regular Mtg	APS Dist. Learn. Rm
9/17-9/28/22	???	6:00pm or later	Joint Tax Request Hearing	Furnas Co. Courthouse
9/??/??	???	???	Special - Budget Approval	APS Dist. Learn. Rm
10/10/22	Monday	7:00pm	Regular Mtg	APS Dist. Learn. Rm
11/14/22	Monday	7:00pm	Regular Mtg	APS Dist. Learn. Rm
12/12/22	Monday	7:00pm	Regular Mtg	APS Dist. Learn. Rm
1/9/23	Monday	7:00pm	Regular Mtg	APS Dist. Learn. Rm
2/13/23	Monday	7:00pm	Regular Mtg	APS Dist. Learn. Rm
3/13/23	Monday	7:00pm	Regular Mtg	APS Dist. Learn. Rm
<i>*1st day of Spring Break</i>				
4/10/23	Monday	7:00pm	Regular Mtg	APS Dist. Learn. Rm
<i>*Monday after Easter</i>				
5/8/23	Monday	7:00pm	Regular Mtg	APS Dist. Learn. Rm
6/12/23	Monday	7:00pm	Regular Mtg	APS Dist. Learn. Rm
7/10/23	Monday	7:00pm	Regular Mtg	APS Dist. Learn. Rm

**MINUTES OF THE MEETING OF THE BOARD OF EDUCATION OF ARAPAHOE-HOLBROOK PUBLIC SCHOOLS  
AMERICAN CIVICS COMMITTEE**

A meeting of the Board of Education of Arapahoe-Holbrook Public Schools American Civics Committee was convened on June 13<sup>th</sup>, 2022, at 6:00 pm in the Board Room, 610 Walnut Street, Arapahoe, Nebraska.

Board Member(s) Present: Lisa Anderson, Chad Carpenter, and Rodney Whipple.

Board Member(s) Absent: None.

Staff Present: Brian Gegg, Interim Superintendent, Bob Drews, Incoming Superintendent, and Cassie Hilker, Board Secretary.

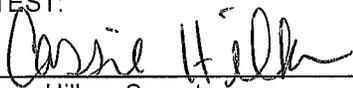
Staff Absent: None.

The committee read the report provided. The report shared what each teacher in the District does to incorporate American Civics into their classroom.

The committee plans to meet again in the Fall of 2022, prior to Veterans Day.

The meeting ended at approximately 6:30 pm.

ATTEST:

  
\_\_\_\_\_  
Cassie Hilker, Secretary

**MINUTES OF THE MEETING OF THE BOARD OF EDUCATION OF ARAPAHOE-HOLBROOK PUBLIC SCHOOLS  
FINANCE COMMITTEE**

A meeting of the Board of Education of Arapahoe-Holbrook Public Schools Finance Committee was convened on June 13<sup>th</sup>, 2022, at 6:00 pm in the Board Room, 610 Walnut Street, Arapahoe, Nebraska.

Board Member(s) Present: Lisa Anderson, Chad Carpenter, and Brad Schutz.

Board Member(s) Absent: None.

Staff Present: Brian Gegg, Interim Superintendent, Bob Drews, Incoming Superintendent, and Cassie Hilker, Board Secretary.

Staff Absent: None.

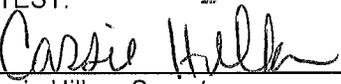
The committee reviewed the documents/reports provided.

The committee discussed the following items/topics:

- Activities Fund Annual Transfer & Hudl.
- Nutrition Fund Amendment.
- Claims.

The meeting ended at approximately 6:55 pm.

ATTEST:

  
\_\_\_\_\_  
Cassie Hilker, Secretary

## MINUTES OF THE MEETING OF THE BOARD OF EDUCATION OF ARAPAHOE-HOLBROOK PUBLIC SCHOOLS

A meeting of the Board of Education of Arapahoe-Holbrook Public Schools was convened in open and public session on Monday, June 13, 2022, at 7:00 PM in the Distance Learning Room, 610 Walnut Street, Arapahoe, NE 68922. The roll was called and the following Board members were present or absent: Lisa Anderson: Present, Chad Carpenter: Present, Erick Lee: Present, Brad Schutz: Present, Dan Warner: Absent, Rodney Whipple: Present.

Also present was Mr. Brian Gegg, Superintendent, Mr. Bob Drews, 22-23 Superintendent, and Cassie Hilker, Board Secretary. Visitors were present.

Notice of the meeting was given in advance by publication and/or posting in accordance with the Board approved method for giving notice of meetings. Notice of this meeting was given in advance to all members of the Board of Education. The Secretary of the Board maintains a list of the news media requesting notification of meetings and advance notification to the listed media of the time and place of the meeting and the subjects to be discussed at this meeting was provided. Availability of the agenda was communicated in the publicized notice and a current copy of the Agenda was maintained as stated in the publicized notice. All proceedings of the Board of Education, except as may be hereinafter noted, were taken while the convened meeting was open to the attendance of the public. A recording of said meeting can be found at [www.arapahoewarriors.org](http://www.arapahoewarriors.org) under the Board of Education tab.

### Opening the Meeting:

Call to Order: President Anderson called the meeting to order at 7:00 pm.

Pledge of Allegiance: The Pledge of Allegiance was recited.

Nebraska Open Meetings Act: At the beginning of the meeting, President Anderson announced and informed the public that a current copy of the Open Meetings Act was posted on the wall of the meeting room and directed the public to its location.

Publication of Meeting/Sign Acknowledgement of Receipt of Meeting Notice:

Roll Call:

Excuse Board Member Absences:

Motion was made by Brad Schutz and seconded by Chad Carpenter to excuse Board Member Dan Warner.

The motion Carried.

Anderson: Yea, Carpenter: Yea, Lee: Yea, Schutz: Yea, Warner: Absent, Whipple: Yea

Yea: 5, Nay: 0, Absent: 1

Welcome Visitors: Kristin Holcomb, Molly Elliott, and Kayla Hoard stated that they were attending the meeting to meet a graduation requirement.

Approval of agenda as presented:

Motion was made by Chad Carpenter and seconded by Brad Schutz to approve the agenda as presented.

The motion Carried.

Anderson: Yea, Carpenter: Yea, Lee: Yea, Schutz: Yea, Warner: Absent, Whipple: Yea

Yea: 5, Nay: 0, Absent: 1

### Reports:

Principal: Mr. Gegg presented Mr. Perez' Principal Report.

Superintendent: Mr. Gegg presented the Superintendent Report.

Board Member(s): Anderson shared with the board members the combined Superintendent evaluations. She met with Mr. Gegg and reviewed the evaluations. She thanked him for helping us out this year.

Mr. Gegg informed the Board that starting with the 2022-23 school year the Superintendent would mentor the Student Board Representatives.

Board Committee(s): Anderson reported that the American Civics Committee met and reviewed the report provided by the teachers. Anderson stated that the Finance Committee also met and reviewed claims.

### Discussion Item(s):

School to Work and Work Release Program: Gegg stated that more students are interested in careers and/or career exploration. There are various stipulations that students must meet to participate in a School to Work or Work Release Program. KSB will review what we have and provide input to make it better. A final draft will be brought to the July board meeting.

School Facility Usage: Gegg and the Board discussed school facility usage, specifically the public use of the weight room. KSB recommends a policy for school facility usage. The main issue is students using someone else's weight room card and using the weight room without an adult present. Students must be accompanied by a parent when using the weight room for liability reasons. They also discussed weight room hours.

Selecting a date for the Board Transition meeting in July: Cindy Huff with NRCSA sent Anderson a letter regarding the Board Transition Meeting. It is typically held in July and is part of the contract with NRCSA. If it is not held, NRCSA voids the 2-year guarantee. It is similar to a board retreat, but is a public meeting. The plan is to hold the meeting on July 11, 2022, from 4:30 pm to 6:30 pm.

School Safety - Emergency Operations Planning training: Gegg shared with the Board some of the information that would be covered at the 2-day School Safety Emergency Operations Training, June 21st and 22nd. The training will include members of the school district, the Furnas County sheriff's office, and emergency responders. Lee requested that Gegg put something out on social media so patrons know that we are addressing school safety.

Amendment to the nutrition fund on the 2021-22 school budget: Gegg shared with the board the 2021-22 nutrition fund budget amendment. Input costs have increased greatly compared to previous years. The expenditure amount on the nutrition fund budget is being increased \$25,000. The budget amendment hearing will be held June 22, 2022 at 7:00 am and a Special Board Meeting will be held June 22, 2022 at 7:15 am in the Distance Learning Room.

Action Item(s):

Consent Agenda, including Minutes and Financial Reports:

Motion was made by Chad Carpenter and seconded by Erick Lee to approve the consent agenda as presented.

The motion Carried.

Anderson: Yea, Carpenter: Yea, Lee: Yea, Schutz: Yea, Warner: Absent, Whipple: Yea

Yea: 5, Nay: 0, Absent: 1

Claims:

Motion was made by Rodney Whipple and seconded by Chad Carpenter to approve the expenditures and payments totaling \$424,206.76 as submitted by administration to the Board.

The motion Carried.

Anderson: Yea, Carpenter: Yea, Lee: Yea, Schutz: Yea, Warner: Absent, Whipple: Abstain (Claim #34964 to ATC for \$351.66)

Yea: 4, Nay: 0, Absent: 1, Abstain (With Conflict): 1

Discuss, consider, and take action on approving the bid for the new High School Heating, Ventilation, and Air Conditioning system:

Motion was made by Brad Schutz and seconded by Chad Carpenter to approve the bid from Rasmussen Mechanical Services for the new High School Heating, Ventilation, and Air Conditioning system as presented for \$663,282. There will be an estimated additional cost from NPPD/City of Arapahoe for \$30,000-\$40,000 to install 3-phase power and a transformer.

The motion Carried.

Anderson: Yea, Carpenter: Yea, Lee: Yea, Schutz: Yea, Warner: Absent, Whipple: Yea

Yea: 5, Nay: 0, Absent: 1

Discuss, consider, and take action on setting the substitute rate for the 2022-23 school year:

Motion was made by Rodney Whipple and seconded by Brad Schutz to set the 2022-2023 base substitute rate at \$130 per day and move forward with the tiered system as presented.

The motion Carried.

Anderson: Yea, Carpenter: Yea, Lee: Yea, Schutz: Yea, Warner: Absent, Whipple: Yea

Yea: 5, Nay: 0, Absent: 1

Discuss, consider, and take action to approve non-voting student representatives for the Board of Education for the 2022-2023 school year:

Motion was made by Erick Lee and seconded by Chad Carpenter to approve Berkley Warner and Gentry Warner as the 2022-23 Student Board Representatives.

The motion Carried.

Anderson: Yea, Carpenter: Yea, Lee: Yea, Schutz: Yea, Warner: Absent, Whipple: Yea

Yea: 5, Nay: 0, Absent: 1

Discuss, consider, and take action on KSB School Law to review and update all school board policies and handbooks:

Motion was made by Brad Schutz and seconded by Rodney Whipple to approve KSB school law to update all policies and handbooks for a cost of \$9,500.

The motion Carried.

Anderson: Yea, Carpenter: Yea, Lee: Yea, Schutz: Yea, Warner: Absent, Whipple: Yea

Yea: 5, Nay: 0, Absent: 1

Discuss, consider, and take action on setting milk, breakfast, and lunch meal prices for the 2022-23 school year:

Motion was made by Rodney Whipple and seconded by Chad Carpenter to approve increasing breakfast prices \$0.10, lunch prices \$0.10, milk prices \$0.15, and seconds prices \$0.05 as presented.

The motion Carried.

Anderson: Yea, Carpenter: Yea, Lee: Yea, Schutz: Yea, Warner: Absent, Whipple: Yea

Yea: 5, Nay: 0, Absent: 1

Personnel: None.

Future Meetings: Budget Amendment Hearing at 7:00 am on 6/22/22; Special Board Meeting at 7:15 am on 6/22/22; Board Transition Meeting at 4:30 pm on 7/11/22; Finance Committee Meeting at 6:30 pm on 7/11/22; Regular Board Meeting at 7:00 pm on 7/11/22.

Adjourn:

Motion was made by Chad Carpenter and seconded by Erick Lee to adjourn the meeting at 9:04 pm..

The motion Carried.

Anderson: Yea, Carpenter: Yea, Lee: Yea, Schutz: Yea, Warner: Absent, Whipple: Yea

Yea: 5, Nay: 0, Absent: 1

The meeting was duly adjourned.

DATED this Monday, June 13, 2022

ARAPHAOE-HOLBROOK PUBLIC SCHOOLS

BY:



Lisa Anderson, President

ATTEST:

  
Cassie Hilker, Secretary

**MINUTES OF THE MEETING OF THE BOARD OF EDUCATION OF ARAPAHOE-HOLBROOK PUBLIC SCHOOLS**

A meeting of the Board of Education of Arapahoe-Holbrook Public Schools was convened in open and public session on Wednesday, June 22, 2022, at 7:00 AM in the Distance Learning Room, 610 Walnut Street, Arapahoe, NE 68922-0360. The roll was called and the following Board members were present or absent: Lisa Anderson: Present, Chad Carpenter: Present, Erick Lee: Present, Brad Schutz:

Absent, Dan Warner: Present, Rodney Whipple: Absent.

Also present was Mr. Brian Gegg, Superintendent, Mr. Bob Drews 22-23 Superintendent, and Cassie Hilker, Board Secretary. No visitors were present.

Notice of the meeting was given in advance by publication and/or posting in accordance with the Board approved method for giving notice of meetings. Notice of this meeting was given in advance to all members of the Board of Education. The Secretary of the Board maintains a list of the news media requesting notification of meetings and advance notification to the listed media of the time and place of the meeting and the subjects to be discussed at this meeting was provided. Availability of the agenda was communicated in the publicized notice and a current copy of the Agenda was maintained as stated in the publicized notice. All proceedings of the Board of Education, except as may be hereinafter noted, were taken while the convened meeting was open to the attendance of the public. A recording of said meeting can be found at [www.arapahoewarriors.org](http://www.arapahoewarriors.org) under the Board of Education tab.

Opening the Meeting:

Call to Order: President Anderson called the meeting to order at 7:03 am.

Pledge of Allegiance: The Pledge of Allegiance was recited.

Nebraska Open Meetings Act: At the beginning of the meeting, President Anderson announced and informed the public that a current copy of the Open Meetings Act was posted on the wall of the meeting room and directed the public to its location.

Publication of Meeting/Sign Acknowledgement of Receipt of Meeting Notice:

Roll Call:

Excuse Board Member Absences:

Motion was made by Erick Lee and seconded by Chad Carpenter to excuse Board Members Brad Schutz & Rodney Whipple  
The motion carried.

Anderson: Yea, Carpenter: Yea, Lee: Yea, Schutz: Absent, Warner: Yea, Whipple: Absent  
Yea: 4, Nay: 0, Absent: 2

Welcome Visitors: None.

Approval of agenda as presented:

Motion was made by Erick Lee and seconded by Chad Carpenter to approve the agenda as presented.  
The motion carried.

Anderson: Yea, Carpenter: Yea, Lee: Yea, Schutz: Absent, Warner: Yea, Whipple: Absent  
Yea: 4, Nay: 0, Absent: 2

Action Item(s):

Discuss amending the nutrition fund for the 2021-22 budget: Gegg explained the amendment to the Nutrition Fund. The amendment was a result of rising food costs and supply chain issues. The amendment changes the expenditure amount for the Nutrition Fund from \$296,283.00 to \$321,283.00 for 2021-22.

Adjourn:

Motion was made by Chad Carpenter and seconded by Erick Lee to adjourn the meeting at 7:15 am.  
The motion carried.

Anderson: Yea, Carpenter: Yea, Lee: Yea, Schutz: Absent, Warner: Yea, Whipple: Absent  
Yea: 4, Nay: 0, Absent: 2

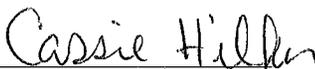
The meeting was duly adjourned.

DATED this Wednesday, June 22, 2022

ARAPHAOE-HOLBROOK PUBLIC SCHOOLS

BY:

  
\_\_\_\_\_  
Lisa Anderson, President

ATTEST:   
\_\_\_\_\_  
Cassie Hilker, Secretary

**MINUTES OF THE MEETING OF THE BOARD OF EDUCATION OF ARAPAHOE-HOLBROOK PUBLIC SCHOOLS**

A meeting of the Board of Education of Arapahoe-Holbrook Public Schools was convened in open and public session on Wednesday, June 22, 2022, at 7:15 AM in the Distance Learning Room, 610 Walnut Street, Arapahoe, NE 68922-0360. The roll was called and the following Board members were present or absent: Lisa Anderson: Present, Chad Carpenter: Present, Erick Lee: Present, Brad Schutz: Present, Dan Warner: Present, Rodney Whipple: Absent. Also present was Mr. Brian Gegg, Superintendent, Mr. Bob Drews, 22-23 Superintendent, and Cassie Hilker, Board Secretary. No visitors were present. Notice of the meeting was given in advance by publication and/or posting in accordance with the Board approved method for giving notice of meetings. Notice of this meeting was given in advance to all members of the Board of Education. The Secretary of the Board maintains a list of the news media requesting notification of meetings and advance notification to the listed media of the time and place of the meeting and the subjects to be discussed at this meeting was provided. Availability of the agenda was communicated in the publicized notice and a current copy of the Agenda was maintained as stated in the publicized notice. All proceedings of the Board of Education, except as may be hereinafter noted, were taken while the convened meeting was open to the attendance of the public. A recording of said meeting can be found at [www.arapahoewarriors.org](http://www.arapahoewarriors.org) under the Board of Education tab.

Opening the Meeting:

Call to Order: President Anderson called the meeting to order at 7:15 am.

Nebraska Open Meetings Act: At the beginning of the meeting, President Anderson announced and informed the public that a current copy of the Open Meetings Act was posted on the wall of the meeting room and directed the public to its location.

Publication of Meeting/Sign Acknowledgement of Receipt of Meeting Notice:

Roll Call:

Excuse Board Member Absences:

Motion was made by Dan Warner and seconded by Chad Carpenter to excuse Board Member Rodney Whipple.

The motion Carried.

Anderson: Yea, Carpenter: Yea, Lee: Yea, Schutz: Yea, Warner: Yea, Whipple: Absent

Yea: 5, Nay: 0, Absent: 1

Welcome Visitors: None.

Approval of agenda as presented:

Motion was made by Brad Schutz and seconded by Dan Warner to approve the agenda as presented.

The motion Carried.

Anderson: Yea, Carpenter: Yea, Lee: Yea, Schutz: Yea, Warner: Yea, Whipple: Absent

Yea: 5, Nay: 0, Absent: 1

Action Items:

Amend the 2021-2022 Nutrition Budget as presented.:

Motion was made by Erick Lee and seconded by Chad Carpenter to approve the amendment to the 2021-22 nutrition fund budget as presented.

The motion Carried.

Anderson: Yea, Carpenter: Yea, Lee: Yea, Schutz: Yea, Warner: Yea, Whipple: Absent

Yea: 5, Nay: 0, Absent: 1

Personnel: Gegg discussed classified staff salaries as compared to area Districts.

Adjourn:

Motion was made by Chad Carpenter and seconded by Dan Warner to adjourn the meeting at 7:34 am.

The motion Carried.

Anderson: Yea, Carpenter: Yea, Lee: Yea, Schutz: Yea, Warner: Yea, Whipple: Absent

Yea: 5, Nay: 0, Absent: 1

The meeting was duly adjourned.

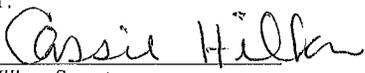
DATED this Wednesday, June 22, 2022

ARAPHAOE-HOLBROOK PUBLIC SCHOOLS

BY:

  
Lisa Anderson, President

ATTEST:

  
Cassie Hilker, Secretary

**Arapahoe Public Schools - Dist 18 Treasurer's Report  
June 30, 2022**

<b>General Fund</b>
---------------------

Beginning Balance June 1, 2022	\$	1,925,767.18
Receipts:		
Frontier County Treasurer	\$	162.92
Furnas County Treasurer	\$	58,097.98
Gosper County Treasurer	\$	12,468.56
State of Nebraska	\$	45,628.00
Interest	\$	527.45
Clearing Account Deposits	\$	4,939.64
Preschool	\$	60.00
ESU Unit #11 and #10	\$	315.00
City of Arapahoe	\$	1,065.00
General Clearing	\$	636.37
Section 125	\$	1,711.64
REAP	\$	25,395.00
Adjustment	\$	(31,867.67)
	\$	119,139.89
Disbursements:	\$	590,633.45
Closing Balance June 30, 2022	\$	<u><u>1,454,273.62</u></u>

ACCOUNTS:

Cash Account	\$	126,436.20
Clearing Cash Account	\$	11,817.62
Section 125 Cash Account	\$	6,589.80
First Central CD	\$	1,309,430.00
	\$	<u><u>1,454,273.62</u></u>

<b>Building Fund</b>
----------------------

Beginning Balance June 1, 2022	\$	196,363.19
Receipts:	\$	71.01
Disbursements:	\$	2,390.00
Closing Balance June 30, 2022	\$	<u><u>194,044.20</u></u>

ACCOUNTS:

Cash Account-First Central	\$	4.20
MM Account-First State	\$	-
First Central CD	\$	194,040.00
First State CD	\$	-
	\$	<u><u>194,044.20</u></u>

<b>Bond Fund</b>
------------------

Beginning Balance June 1, 2022	\$	757,212.62
Receipts:	\$	14,144.77
Disbursements:	\$	-
Closing Balance June 30, 2022	\$	<u>771,357.39</u>

## ACCOUNTS:

Cash Account-First Central	\$	8,767.39
First Central CD	\$	762,590.00
First State CD	\$	-
	\$	<u>771,357.39</u>

<b>Depreciation</b>
---------------------

Beginning Balance June 1, 2022	\$	113,839.19
Receipts:	\$	41.17
Disbursements:	\$	-
Closing Balance June 30, 2022	\$	<u>113,880.36</u>

## ACCOUNTS:

Cash Account	\$	0.36
First Central CD	\$	113,880.00
First State CD	\$	-
	\$	<u>113,880.36</u>

<b>Qualified Capital Purpose Undertaking</b>
--

Beginning Balance June 1, 2022	\$	55.65
Receipts:	\$	-
Disbursements:	\$	-
Closing Balance June 30, 2022	\$	<u>55.65</u>

## ACCOUNTS:

Cash Account	\$	55.65
First Central CD	\$	-
First State CD	\$	-
	\$	<u>55.65</u>

<b>Employee Benefit</b>
-------------------------

Beginning Balance June 1, 2022	\$	5,442.67
Receipts:	\$	1.96
Disbursements:	\$	-
Closing Balance June 30, 2022	\$	<u>5,444.63</u>

ACCOUNTS:

Cash Account	\$	14.63
First Central CD	\$	5,430.00
First State CD	\$	-
	\$	<u>5,444.63</u>

<b>Student Fees</b>
---------------------

Beginning Balance June 1, 2022	\$	14,693.11
Receipts:	\$	-
Disbursements:	\$	338.90
Closing Balance June 30, 2022	\$	<u>14,354.21</u>

ACCOUNTS:

Cash Account	\$	14,354.21
First Central CD	\$	-
First State CD	\$	-
	\$	<u>14,354.21</u>

<b>School Lunch</b>
---------------------

Beginning Balance June 1, 2022	\$	40,565.65
Receipts:	\$	20,245.13
Disbursements:	\$	15,097.95
Closing Balance June 30, 2022	\$	<u>45,712.83</u>

ACCOUNTS:

Cash Account	\$	45,712.83
First Central CD	\$	-
First State CD	\$	-
	\$	<u>45,712.83</u>

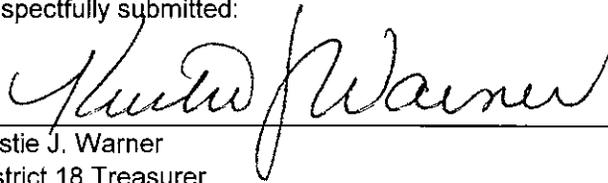
<b>Activities</b>
-------------------

Beginning Balance June 1, 2022	\$	130,659.11
Receipts:	\$	68,511.49
Disbursements:	\$	20,200.33
 Closing Balance June 30, 2022	 \$	 <u>178,970.27</u>

ACCOUNTS:

Cash Account	\$	178,970.27
First Central CD	\$	-
First State CD	\$	-
	\$	<u>178,970.27</u>

Respectfully submitted:



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Kristie J. Warner  
District 18 Treasurer

**Arapahoe Public School District**

**Account Balance Report**

**September 2021 - August 2022**

	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	YTD Average	Change in Balance	Aug-21
<b>Fund Cash Accounts</b>														
01-General	241,485	116,627	93,505	363,818	249,528	244,907	125,082	258,751	450,699	126,436	78,766	213,600	(23,057)	149,493
01-General Clearing	10,181	10,075	10,401	10,690	9,915	11,080	10,955	11,092	11,228	11,818	11,818	10,841	1,818	10,000
01-General Section 125	6,315	7,966	8,694	8,225	7,546	6,218	6,704	6,451	6,095	6,590	6,590	7,027	1,987	4,603
02-Depreciation	-	1	4	4	1	5	1	1	4	0	3	2	(125,000)	125,000
03-Employee Benefit	2	4	2	4	6	7	9	11	13	15	1	7	(7,487)	7,502
05-Activities	142,716	136,996	154,687	156,485	152,719	148,788	145,371	139,035	130,659	178,970	169,582	150,546	41,229	137,741
06-Nutrition	20,042	38,581	36,757	33,539	12,907	32,824	31,773	40,105	40,566	45,713	35,326	33,467	(4,987)	50,700
07-Bond	24,274	1,300	1,989	59,918	39,742	31,992	6,390	42,345	73,283	8,767	5	26,362	(6,052)	14,820
08-Building (FCB)	2	2	4	4	2	4	2	5	4	4	4	3	(1)	5
08-Building (FSB)	-	-	-	-	-	-	-	-	-	-	-	-	-	-
09-QC/PUF	56	56	56	56	56	56	56	56	56	56	56	56	-	56
12-Student Fee	19,788	15,432	15,432	14,897	14,670	14,570	14,355	14,595	14,693	14,354	14,354	15,195	(11,895)	26,249
<b>Total - Cash</b>	<b>\$ 464,860</b>	<b>\$ 326,940</b>	<b>\$ 321,512</b>	<b>\$ 647,641</b>	<b>\$ 487,091</b>	<b>\$ 490,451</b>	<b>\$ 340,698</b>	<b>\$ 512,445</b>	<b>\$ 727,298</b>	<b>\$ 392,723</b>	<b>\$ 316,505</b>	<b>\$ 457,106</b>	<b>\$ (133,445)</b>	<b>\$ 526,168</b>
<b>CD Accounts</b>														
01-General (First Central)	1,128,385	1,078,705	796,455	500,995	1,061,420	1,155,615	1,041,295	891,980	1,457,745	1,309,430	1,033,955	1,041,453	619,605	689,825
02-Depreciation	125,000	125,040	125,080	125,120	125,165	117,380	117,420	117,460	113,835	113,880	113,915	119,936	113,880	-
03-Employee Benefit	7,600	7,600	5,430	5,430	5,430	5,430	5,430	5,430	5,430	5,430	5,445	5,826	5,330	100
07-Bond	834,835	869,495	168,220	170,690	370,535	432,865	469,160	501,075	683,930	762,590	773,160	548,778	36,940	725,650
08-Building	213,360	212,370	212,440	212,510	206,670	204,920	201,445	197,160	196,360	194,040	176,325	202,509	(19,240)	213,280
09-QC/PUF	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total - CD</b>	<b>\$ 2,309,180</b>	<b>\$ 2,293,210</b>	<b>\$ 1,307,625</b>	<b>\$ 1,014,745</b>	<b>\$ 1,769,220</b>	<b>\$ 1,916,210</b>	<b>\$ 1,834,750</b>	<b>\$ 1,713,105</b>	<b>\$ 2,457,300</b>	<b>\$ 2,385,370</b>	<b>\$ 2,102,800</b>	<b>\$ 1,918,501</b>	<b>\$ 756,515</b>	<b>\$ 1,628,855</b>
<b>Total - All</b>	<b>\$ 2,774,040</b>	<b>\$ 2,620,150</b>	<b>\$ 1,629,137</b>	<b>\$ 1,662,386</b>	<b>\$ 2,256,311</b>	<b>\$ 2,406,661</b>	<b>\$ 2,175,448</b>	<b>\$ 2,225,550</b>	<b>\$ 3,184,598</b>	<b>\$ 2,778,093</b>	<b>\$ 2,419,305</b>	<b>\$ 2,375,607</b>	<b>\$ 623,070</b>	<b>\$ 2,155,023</b>

**Arapahoe Public School District**  
**Account Balance Report by Fund**  
**September 2021 - August 2022**

	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	YTD Average	Change in Balance	Aug-21
<b>01-General</b>														
01-General Cash	241,485	116,627	93,505	363,818	249,528	244,907	125,082	258,751	450,699	126,436	78,766	213,600	(23,057)	149,493
01-General Clearing	10,181	10,075	10,401	10,690	9,915	11,080	10,955	11,092	11,228	11,818	11,818	10,841	1,818	10,000
01-General Section 125	6,315	7,866	8,694	8,225	7,946	6,218	6,704	6,451	6,095	6,590	6,590	7,027	1,987	4,603
01-General CD (First Central)	1,128,385	1,078,705	796,455	500,995	1,061,420	1,155,615	1,041,295	891,980	1,457,745	1,309,430	1,033,955	1,041,453	619,605	689,825
01-General CD (First State)														
<b>Total - General</b>	<b>\$ 1,386,365</b>	<b>\$ 1,213,273</b>	<b>\$ 909,056</b>	<b>\$ 863,728</b>	<b>\$ 1,328,409</b>	<b>\$ 1,417,820</b>	<b>\$ 1,184,036</b>	<b>\$ 1,168,273</b>	<b>\$ 1,925,767</b>	<b>\$ 1,454,274</b>	<b>\$ 1,131,128</b>	<b>\$ 1,166,844</b>	<b>\$ 600,353</b>	<b>\$ 853,921</b>
<b>02-Depreciation</b>														
02-Depreciation Cash		1	4	5	1	5	1	1	4		3	2	(125,000)	125,000
02-Depreciation CD	125,000	125,040	125,080	125,120	125,165	117,980	117,420	117,460	113,835	113,880	113,915	119,936	113,880	
<b>Total - Depreciation</b>	<b>\$ 125,000</b>	<b>\$ 125,041</b>	<b>\$ 125,084</b>	<b>\$ 125,125</b>	<b>\$ 125,166</b>	<b>\$ 117,985</b>	<b>\$ 117,421</b>	<b>\$ 117,461</b>	<b>\$ 113,839</b>	<b>\$ 113,880</b>	<b>\$ 113,918</b>	<b>\$ 109,943</b>	<b>\$ (11,120)</b>	<b>\$ 125,000</b>
<b>03-Employee Benefit</b>														
03-Employee Benefit Cash	2	4	2	4	6	7	9	11	13	15	1	7	(7,487)	7,502
03-Employee Benefit CD	7,600	7,600	5,430	5,430	5,430	5,430	5,430	5,430	5,430	5,430	5,445	5,826	5,330	100
<b>Total - Employee Benefit</b>	<b>\$ 7,602</b>	<b>\$ 7,604</b>	<b>\$ 5,432</b>	<b>\$ 5,434</b>	<b>\$ 5,436</b>	<b>\$ 5,437</b>	<b>\$ 5,439</b>	<b>\$ 5,441</b>	<b>\$ 5,443</b>	<b>\$ 5,445</b>	<b>\$ 5,446</b>	<b>\$ 5,347</b>	<b>\$ (2,157)</b>	<b>\$ 7,602</b>
<b>05-Activities</b>														
05-Activities Cash	142,716	136,996	154,687	156,485	152,719	148,788	145,371	139,035	130,659	178,970	169,582	150,546	41,229	137,741
<b>Total - Activities</b>	<b>\$ 142,716</b>	<b>\$ 136,996</b>	<b>\$ 154,687</b>	<b>\$ 156,485</b>	<b>\$ 152,719</b>	<b>\$ 148,788</b>	<b>\$ 145,371</b>	<b>\$ 139,035</b>	<b>\$ 130,659</b>	<b>\$ 178,970</b>	<b>\$ 169,582</b>	<b>\$ 138,001</b>	<b>\$ 41,229</b>	<b>\$ 137,741</b>
<b>06-Nutrition</b>														
06-Nutrition Cash	20,042	38,581	36,757	33,539	12,907	32,824	31,773	40,105	40,566	45,713	35,326	33,467	(4,987)	50,700
<b>Total - Nutrition</b>	<b>\$ 20,042</b>	<b>\$ 38,581</b>	<b>\$ 36,757</b>	<b>\$ 33,539</b>	<b>\$ 12,907</b>	<b>\$ 32,824</b>	<b>\$ 31,773</b>	<b>\$ 40,105</b>	<b>\$ 40,566</b>	<b>\$ 45,713</b>	<b>\$ 35,326</b>	<b>\$ 30,678</b>	<b>\$ (4,987)</b>	<b>\$ 50,700</b>
<b>07-Bond</b>														
07-Bond Cash	24,274	1,300	1,969	59,918	39,742	31,992	6,390	42,345	73,283	8,767	5	26,362	(6,052)	14,820
07-Bond CD	834,835	869,495	168,220	170,690	370,535	432,865	469,160	501,075	663,930	762,590	773,160	548,778	36,940	725,650
<b>Total - Bond</b>	<b>\$ 859,109</b>	<b>\$ 870,795</b>	<b>\$ 170,189</b>	<b>\$ 230,608</b>	<b>\$ 410,277</b>	<b>\$ 464,857</b>	<b>\$ 475,550</b>	<b>\$ 543,420</b>	<b>\$ 737,213</b>	<b>\$ 771,357</b>	<b>\$ 773,165</b>	<b>\$ 527,212</b>	<b>\$ 30,888</b>	<b>\$ 740,470</b>
<b>08-Building</b>														
08-Building Cash (FCB)	2	2	4	4	2	4	2	5	3	4	4	3	(1)	5
08-Building Cash (FSB)														
08-Building CD	213,360	212,370	212,440	212,510	206,670	204,920	201,445	197,160	196,360	194,040	176,325	202,509	(19,240)	213,280
<b>Total - Building</b>	<b>\$ 213,362</b>	<b>\$ 212,372</b>	<b>\$ 212,444</b>	<b>\$ 212,514</b>	<b>\$ 206,672</b>	<b>\$ 204,924</b>	<b>\$ 201,447</b>	<b>\$ 197,165</b>	<b>\$ 196,363</b>	<b>\$ 194,044</b>	<b>\$ 176,329</b>	<b>\$ 185,636</b>	<b>\$ (19,241)</b>	<b>\$ 213,285</b>
<b>09-QCPIUF</b>														
09-QCPIUF Cash	56	56	56	56	56	56	56	56	56	56	56	56	-	56
09-QCPIUF CD													-	-
<b>Total - QCPIUF</b>	<b>\$ 56</b>	<b>\$ 51</b>	<b>\$ -</b>	<b>\$ 56</b>										
<b>12-Student Fee</b>														
12-Student Fee Cash	19,788	15,432	15,432	14,897	14,670	14,570	14,355	14,595	14,693	14,354	14,354	15,195	(11,895)	26,249
<b>Total - Student Fee</b>	<b>\$ 19,788</b>	<b>\$ 15,432</b>	<b>\$ 15,432</b>	<b>\$ 14,897</b>	<b>\$ 14,670</b>	<b>\$ 14,570</b>	<b>\$ 14,355</b>	<b>\$ 14,595</b>	<b>\$ 14,693</b>	<b>\$ 14,354</b>	<b>\$ 14,354</b>	<b>\$ 13,928</b>	<b>\$ (11,895)</b>	<b>\$ 26,249</b>
<b>Total - All</b>	<b>\$ 2,774,040</b>	<b>\$ 2,620,150</b>	<b>\$ 1,629,137</b>	<b>\$ 1,662,386</b>	<b>\$ 2,256,311</b>	<b>\$ 2,406,661</b>	<b>\$ 2,175,448</b>	<b>\$ 2,225,550</b>	<b>\$ 3,184,598</b>	<b>\$ 2,778,093</b>	<b>\$ 2,419,305</b>	<b>\$ 2,177,640</b>	<b>\$ 623,070</b>	<b>\$ 2,155,023</b>

Arapahoe Public School District																
Receipt / Expenditure Report																
September 2021 - August 2022																
	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	YTD Average	YTD Actual	YTD Budget	% Remaining	Over Budget / (Under Budget)
<b>Receipts</b>																
01-General	895,270	176,436	56,101	335,720	787,510	444,722	117,657	343,715	1,124,140	119,140	26,288	402,791	4,430,698	5,592,034	20.77%	(1,161,336)
02-Depreciation		41	42	41	41	44	36	2	36	41	37	36	400	-	400	(4,980)
03-Employee Benefit	0	3	3	2	2	2	2	2	2	2	2	2	20	5,000	98.61%	(4,980)
05-Activities	22,300	15,749	35,858	32,996	23,174	13,526	7,120	8,705	13,970	68,511	2,248	22,196	244,168	150,000	-62.77%	94,168
06-Nutrition	1,900	53,406	27,001	31,047	2,143	52,135	30,649	39,553	27,527	20,545	228	25,985	285,935	248,350	-15.09%	37,585
07-Bond	118,639	11,686	2,260	61,254	179,669	54,581	10,737	67,869	247,776	14,145	1,808	70,038	770,423	831,110	7.30%	(60,687)
08-Building (FCB)	77	70	72	70	70	72	63	68	61	71	64	69	758	2,500	69.67%	(1,742)
09-OCPUF																
12-Student Fee	1,005			40	150	279	35	375	484			215	2,368	1,000	-136.81%	1,368
<b>Total Receipts</b>	<b>\$ 1,043,191</b>	<b>\$ 257,390</b>	<b>\$ 121,337</b>	<b>\$ 461,170</b>	<b>\$ 992,758</b>	<b>\$ 565,360</b>	<b>\$ 166,299</b>	<b>\$ 460,327</b>	<b>\$ 1,413,996</b>	<b>\$ 222,155</b>	<b>\$ 30,675</b>	<b>\$ 570,398</b>	<b>\$ 5,734,660</b>	<b>\$ 6,629,984</b>	<b>16.04%</b>	<b>\$ (1,095,324)</b>
<b>Expenditures</b>																
01-General	366,826	349,828	360,318	361,047	342,828	355,312	351,440	359,478	366,647	590,633	349,433	377,590	4,153,491	6,457,660	35.68%	(2,304,169)
02-Depreciation						7,825			3,658			1,044	11,482	125,000	90.81%	(113,518)
03-Employee Benefit			2,175									198	2,175	12,602	82.74%	(10,427)
05-Activities	17,326	21,469	18,167	31,199	28,940	17,456	10,538	15,041	22,346	20,200	11,636	19,302	212,317	292,397	27.39%	(80,080)
06-Nutrition - Amended 6/22/22	32,558	34,867	28,825	34,265	22,778	32,217	31,701	31,220	27,066	15,098	10,615	27,383	301,209	327,263	6.25%	(26,074)
07-Bond			702,866	835			44	33,982	33,982			67,066	737,727	1,710,800	56.88%	(973,073)
08-Building (FCB)		1,060			5,913	1,821	3,539	4,351	862	2,390	17,779	3,429	37,714	215,784	82.52%	(178,070)
09-OCPUF														55	100.00%	(55)
12-Student Fee	7,465	4,856		575	377	379	250	134	386	339		1,297	14,263	26,735	46.65%	(12,472)
<b>Total Expenditures</b>	<b>\$ 424,175</b>	<b>\$ 411,280</b>	<b>\$ 1,112,851</b>	<b>\$ 427,921</b>	<b>\$ 398,833</b>	<b>\$ 415,009</b>	<b>\$ 397,512</b>	<b>\$ 410,225</b>	<b>\$ 454,948</b>	<b>\$ 628,661</b>	<b>\$ 389,463</b>	<b>\$ 508,091</b>	<b>\$ 5,470,378</b>	<b>\$ 9,162,316</b>	<b>40.29%</b>	<b>\$ (3,691,938)</b>

Additional Information:	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Total Sep-Dec	Total Jan-Aug
General Fund Only													
Frontier County Taxes Coll'd	15,414	2,283			45,349	6,115	4,026	163	6,156	163	3,879	\$ 79,516	\$ 61,809
Furnas County Taxes Coll'd	652,351	20,613	3,036	157,561	372,543	58,733	96,091	39,652	705,957	39,652	2,068,771	\$ 2,068,771	\$ 2,068,771
Gosper County Taxes Coll'd	254,008	56,697	8,580	106,892	301,345	29,354	11,946	44,664	317,768	11,049	2,105	\$ 1,146,408	\$ 1,146,408
Interest on RE/PP Frontier Co. Taxes Coll'd		0										\$ 0	\$ 0
Interest on RE/PP Furnas Co. Taxes Coll'd	211	699	242	726	988	550	1,383		63	360	58	\$ 4,870	\$ 4,870
Interest on RE/PP Gosper Co. Taxes Coll'd	131	93	212	726	1,645	240			86	157	1	\$ 3,290	\$ 3,290
Carline Taxes (All Counties)	1,587								3,071			\$ 4,658	\$ 3,071
Motor Vehicle Taxes (All Counties)	24,519	12,179	11,040	9,487	16,143	54,569	13,817	14,599	15,331	13,705	14,987	\$ 57,224	\$ 143,151
Fines & Licenses (All Counties)	889	906	1,029	903	1,188	703	1,272	726	2,580	3,119	1,926	\$ 3,727	\$ 10,984
Homestead (All Counties)						3,585	3,590	3,590	3,590	3,590		\$ 10,764	\$ 17,944
Prop/Pers Prop. Tax Credit (All Counties)						135,650	3,933		3,933			\$ 279,233	\$ 279,233
Pro Rate MV. (All Counties)		1,286			1,992			2,923	75		502	\$ 1,286	\$ 5,092
State Aid	11,671	11,671	11,671	11,671	11,671	11,671	11,671		23,342			\$ 105,039	\$ 105,039
SFED SA Reimb PY 20-21 (Approx. 43%)				31,091	28,286	22,243	30,710	28,494	32,064			\$ 172,948	\$ 141,857
Appointment (School Land)						35,139						\$ 35,139	\$ 35,139
Inter-Fund Loan												\$ -	\$ -
All other receipts	8,489	88,001	20,291	17,072	6,360	92,285	8,736	13,351	10,656	47,345	2,831	\$ 113,853	\$ 181,964
Total Taxes Coll'd	851,774	81,603	11,616	264,453	719,237	88,087	46,417	144,782	1,029,881	50,863	5,983	\$ 1,209,445	\$ 2,085,251
Expenditures-Payroll/Benefits	306,768	295,565	305,583	292,458	269,534	280,264	292,031	274,146	296,070	270,651	260,291	\$ 3,133,343	\$ 1,942,968
Expenditures-All Other	60,057	53,963	54,794	76,589	73,294	75,048	59,409	85,332	70,577	320,002	89,142	\$ 247,344	\$ 772,804
Inter-Fund Loan Repayment XX/XX/XX												\$ -	\$ -
Running Balance	\$ 1,386,365	\$ 1,213,273	\$ 909,086	\$ 883,728	\$ 1,328,409	\$ 1,417,820	\$ 1,184,038	\$ 1,168,273	\$ 1,925,767	\$ 1,454,274	\$ 1,131,128	\$ -	\$ -
\$													
Cash on Hand as of 8/31/21													
Number of Months the District could operate with the monthly cash balances based on average expenditures of \$400K	3.47	3.03	2.27	2.21	3.32	3.54	2.96	2.92	4.81	3.64	2.83		
Nutrition Fund Only													
State of NE Reimb		49,794	25,115	26,482		48,499	28,002	27,388	23,314	19,616		\$ 246,210	\$ 246,210
Xfr from General Fund												\$ -	\$ -
All other receipts	1,900	3,612	1,887	4,566	2,143	3,635	2,647	12,165	4,213	629	228	\$ 11,964	\$ 25,660
Expenditures-Payroll/Benefits	11,442	11,515	10,317	10,117	9,777	10,189	10,187	10,014	9,297	8,464	4,875	\$ 106,194	\$ 62,802
Expenditures-All Other	21,116	23,352	18,508	24,148	12,998	22,028	21,514	21,207	17,770	6,654	5,740	\$ 87,124	\$ 107,891
Running Balance	\$ 20,042	\$ 38,581	\$ 36,757	\$ 33,539	\$ 12,907	\$ 32,824	\$ 31,773	\$ 40,105	\$ 40,566	\$ 45,713	\$ 35,326	\$ -	\$ -
\$													
Cash on Hand as of 8/31/21													
Number of Months the District could operate with the monthly cash balances based on average expenditures of \$24K	0.84	1.61	1.53	1.40	0.54	1.37	1.32	1.67	1.69	1.90	1.47		



# Arapahoe Public School District #18

## Cash Receipts Customer History Report - June 2022

Customer Name				
1 - Furnas County Treasurer				
Batch No.	Receipt No.	Date	Description	Amount
002900	00003	6/8/2022	Fines (Gen)	\$1,815.42
002901	00001	6/8/2022	Interest / Penalties (Bond)	\$25.46
002900	00002	6/8/2022	Interest / Penalties (Gen)	\$118.62
002900	00001	6/8/2022	MV (Gen)	\$13,241.05
002901	00002	6/8/2022	Taxes (Bond)	\$3,459.81
002900	00004	6/8/2022	Taxes (Gen)	\$14,627.43
002921	00002	6/24/2022	Homestead (Bond)	\$720.65
002920	00002	6/24/2022	Homestead (Gen)	\$3,029.26
002921	00003	6/24/2022	In Lieu of 5% Tax (Bond)	\$719.21
002920	00003	6/24/2022	In Lieu of 5% Tax (Gen)	\$3,023.23
002921	00001	6/24/2022	Interest / Penalties (Bond)	\$56.49
002920	00001	6/24/2022	Interest / Penalties (Gen)	\$241.80
002921	00004	6/24/2022	Taxes (Bond)	\$5,227.61
002920	00004	6/24/2022	Taxes (Gen)	\$22,001.17
<b>Sub Total</b>				<b>\$68,307.21</b>
Customer Name				
10 - State of NE-Lunch				
Batch No.	Receipt No.	Date	Description	Amount
002913	00005	6/17/2022	SFP Admin FY 2022 (Nut)	\$27.87
002913	00004	6/17/2022	SFP Operating FY 2022 (Nut)	\$267.37
002913	00003	6/17/2022	SSO Breakfast FY 2022 (Nut)	\$3,073.90
002913	00001	6/17/2022	SSO Lunch S4-FY 2022 (Nut)	\$1,540.13
002913	00002	6/17/2022	SSO Lunch-S11 FY 2022 (Nut)	\$14,706.93
<b>Sub Total</b>				<b>\$19,616.20</b>
Customer Name				
11 - State of NE-SPED				
Batch No.	Receipt No.	Date	Description	Amount
002918	00001	6/22/2022	SPED SA FFR Reimb 20-21 (Gen)	\$33,957.00
<b>Sub Total</b>				<b>\$33,957.00</b>
Customer Name				
2 - Gosper County Treasurer				
Batch No.	Receipt No.	Date	Description	Amount
002898	00004	6/7/2022	Fines (Gen)	\$128.66
002898	00002	6/7/2022	Interest / Penalties (Gen)	\$156.41
002898	00003	6/7/2022	Liquor Licenses (Gen)	\$36.60
002898	00001	6/7/2022	MV (Gen)	\$463.87
002899	00001	6/7/2022	Taxes (Bond)	\$1,649.50
002898	00005	6/7/2022	Taxes (Gen)	\$6,777.38
002922	00003	6/22/2022	Fines (Gen)	\$73.68
002923	00002	6/22/2022	Homestead (Bond)	\$133.33
002922	00002	6/22/2022	Homestead (Gen)	\$560.44

002923	00001	6/22/2022	Interest / Penalties (Bond)	\$0.08
002922	00001	6/22/2022	Interest / Penalties (Gen)	\$0.32
002923	00003	6/22/2022	Taxes (Bond)	\$1,016.09
002922	00004	6/22/2022	Taxes (Gen)	\$4,271.20
<b>Sub Total</b>				<b>\$15,267.56</b>

**Customer Name**  
3 - Frontier County Treasurer

Batch No.	Receipt No.	Date	Description	Amount
002907	00001	6/15/2022	Taxes (Bond)	\$889.20
002927	00001	6/24/2022	Taxes (Gen)	\$162.92
<b>Sub Total</b>				<b>\$1,052.12</b>

**Customer Name**  
5 - State of Nebraska-State Aid

Batch No.	Receipt No.	Date	Description	Amount
002933	00001	6/30/2022	State Aid (Gen)	\$11,671.00
<b>Sub Total</b>				<b>\$11,671.00</b>

**Customer Name**  
7 - First Central Bank

Batch No.	Receipt No.	Date	Description	Amount
002894	00001	6/15/2022	CD Int (Bldg)	\$71.01
002895	00001	6/15/2022	CD Int (Bond)	\$247.34
002896	00001	6/15/2022	CD Int (Dep)	\$41.17
002897	00001	6/15/2022	CD Int (Emp Ben)	\$1.96
002893	00001	6/15/2022	CD Int (Gen)	\$527.19
002934	00001	6/30/2022	Interest (Gen)	\$0.26
<b>Sub Total</b>				<b>\$888.93</b>

**Customer Name**  
8 - Various / Miscellaneous

Batch No.	Receipt No.	Date	Description	Amount
002892	00001	6/1/2022	Sysco Rebate (Nut)	\$94.84
002902	00001	6/13/2022	Football Fundraising - Playoff Store	\$300.42
002903	00004	6/15/2022	6/13/22 Summer Food Donation (Nut)	\$0.50
002903	00003	6/15/2022	6/13/22 Summer Food Sales (Nut)	\$13.50
002903	00002	6/15/2022	6/14/22 Summer Food Donation (Nut)	\$0.50
002903	00001	6/15/2022	6/14/22 Summer Food Sales (Nut)	\$25.00
002903	00011	6/15/2022	6/2/22 Summer Food Donation (Nut)	\$0.07
002903	00010	6/15/2022	6/2/22 Summer Food Sales (Nut)	\$10.00
002903	00009	6/15/2022	6/3/22 Summer Food Donation (Nut)	\$0.25
002903	00008	6/15/2022	6/3/22 Summer Food Sales (Nut)	\$5.00
002903	00005	6/15/2022	6/8/22 Summer Food Sales (Nut)	\$22.50
002903	00007	6/15/2022	6/9/22 Summer Food Donation (Nut)	\$0.50
002903	00006	6/15/2022	6/9/22 Summer Food Sales (Nut)	\$22.50
002906	00003	6/15/2022	Alumni Banquet Serving (Act)	\$360.00
002911	00002	6/15/2022	Annual Xfr for 22-23 (Act)	\$1,252.69
002911	00003	6/15/2022	Annual Xfr for 22-23 (Act)	\$2,514.06
002911	00004	6/15/2022	Annual Xfr for 22-23 (Act)	\$4,354.54

002911	00005	6/15/2022	Annual Xfr for 22-23 (Act)	\$85.91
002911	00006	6/15/2022	Annual Xfr for 22-23 (Act)	\$778.75
002911	00007	6/15/2022	Annual Xfr for 22-23 (Act)	\$3,168.49
002911	00008	6/15/2022	Annual Xfr for 22-23 (Act)	\$704.22
002911	00009	6/15/2022	Annual Xfr for 22-23 (Act)	\$2,550.73
002911	00010	6/15/2022	Annual Xfr for 22-23 (Act)	\$748.02
002911	00011	6/15/2022	Annual Xfr for 22-23 (Act)	\$1,941.59
002911	00012	6/15/2022	Annual Xfr for 22-23 (Act)	\$1,858.00
002911	00013	6/15/2022	Annual Xfr for 22-23 (Act)	\$6,864.67
002911	00014	6/15/2022	Annual Xfr for 22-23 (Act)	\$66.40
002911	00015	6/15/2022	Annual Xfr for 22-23 (Act)	\$400.00
002911	00016	6/15/2022	Annual Xfr for 22-23 (Act)	\$30,011.93
002908	00002	6/15/2022	APS-Reimb Food Used Cambridge Fire (Nut)	\$119.95
002904	00001	6/15/2022	BB Camp (Act)	\$2,030.00
002905	00001	6/15/2022	BBB Camp (Act)	\$30.00
002910	00003	6/15/2022	City of Arapahoe-Liquor Licenses (Gen)	\$1,025.00
002910	00002	6/15/2022	City of Arapahoe-Tobacco Licenses (Gen)	\$40.00
002906	00002	6/15/2022	Donation-EF Trip-Addie & Lizzie (Act)	\$100.00
002935	00001	6/15/2022	Gen Clrng Deposit (Gen)	\$636.37
002906	00001	6/15/2022	Hotel Pmt-EF Trip-Joey & Emilee (Act)	\$130.00
002909	00005	6/15/2022	Lambert, J-BCBS (Gen-Clrng)	\$5.90
002909	00001	6/15/2022	Luke, S-Aflac (Gen-Clrng)	\$13.72
002909	00006	6/15/2022	Luke, S-BCBS (Gen-Clrng)	\$5.90
002909	00002	6/15/2022	Maaske, C-Aflac (Gen-Clrng)	\$15.43
002909	00007	6/15/2022	Maaske, C-BCBS (Gen-Clrng)	\$5.90
002908	00001	6/15/2022	Perez-Reimb Food Purch'd (Nut)	\$35.67
002910	00001	6/15/2022	PK (Gen)	\$60.00
002911	00001	6/15/2022	Reimb Food used during Cambridge Fire (Act)	\$328.85
002909	00010	6/15/2022	Reimb-Quadiant-Postage (Gen-Clrng)	\$500.00
002909	00003	6/15/2022	Weatherwax, L-Aflac (Gen-Clrng)	\$47.49
002909	00008	6/15/2022	Weatherwax, Le-BCBS (Gen-Clrng)	\$16.65
002909	00009	6/15/2022	Weatherwax, Ly-BCBS (Gen-Clrng)	\$5.90
002909	00004	6/15/2022	Zodrow, C-Aflac (Gen-Clrng)	\$19.48
002912	00001	6/15/2022	Helms, K-DCA	\$416.66
002912	00002	6/15/2022	Rawson, M-DCA	\$416.66
002912	00003	6/15/2022	Breinig, P-FSA	\$170.00
002912	00004	6/15/2022	Eman, K-FSA	\$100.00
002912	00005	6/15/2022	Foley, M-FSA	\$100.00
002912	00006	6/15/2022	Johansen, T-FSA	\$50.00
002912	00007	6/15/2022	Monie, L-FSA	\$229.16
002912	00008	6/15/2022	Perez, R-FSA	\$229.16
002917	00002	6/20/2022	6/15/22 Meal Deposits (Nut)	\$169.15
002914	00001	6/20/2022	6/15/22 Summer Food Sales (Nut)	\$11.50
002914	00003	6/20/2022	6/16/22 Summer Food Sales (Nut)	\$27.00
002914	00005	6/20/2022	6/17/22 Summer Food Sales (Nut)	\$25.50
002915	00001	6/20/2022	Thomas, H-Spanish Club (Act)	\$65.00
002924	00001	6/22/2022	Anderson-Insurance-May (Gen-Clrng)	\$1,971.97
002919	00001	6/22/2022	REAP 21-22 (Gen)	\$25,395.00
002924	00003	6/22/2022	Schutz-Insurance-May (Gen-Clrng)	\$1,248.77
002924	00002	6/22/2022	Weatherwax, L-Insurance-May (Gen-Clrng)	\$1,082.53

002928	00004	6/24/2022	6/20/22 Summer Food Donation (Nut)	\$0.50
002928	00001	6/24/2022	6/20/22 Summer Food Sales (Nut)	\$4.50
002928	00002	6/24/2022	6/22/22 Summer Food Sales (Nut)	\$18.50
002928	00005	6/24/2022	6/23/22 Summer Food Sales (Nut)	\$9.50
002926	00001	6/24/2022	Cheer Pmt-L. Moore (Act)	\$738.22
002927	00002	6/24/2022	ESU #11-Hambidge NCE Conf Reimb (Gen)	\$315.00
002925	00001	6/24/2022	GBB Tubing Refund (Act)	\$35.00
002929	00001	6/28/2022	6/24/22 Summer Food Sales (Nut)	\$7.00
002929	00003	6/28/2022	6/27/22 Summer Food Donation (Nut)	\$0.50
002929	00002	6/28/2022	6/27/22 Summer Food Sales (Nut)	\$4.50
002932	00001	6/28/2022	FFA - Holbrook Lvstk Show Fundraiser	\$520.00
002930	00001	6/28/2022	Football - Fund U Fundraising	\$6,324.00
002931	00001	6/28/2022	Football - Fund U Fundraising	\$250.00
<b>Sub Total</b>				<b>\$103,263.07</b>
<b>Grand Total</b>				<b>\$254,023.09</b>

**Arapahoe Public School District**  
**Check Payments by Fund Report**  
**July 15, 2022**

Fund	Amount	Percent
01-General (Claims)	\$ 118,496.60	29.10%
01-General (Payroll & Benefits)	\$ 260,290.88	63.93%
02-Depreciation	\$ -	
03-Employee Benefit	\$ -	
06-Nutrition (Claims)	\$ 5,739.80	1.41%
06-Nutrition (Payroll & Benefits)	\$ 4,874.91	1.20%
07-Bond	\$ -	
08-Building (FCB)	\$ 17,778.79	4.37%
08-Building (FSB)	\$ -	
09-QCPUF	\$ -	
12-Student Fee	\$ -	
<b>Total Claims</b>	<b>\$ 142,015.19</b>	<b>34.88%</b>
<b>Total Payroll</b>	<b>\$ 265,165.79</b>	<b>65.12%</b>
<b>Total Claims &amp; Payroll</b>	<b>\$ 407,180.98</b>	

\* A motion is needed to approve the claims including the General Fund, Nutrition Fund, and Special Building Fund totaling \$407,180.98.

\* Whipple abstaining from Claim No. 35075 to Arapahoe Telephone Company (ATC) for \$359.57.

# Arapahoe Public School District #18

Check Listing Report 07/15/2022

Check Date	Check Number	Payee	Amount
07/15/2022	PR	Payroll & Benefits	\$265,561.93
06/16/2022	ACH	EFTPS	\$212.46
06/30/2022	ACH	EFTPS	\$28,745.64
07/15/2022	35071	Ag Valley Cooperative Non-Stock	\$982.72
07/15/2022	35072	Ambience Counseling Center, LLC	\$1,800.00
07/15/2022	35073	Arapahoe Utilities	\$5,638.83
07/15/2022	35074	AT & T	\$130.60
07/15/2022	35075	ATC Communications	\$359.57
07/15/2022	35076	Black Hills Energy	\$390.54
07/15/2022	35077	CAMAS Publishing, LLC	\$366.59
07/15/2022	35078	Cash-Wa Distributing Company of Kearney, Inc.	\$5,092.37
07/15/2022	35079	Casie Helms	\$78.39
07/15/2022	35080	Culligan Water Conditioning	\$121.85
07/15/2022	35081	D & D Service	\$350.06
07/15/2022	35082	D & N	\$75.00
07/15/2022	35128	DeVries Furniture & Floor Covering, LLC	\$16,631.24
07/15/2022	35083	DICK BLICK ART MATERIALS	\$272.52
07/15/2022	35084	District 18 General Fund Clearing	\$46.70
07/15/2022	35085	Dollar General	\$236.90
07/15/2022	35086	Eakes Office Solutions	\$555.01
07/15/2022	35087	ESU #10	\$230.09
07/15/2022	35088	ESU #11	\$2,488.00
07/15/2022	35089	ESU #2	\$1,005.00
07/15/2022	35090	First Central Bank	\$8.90
07/15/2022	35091	Follett Content Solutions, LLC	\$1,345.86
07/15/2022	35092	Frontier County Clerk	\$100.00
07/15/2022	35093	HARRIS SCHOOL SOLUTIONS	\$1,477.54
07/15/2022	35094	Hemelstrand's Inc.	\$188.56
07/15/2022	35095	Hometown Leasing	\$1,698.34
07/15/2022	35096	Innovative Office Solutions, LLC	\$919.42
07/15/2022	ACH	Katharine E Sisson	\$395.00
07/15/2022	35097	Katherine Andrews	\$1,160.00
07/15/2022	35098	KPE Architecture Engineering Forensics	\$34,529.70
07/15/2022	35099	KSB School Law, PC, LLO	\$9,560.00
07/15/2022	35100	Lakeshore	\$89.99
07/15/2022	35101	Mighty Ducts	\$575.00
07/15/2022	35129	Misko Sports, LLC	\$170.00
07/15/2022	35102	Nebraska Association of School Boards (NASB)	\$170.00
07/15/2022	35103	Nebraska Department of Labor	\$4.16
07/15/2022	35104	Nebraska Rural Community Schools Association (NRCSA)	\$850.00
07/15/2022	35105	NREA	\$75.00
07/15/2022	35106	One Source the Background Check Company	\$116.00
07/15/2022	35107	PAM BREINIG	\$34.00
07/15/2022	35108	PowerSchool Group LLC	\$379.05
07/15/2022	35109	Preston Blackmore	\$122.23
07/15/2022	35110	Quadient	\$500.00
07/15/2022	35111	QUADIENT LEASING	\$170.97
07/15/2022	35112	Reid Stagemeyer	\$1,890.00
07/15/2022	35113	Reliable Pest Control Services, Inc.	\$80.00
07/15/2022	35114	Robert Drews	\$3,120.00
07/15/2022	35115	Saul Ramos Construction Inc.	\$10,446.70
07/15/2022	35116	Schaben Sanitation	\$50.00
07/15/2022	35118	School Specialty, LLC	\$829.81
07/15/2022	ACH	Schutz Jennifer A OTR-L	\$441.52
07/15/2022	35119	Southwest Nebraska Physical Therapy, P.C.	\$157.50
07/15/2022	35120	Staples Advantage	\$452.57
07/15/2022	35121	Student Assurance Services, Inc.	\$923.75
07/15/2022	35122	Subway	\$77.88
07/15/2022	35123	Teacher Synergy, LLC	\$303.79
07/15/2022	35124	Tornado Alley	\$65.23
07/15/2022	ACH	U.S. Bank	\$2,038.96
07/15/2022	35125	UNITED STATES POSTAL SERVICE	\$109.07
07/15/2022	35126	Wagner's Supermarket, Inc.	\$147.47
07/15/2022	35127	WOODWARD'S DISPOSAL SERVICE, INC.	\$35.00
<b>Sub Total</b>			<b>\$407,180.98</b>

# Arapahoe Public School District #18

Check Listing Report 7/15/2022

Check Date	Check Number	Payee	Description	Amount
07/15/2022	PR	Payroll & Benefits	Payroll & Benefits	\$265,561.93
06/16/2022	ACH	EFTPS	Ellis, K-ST Disability-FICA/Medicare	\$212.46
06/30/2022	ACH	EFTPS	Payback 941 Refund-Ineligible	\$26,151.46
06/30/2022	ACH	EFTPS	Payback 941 Refund-Ineligible	\$2,594.18
07/15/2022	35071	Ag Valley Cooperative Non-Stock	Fuel	\$982.72
07/15/2022	35072	Ambience Counseling Center, LLC	Counseling Services-May	\$1,800.00
07/15/2022	35073	Arapahoe Utilities	Water & Sewer; Electricity; Trash	\$5,638.83
07/15/2022	35074	AT&T	Long Distance	\$130.60
07/15/2022	35075	ATC Communications	Local Phone	\$359.57
07/15/2022	35076	Black Hills Energy	Gas Service	\$390.54
07/15/2022	35077	CAMAS Publishing, LLC	6/13 Claims	\$95.22
07/15/2022	35077	CAMAS Publishing, LLC	6/13 Meeting Notice	\$7.52
07/15/2022	35077	CAMAS Publishing, LLC	6/13 Minutes	\$130.60
07/15/2022	35077	CAMAS Publishing, LLC	6/22 Minutes (Budget Amendment Hearing)	\$55.71
07/15/2022	35077	CAMAS Publishing, LLC	6/22 Minutes (Budget Amendment Mtg)	\$66.25
07/15/2022	35077	CAMAS Publishing, LLC	6/7 Meeting Notice	\$11.29
07/15/2022	35078	Cash-Wa Distributing Company of Kearney, Inc.	Food (Summer Food)	\$1,046.52
07/15/2022	35078	Cash-Wa Distributing Company of Kearney, Inc.	Food (Summer Food)	\$1,450.94
07/15/2022	35078	Cash-Wa Distributing Company of Kearney, Inc.	Food (Summer Food)	\$1,069.86
07/15/2022	35078	Cash-Wa Distributing Company of Kearney, Inc.	Food / Supplies (Summer Food)	\$1,525.05
07/15/2022	35079	Casie Helms	Mileage Reimb-ESU #10 PowerSchool Conference Presenter	\$78.39
07/15/2022	35080	Culligan Water Conditioning	Rent, Salt	\$121.85
07/15/2022	35081	D & D Service	'07 Chevy Express-Mount & Balance Rear Tires	\$74.00
07/15/2022	35081	D & D Service	'12 Dodge Caravan-Service	\$52.10
07/15/2022	35081	D & D Service	'12 White Dodge Caravan-Service	\$51.10
07/15/2022	35081	D & D Service	'18A Chevy Suburban-Service	\$72.23
07/15/2022	35081	D & D Service	'20D Bus-Service, Check over	\$100.63
07/15/2022	35082	D & N	6/15 Unit was kicking out on high pressure; Condensor was full of cotton & dirty; Cleaned condensor	\$75.00
07/15/2022	35128	DeVries Furniture & Floor Covering, LLC	Update carpet (Crosley)	\$4,157.81
07/15/2022	35128	DeVries Furniture & Floor Covering, LLC	Update carpet (Eman)	\$4,157.81
07/15/2022	35128	DeVries Furniture & Floor Covering, LLC	Update carpet (Foley)	\$4,157.81
07/15/2022	35128	DeVries Furniture & Floor Covering, LLC	Update carpet (Strand)	\$4,157.81
07/15/2022	35083	DICK BLICK ART MATERIALS	Osterhaus-Canvas Panels, Drawing Paper, Watercolor Paper; Johansen-Drawing Paper	\$272.52
07/15/2022	35084	District 18 General Fund Clearing	Reimb-Quadient-Late Fee	\$46.70
07/15/2022	35085	Dollar General	Huxoll-Gel Stamps, Bleach Tabs, Laundry Detergent	\$44.40
07/15/2022	35085	Dollar General	Totes to store bedding from fire evacuation	\$192.50
07/15/2022	35086	Eakes Office Solutions	Copier Maintenance (3/28-6/27)	\$442.67
07/15/2022	35086	Eakes Office Solutions	Huxoll, S-Pro-Bowl Cleaner	\$55.20
07/15/2022	35086	Eakes Office Solutions	Huxoll, S-Squeegee Blades	\$57.14
07/15/2022	35087	ESU #10	Deaf Ed; SPED Supervision	\$230.09
07/15/2022	35088	ESU #11	IXL Renewal 22-23	\$2,488.00
07/15/2022	35089	ESU #2	2022-23 Canvas Subscription (355 seats)	\$1,005.00
07/15/2022	35090	First Central Bank	ACH CD 6/13/22	\$8.90
07/15/2022	35091	Follett Content Solutions, LLC	Klein-Continent Books	\$269.86
07/15/2022	35091	Follett Content Solutions, LLC	Klein-YA Fiction Books	\$371.30
07/15/2022	35091	Follett Content Solutions, LLC	Klein-YA Non-Fiction Books	\$303.36
07/15/2022	35091	Follett Content Solutions, LLC	Klein-YA, Ag, FCS, Steam Fiction Books	\$401.34
07/15/2022	35092	Frontier County Clerk	Primary 2022 Election Costs	\$100.00
07/15/2022	35093	HARRIS SCHOOL SOLUTIONS	AOD Hosting 9/1/22-8/31/23	\$1,477.54

Check Date	Check Number	Payee	Description	Amount
07/15/2022	35094	Hemelstrand's Inc.	Franssen-Hitch, Ball, Fix Flat, Pin Clip, Plates, RoundUp, PB Blaster, Masonry Bit, Bits, Screws, Seafoam, Thrust	\$188.56
07/15/2022	35095	Hometown Leasing	Copier Lease Pmt 025	\$1,698.34
07/15/2022	35096	Innovative Office Solutions, LLC	2022-23 Supplies	\$919.42
07/15/2022	ACH	Katharine E Sisson	Speech Language-June	\$395.00
07/15/2022	35097	Katherine Andrews	School Psych Services-May/June	\$1,160.00
07/15/2022	35098	KPE Architecture Engineering Forensics	HVAC Replacement	\$34,529.70
07/15/2022	35099	KSB School Law, PC, LLO	Policy Service Subscription; June-Communication RE: SPED Evaluation	\$9,560.00
07/15/2022	35100	Lakeshore	Helms, K-Tabletop Teaching Easel	\$89.99
07/15/2022	35101	Mighty Ducts	Kitchen Exhaust Cleaning	\$575.00
07/15/2022	35129	Misko Sports, LLC	New Discus Ring	\$170.00
07/15/2022	35102	Nebraska Association of School Boards (NASB)	2022 School Law Conference-Lee	\$170.00
07/15/2022	35103	Nebraska Department of Labor	2022 Q1 Unemployment Claim	\$4.16
07/15/2022	35104	Nebraska Rural Community Schools Association (NRCSA)	2022-23 NRCSA Membership Dues	\$850.00
07/15/2022	35105	NREA	2022-23 NREA Membership Dues	\$75.00
07/15/2022	35106	One Source the Background Check Company	Background Checks - May	\$116.00
07/15/2022	35107	PAM BREINIG	Breinig Reimb-Body Confidence Kit, Coloring Pages	\$34.00
07/15/2022	35108	PowerSchool Group LLC	2022-23 PowerSchool Universal Rostering Connector (Canvas Integration)	\$379.05
07/15/2022	35109	Preston Blackmore	Reimb Blackmore-Fuel-York GBB Camp	\$122.23
07/15/2022	35110	Quadiant	Postage	\$500.00
07/15/2022	35111	QUADIANT LEASING	Postage Machine Lease Pmt	\$170.97
07/15/2022	35112	Reid Stagemyer	Reimb Stageyemer, R-Tuition	\$1,890.00
07/15/2022	35113	Reliable Pest Control Services, Inc.	Pest Spray	\$80.00
07/15/2022	35114	Robert Drews	Reimb Drews-Moving Expenses	\$3,120.00
07/15/2022	35115	Saul Ramos Construction Inc.	HVAC System Concrete Pad; Courtyard Concrete	\$10,446.70
07/15/2022	35116	Schaben Sanitation	(10) Container Rental-July	\$50.00
07/15/2022	35118	School Specialty, LLC	22-23 Supplies	\$744.77
07/15/2022	35118	School Specialty, LLC	Leising, V-Folders	\$85.04
07/15/2022	ACH	Schutz Jennifer A OTR-L	OT-Jun	\$441.52
07/15/2022	35119	Southwest Nebraska Physical Therapy, P.C.	PT-May	\$157.50
07/15/2022	35120	Staples Advantage	Deisley-Plastic Forks & Spoons, Lamination, Hanging File Folders, Correction Tape, Envelopes, Pen Refills	\$452.57
07/15/2022	35121	Student Assurance Services, Inc.	2022-23 Catastrophic Coverage	\$923.75
07/15/2022	35122	Subway	EOP Training Meal	\$77.88
07/15/2022	35123	Teacher Synergy, LLC	Ellis, K-3rd Grade Wonder Bundle, Vocab Chart, Holiday Bundle, Spelling Activities, Handwriting, Dictionary	\$264.59
07/15/2022	35123	Teacher Synergy, LLC	Gardner-Music Decor, Poster Sets	\$39.20
07/15/2022	35124	Tornado Alley	EOP Training Meal	\$65.23
07/15/2022	ACH	U.S. Bank	Amazon-Outdoor Light for Outdoor Classroom Gazebo	\$86.29
07/15/2022	ACH	U.S. Bank	Blackmore-Amazon-Weightlifting Chalk	\$19.40
07/15/2022	ACH	U.S. Bank	Breinig-Amazon-Books	\$130.55
07/15/2022	ACH	U.S. Bank	Deisley-Amazon-Batteries, Note Pads	\$161.44
07/15/2022	ACH	U.S. Bank	Dirgo-Amazon-(30) The Lightning Thief	\$185.09
07/15/2022	ACH	U.S. Bank	Ellis, B-Holiday Inn-Hotel-Training in Doniphan on Teacher Evaluation Tool	\$169.95
07/15/2022	ACH	U.S. Bank	Ellis-Amazon-Dough Tools, Makeup Remover Pads, Basket Trays, Kinetic Sand, Sand Molds, Headphones	\$131.65
07/15/2022	ACH	U.S. Bank	Ellis-Amazon-Saucer Chair	\$35.00
07/15/2022	ACH	U.S. Bank	Hilker-Amazon-Refund for Adobe	(\$191.40)
07/15/2022	ACH	U.S. Bank	Huxoll, S-Amazon-Gloves, Chair Mats	\$426.03

Check Date	Check Number	Payee	Description	Amount
07/15/2022	ACH	U.S. Bank	Johansen-Amazon-Thinking Toolbox, Fallacy Detective	\$77.60
07/15/2022	ACH	U.S. Bank	Klein-Kapco-Book Covers	\$48.50
07/15/2022	ACH	U.S. Bank	Thomas, H-Amazon-Scanner	\$149.99
07/15/2022	ACH	U.S. Bank	Wonders Training Lunch	\$109.87
07/15/2022	ACH	U.S. Bank	YardCraft-Cupola for Outdoor Classroom	\$499.00
07/15/2022	35125	UNITED STATES POSTAL SERVICE	Newsletter Postage	\$109.07
07/15/2022	35126	Wagner's Supermarket, Inc.	EOP Training-Chips, Pop, Water, Candy	\$75.04
07/15/2022	35126	Wagner's Supermarket, Inc.	Food (Summer Food)	\$23.76
07/15/2022	35126	Wagner's Supermarket, Inc.	Food/Supplies (Summer Food)	\$4.17
07/15/2022	35126	Wagner's Supermarket, Inc.	Milk (Summer Food)	\$44.50
07/15/2022	35127	WOODWARD'S DISPOSAL SERVICE, INC.	Shredding	\$35.00
<b>Sub Total</b>				<b>\$407,180.98</b>

# Arapahoe Public School District #18

Check Payments By Fund Report 7/15/2022

Sorted By	Description				
Fund	General Fund				
Check Number	Check Date	Payee	Account Code	Reason	Amount
ACH	6/16/2022	EFTPS	01-2-01100-221-002-0000	Ellis, K-ST Disability-FICA	\$172.20
ACH	6/16/2022	EFTPS	01-2-01100-221-002-0000	Ellis, K-ST Disability-Medicare	\$40.26
ACH	6/22/2022	EFTPS	01-941-000	Liability Payment	\$396.14
ACH	6/30/2022	EFTPS	01-1-05690-000-000-0000	Payback 941 Refund-Ineligible	\$28,745.64
ACH	7/15/2022	403b	01-941-000	Liability Payment	\$3,953.49
35055	7/15/2022	AFLAC	01-941-000	Liability Payment	\$2,513.54
35071	7/15/2022	Ag Valley Cooperative Non-Stock	01-2-02710-626-001-0000	Fuel-Gas	\$303.48
35071	7/15/2022	Ag Valley Cooperative Non-Stock	01-2-02710-626-002-0000	Fuel-Gas	\$370.83
35071	7/15/2022	Ag Valley Cooperative Non-Stock	01-2-02630-626-001-0000	Fuel-Mower, Golf Cart, Pickup, etc.	\$138.80
35071	7/15/2022	Ag Valley Cooperative Non-Stock	01-2-02630-626-002-0000	Fuel-Mower, Golf Cart, Pickup, etc.	\$169.61
35072	7/15/2022	Ambience Counseling Center, LLC	01-2-06997-320-001-0000	Counseling Services-May	\$399.00
35072	7/15/2022	Ambience Counseling Center, LLC	01-2-06997-320-002-0000	Counseling Services-May	\$1,401.00
35073	7/15/2022	Arapahoe Utilities	01-2-02610-621-001-0000	Electricity	\$1,572.51
35073	7/15/2022	Arapahoe Utilities	01-2-02610-621-002-0000	Electricity	\$1,921.94
35073	7/15/2022	Arapahoe Utilities	01-2-02610-420-001-0000	Trash	\$212.27
35073	7/15/2022	Arapahoe Utilities	01-2-02610-420-002-0000	Trash	\$259.43
35073	7/15/2022	Arapahoe Utilities	01-2-02610-410-001-0000	Water & Sewer	\$752.72
35073	7/15/2022	Arapahoe Utilities	01-2-02610-410-002-0000	Water & Sewer	\$919.96
35074	7/15/2022	AT& T	01-2-02580-530-001-0000	Long Distance	\$58.78
35074	7/15/2022	AT& T	01-2-02580-530-002-0000	Long Distance	\$71.82
35075	7/15/2022	ATC Communications	01-2-02580-530-001-0000	Local Phone	\$161.80
35075	7/15/2022	ATC Communications	01-2-02580-530-002-0000	Local Phone	\$197.77
35076	7/15/2022	Black Hills Energy	01-2-02610-621-001-0000	Gas Service	\$175.74
35076	7/15/2022	Black Hills Energy	01-2-02610-621-002-0000	Gas Service	\$214.80
35056	7/15/2022	Blue Cross Blue Shield of Nebraska	01-941-000	Liability Payment	\$47,044.24
35077	7/15/2022	CAMAS Publishing, LLC	01-2-02560-540-001-0000	6/13 Claims	\$42.85
35077	7/15/2022	CAMAS Publishing, LLC	01-2-02560-540-002-0000	6/13 Claims	\$52.37
35077	7/15/2022	CAMAS Publishing, LLC	01-2-02560-540-001-0000	6/13 Meeting Notice	\$3.38
35077	7/15/2022	CAMAS Publishing, LLC	01-2-02560-540-002-0000	6/13 Meeting Notice	\$4.14
35077	7/15/2022	CAMAS Publishing, LLC	01-2-02560-540-001-0000	6/13 Minutes	\$58.77
35077	7/15/2022	CAMAS Publishing, LLC	01-2-02560-540-002-0000	6/13 Minutes	\$71.83
35077	7/15/2022	CAMAS Publishing, LLC	01-2-02560-540-001-0000	6/22 Minutes (Budget Amendment Hearing)	\$25.07
35077	7/15/2022	CAMAS Publishing, LLC	01-2-02560-540-002-0000	6/22 Minutes (Budget Amendment Hearing)	\$30.64
35077	7/15/2022	CAMAS Publishing, LLC	01-2-02560-540-001-0000	6/22 Minutes (Budget Amendment Mtg)	\$29.81
35077	7/15/2022	CAMAS Publishing, LLC	01-2-02560-540-002-0000	6/22 Minutes (Budget Amendment Mtg)	\$36.44
35077	7/15/2022	CAMAS Publishing, LLC	01-2-02560-540-001-0000	6/7 Meeting Notice	\$5.07
35077	7/15/2022	CAMAS Publishing, LLC	01-2-02560-540-002-0000	6/7 Meeting Notice	\$6.22
35079	7/15/2022	Casie Helms	01-2-02190-333-001-0000	Mileage Reimb-ESU #10 PowerSchool Conference Presenter	\$78.39
35059	7/15/2022	CREDIT MANAGEMENT-BF	01-941-000	Liability Payment	\$405.14
35058	7/15/2022	CREDIT MANAGEMENT-DO	01-941-000	Liability Payment	\$70.02
35057	7/15/2022	CREDIT MANAGEMENT-SL	01-941-000	Liability Payment	\$320.99
35080	7/15/2022	Culligan Water Conditioning	01-2-02610-410-001-0000	Rent, Salt	\$54.83
35080	7/15/2022	Culligan Water Conditioning	01-2-02610-410-002-0000	Rent, Salt	\$67.02
35081	7/15/2022	D & D Service	01-2-02730-431-001-0000	'07 Chevy Express-Mount & Balance Rear Tires	\$33.30
35081	7/15/2022	D & D Service	01-2-02730-431-002-0000	'07 Chevy Express-Mount & Balance Rear Tires	\$40.70
35081	7/15/2022	D & D Service	01-2-02730-431-001-0000	'12 Dodge Caravan-Service	\$23.45
35081	7/15/2022	D & D Service	01-2-02730-431-002-0000	'12 Dodge Caravan-Service	\$28.65
35081	7/15/2022	D & D Service	01-2-02730-431-001-0000	'12 White Dodge Caravan-Service	\$23.00
35081	7/15/2022	D & D Service	01-2-02730-431-002-0000	'12 White Dodge Caravan-Service	\$28.10
35081	7/15/2022	D & D Service	01-2-02730-431-001-0000	'18A Chevy Suburban-Service	\$32.51
35081	7/15/2022	D & D Service	01-2-02730-431-002-0000	'18A Chevy Suburban-Service	\$39.72
35081	7/15/2022	D & D Service	01-2-02730-431-001-0000	'20D Bus-Service, Check over	\$45.29
35081	7/15/2022	D & D Service	01-2-02730-431-002-0000	'20D Bus-Service, Check over	\$55.34
35082	7/15/2022	D & N	01-2-02640-431-001-0000	6/15 Unit was kicking out on high pressure; Condensor was full of cotton & dirty; Cleaned condensor	\$33.75

35082	7/15/2022	D & N	01-2-02640-431-002-0000	6/15 Unit was kicking out on high pressure; Condensor was full of cotton & dirty; Cleaned condensor	\$41.25
ACH	7/15/2022	Department Of Revenue	01-941-000	Liability Payment	\$5,968.67
35083	7/15/2022	DICK BLICK ART MATERIALS	01-2-01100-610-002-0113	Johansen-Drawing Paper	\$28.68
35083	7/15/2022	DICK BLICK ART MATERIALS	01-2-01100-610-001-0113	Osterhaus-Canvas Panels, Drawing Paper, Watercolor Paper	\$109.73
35083	7/15/2022	DICK BLICK ART MATERIALS	01-2-01100-610-002-0113	Osterhaus-Canvas Panels, Drawing Paper, Watercolor Paper	\$134.11
35084	7/15/2022	District 18 General Fund Clearing	01-2-02510-890-001-0000	Reimb-Quadient-Late Fee	\$21.02
35084	7/15/2022	District 18 General Fund Clearing	01-2-02510-890-002-0000	Reimb-Quadient-Late Fee	\$25.68
ACH	7/15/2022	District 18 Section 125 Acct	01-941-000	Liability Payment	\$1,711.64
35085	7/15/2022	Dollar General	01-2-02610-610-001-0000	Huxoil-Gel Stamps, Bleach Tabs, Laundry Detergent	\$19.98
35085	7/15/2022	Dollar General	01-2-02610-610-002-0000	Huxoil-Gel Stamps, Bleach Tabs, Laundry Detergent	\$24.42
35085	7/15/2022	Dollar General	01-2-03300-610-001-0000	Totes to store bedding from fire evacuation	\$86.63
35085	7/15/2022	Dollar General	01-2-03300-610-002-0000	Totes to store bedding from fire evacuation	\$105.87
35086	7/15/2022	Eakes Office Solutions	01-2-02230-432-001-0000	Copier Maintenance (3/28-6/27)	\$199.20
35086	7/15/2022	Eakes Office Solutions	01-2-02230-432-002-0000	Copier Maintenance (3/28-6/27)	\$243.47
35086	7/15/2022	Eakes Office Solutions	01-2-02610-610-001-0000	Huxoil, S-Pro-Bowl Cleaner	\$24.81
35086	7/15/2022	Eakes Office Solutions	01-2-02610-610-002-0000	Huxoil, S-Pro-Bowl Cleaner	\$30.39
35086	7/15/2022	Eakes Office Solutions	01-2-02640-431-001-0000	Huxoil, S-Squeegee Blades	\$25.71
35086	7/15/2022	Eakes Office Solutions	01-2-02640-431-002-0000	Huxoil, S-Squeegee Blades	\$31.43
ACH	7/15/2022	EFTPS	01-941-000	Liability Payment	\$38,722.67
35087	7/15/2022	ESU #10	01-2-02151-591-001-0000	Deaf Ed	\$208.86
35087	7/15/2022	ESU #10	01-2-01200-591-001-0000	SPED Supplemental Supervision	\$21.23
35088	7/15/2022	ESU #11	01-2-01100-810-001-0000	IXL Renewal 22-23	\$1,119.60
35088	7/15/2022	ESU #11	01-2-01100-810-002-0000	IXL Renewal 22-23	\$1,368.40
35089	7/15/2022	ESU #2	01-2-02510-643-001-0000	2022-23 Canvas Subscription (355 seats)	\$452.24
35089	7/15/2022	ESU #2	01-2-02510-643-002-0000	2022-23 Canvas Subscription (355 seats)	\$552.76
35090	7/15/2022	First Central Bank	01-2-02510-351-001-0000	ACH CD 6/13/22	\$4.00
35090	7/15/2022	First Central Bank	01-2-02510-351-002-0000	ACH CD 6/13/22	\$4.90
ACH	7/15/2022	First State Bank-Holdrege KGardner	01-941-000	Liability Payment	\$104.68
ACH	7/15/2022	First State Bank-Holdrege RDrews	01-941-000	Liability Payment	\$595.16
35091	7/15/2022	Follett Content Solutions, LLC	01-2-02220-640-002-0128	Klein-Continent Books	\$269.86
35091	7/15/2022	Follett Content Solutions, LLC	01-2-02220-640-001-0128	Klein-YA Fiction Books	\$371.30
35091	7/15/2022	Follett Content Solutions, LLC	01-2-02220-640-001-0128	Klein-YA Non-Fiction Books	\$303.36
35091	7/15/2022	Follett Content Solutions, LLC	01-2-02220-640-001-0128	Klein-YA, Ag, FCS, Steam Fiction Books	\$401.34
35092	7/15/2022	Frontier County Clerk	01-2-02310-810-001-0000	Primary 2022 Election Costs	\$45.00
35092	7/15/2022	Frontier County Clerk	01-2-02310-810-002-0000	Primary 2022 Election Costs	\$55.00
35093	7/15/2022	HARRIS SCHOOL SOLUTIONS	01-2-02510-643-001-0000	AOD Hosting 9/1/22-8/31/23	\$664.89
35093	7/15/2022	HARRIS SCHOOL SOLUTIONS	01-2-02510-643-002-0000	AOD Hosting 9/1/22-8/31/23	\$812.65
35094	7/15/2022	Hemelstrand's Inc.	01-2-02610-610-001-0000	Franssen-Hitch, Ball, Fix Flat, Pin Clip, Plates, RoundUp, PB Blaster, Masonry Bit, Bits, Screws, Seafoam, Thrust	\$84.86
35094	7/15/2022	Hemelstrand's Inc.	01-2-02610-610-002-0000	Franssen-Hitch, Ball, Fix Flat, Pin Clip, Plates, RoundUp, PB Blaster, Masonry Bit, Bits, Screws, Seafoam, Thrust	\$103.70
35095	7/15/2022	Hometown Leasing	01-2-02230-443-001-0000	Copier Lease Pmt 025	\$764.25
35095	7/15/2022	Hometown Leasing	01-2-02230-443-002-0000	Copier Lease Pmt 025	\$934.09
35096	7/15/2022	Innovative Office Solutions, LLC	01-2-01100-610-001-0000	Deisley-Labels, Folders, Report Covers, Post Its, Envelope Moistener, Super Glue, Mounting Squares, Display Rails, Calendars, Reinforcement Rings, Tape Dispensers, Cups	\$275.14
35096	7/15/2022	Innovative Office Solutions, LLC	01-2-01100-610-002-0000	Deisley-Labels, Folders, Report Covers, Post Its, Envelope Moistener, Super Glue, Mounting Squares, Display Rails, Calendars, Reinforcement Rings, Tape Dispensers, Cups	\$336.28
35096	7/15/2022	Innovative Office Solutions, LLC	01-2-01100-610-001-0121	Dirgo-Poster Board	\$28.80
35096	7/15/2022	Innovative Office Solutions, LLC	01-2-01100-610-002-0107	Johansen-Folders, Glue Sticks, Pencil Sharpener	\$141.55
35096	7/15/2022	Innovative Office Solutions, LLC	01-2-01100-610-001-0120	Kronhofman-Pens	\$32.55
35096	7/15/2022	Innovative Office Solutions, LLC	01-2-01100-610-001-0113	Osterhaus-Glue, Glue Sticks	\$31.91
35096	7/15/2022	Innovative Office Solutions, LLC	01-2-01100-610-002-0113	Osterhaus-Glue, Glue Sticks	\$38.99
35096	7/15/2022	Innovative Office Solutions, LLC	01-2-01100-610-002-0104	Renken-Glue Sticks	\$23.20
35096	7/15/2022	Innovative Office Solutions, LLC	01-2-01200-610-002-0109	Thomas-Folders	\$11.00
ACH	7/15/2022	Katharine E Sisson	01-2-02151-320-002-0000	Speech Language-June	\$158.00
ACH	7/15/2022	Katharine E Sisson	01-2-02152-320-002-0000	Speech Language-June	\$237.00
35097	7/15/2022	Katherine Andrews	01-2-06997-320-002-0000	School Psych Services-May/June	\$1,160.00

35098	7/15/2022	KPE Architecture Engineering Forensics	01-2-06997-340-001-0000	HVAC Replacement	\$34,529.70
35099	7/15/2022	KSB School Law, PC, LLO	01-2-02330-317-001-0000	June-Communication RE: SPED Evaluation	\$27.00
35099	7/15/2022	KSB School Law, PC, LLO	01-2-02330-317-002-0000	June-Communication RE: SPED Evaluation	\$33.00
35099	7/15/2022	KSB School Law, PC, LLO	01-2-02330-317-001-0000	Policy Service Subscription	\$4,275.00
35099	7/15/2022	KSB School Law, PC, LLO	01-2-02330-317-002-0000	Policy Service Subscription	\$5,225.00
35100	7/15/2022	Lakeshore	01-2-01100-610-002-0108	Helms, K-Tabletop Teaching Easel	\$89.99
ACH	7/15/2022	MCCOOK JS	01-941-000	Liability Payment	\$687.16
35102	7/15/2022	Nebraska Association of School Boards (NASB)	01-2-02310-810-001-0000	2022 School Law Conference-Lee	\$76.50
35102	7/15/2022	Nebraska Association of School Boards (NASB)	01-2-02310-810-002-0000	2022 School Law Conference-Lee	\$93.50
35103	7/15/2022	Nebraska Department of Labor	01-2-02710-260-001-0000	2022 Q1 Unemployment Claim	\$1.87
35103	7/15/2022	Nebraska Department of Labor	01-2-02710-260-002-0000	2022 Q1 Unemployment Claim	\$2.29
ACH	7/15/2022	NEBRASKA PUBLIC EMPLOYEES RETIREMENT SYSTEMS	01-941-000	Liability Payment	\$34,315.43
35104	7/15/2022	Nebraska Rural Community Schools Association (NRCSA)	01-2-02310-810-001-0000	2022-23 NRCSA Membership Dues	\$382.50
35104	7/15/2022	Nebraska Rural Community Schools Association (NRCSA)	01-2-02310-810-002-0000	2022-23 NRCSA Membership Dues	\$467.50
35105	7/15/2022	NREA	01-2-02310-810-001-0000	2022-23 NREA Membership Dues	\$33.75
35105	7/15/2022	NREA	01-2-02310-810-002-0000	2022-23 NREA Membership Dues	\$41.25
35106	7/15/2022	One Source the Background Check Company	01-2-02510-810-001-0000	Background Check-Henderson, D	\$11.92
35106	7/15/2022	One Source the Background Check Company	01-2-02510-810-002-0000	Background Check-Henderson, D	\$14.58
35106	7/15/2022	One Source the Background Check Company	01-2-02510-810-001-0000	Background Check-Schievelbein, S	\$11.92
35106	7/15/2022	One Source the Background Check Company	01-2-02510-810-002-0000	Background Check-Schievelbein, S	\$14.58
35106	7/15/2022	One Source the Background Check Company	01-2-02510-810-001-0000	Background Check-Snyder, C	\$16.42
35106	7/15/2022	One Source the Background Check Company	01-2-02510-810-002-0000	Background Check-Snyder, C	\$20.08
35106	7/15/2022	One Source the Background Check Company	01-2-02510-810-001-0000	Background Check-Woosley, A	\$11.92
35106	7/15/2022	One Source the Background Check Company	01-2-02510-810-002-0000	Background Check-Woosley, A	\$14.58
35107	7/15/2022	PAM BREINIG	01-2-02120-610-001-0000	Breinig Reimb-Body Confidence Kit, Coloring Pages	\$15.30
35107	7/15/2022	PAM BREINIG	01-2-02120-610-002-0000	Breinig Reimb-Body Confidence Kit, Coloring Pages	\$18.70
35108	7/15/2022	PowerSchool Group LLC	01-2-02510-643-001-0000	2022-23 PowerSchool Universal Rostering Connector (Canvas Integration)	\$170.57
35108	7/15/2022	PowerSchool Group LLC	01-2-02510-643-002-0000	2022-23 PowerSchool Universal Rostering Connector (Canvas Integration)	\$208.48
ACH	7/15/2022	PR Dir Deposit	01-941-000	Liability Payment	\$118,528.88
35109	7/15/2022	Preston Blackmore	01-2-02710-626-001-0000	Reimb Blackmore-Fuel-York GBB Camp	\$122.23
35060	7/15/2022	Principal Life Insurance Company	01-941-000	Liability Payment	\$1,012.20
35110	7/15/2022	Quadient	01-2-02560-531-001-0000	Postage	\$225.00
35110	7/15/2022	Quadient	01-2-02560-531-002-0000	Postage	\$275.00
35111	7/15/2022	QUADIENT LEASING	01-2-02510-443-001-0000	Postage Machine Lease Pmt	\$76.94
35111	7/15/2022	QUADIENT LEASING	01-2-02510-443-002-0000	Postage Machine Lease Pmt	\$94.03
35112	7/15/2022	Reid Stagemyer	01-2-02213-251-001-0000	Reimb Stageyemer, R-Tuition	\$1,890.00
35113	7/15/2022	Reliable Pest Control Services, Inc.	01-2-02610-352-001-0000	Pest Spray	\$36.00
35113	7/15/2022	Reliable Pest Control Services, Inc.	01-2-02610-352-002-0000	Pest Spray	\$44.00
35114	7/15/2022	Robert Drews	01-2-02320-580-001-0000	Reimb Drews-Moving Expenses	\$1,404.00
35114	7/15/2022	Robert Drews	01-2-02320-580-002-0000	Reimb Drews-Moving Expenses	\$1,716.00
35115	7/15/2022	Saul Ramos Construction Inc.	01-2-06997-733-001-0000	HVAC System Concrete Pad	\$9,469.15
35116	7/15/2022	Schaben Sanitation	01-2-02610-420-001-0000	(10) Container Rental-July	\$22.49
35116	7/15/2022	Schaben Sanitation	01-2-02610-420-002-0000	(10) Container Rental-July	\$27.51
35118	7/15/2022	School Specialty, LLC	01-2-01100-610-001-0000	Deisley-Legal Pads, Stikki Clips, Sheet Protectors, Class Record Books, Lesson Plan Books, Student Planners, Student Passes	\$296.03
35118	7/15/2022	School Specialty, LLC	01-2-01100-610-002-0000	Deisley-Legal Pads, Stikki Clips, Sheet Protectors, Class Record Books, Lesson Plan Books, Student Planners, Student Passes	\$361.82
35118	7/15/2022	School Specialty, LLC	01-2-01200-610-001-0119	Huxoll, A-Lesson Plan Book	\$5.40
35118	7/15/2022	School Specialty, LLC	01-2-01100-610-002-0107	Johansen-Composition Paper, Story Paper, Pencil Sharpener	\$20.27
35118	7/15/2022	School Specialty, LLC	01-2-01100-610-001-0112	Leising, V-Folders	\$38.27
35118	7/15/2022	School Specialty, LLC	01-2-01100-610-002-0112	Leising, V-Folders	\$46.77
35118	7/15/2022	School Specialty, LLC	01-2-01100-610-002-0104	Renken-Paper, Binders	\$46.85
35118	7/15/2022	School Specialty, LLC	01-2-01100-610-002-0102	Schutz-Sheet Protectors	\$14.40
ACH	7/15/2022	Schutz Jennifer A OTR-L	01-2-02161-320-002-0000	OT-Jun	\$158.00
ACH	7/15/2022	Schutz Jennifer A OTR-L	01-2-02162-320-002-0000	OT-Jun	\$177.75
ACH	7/15/2022	Schutz Jennifer A OTR-L	01-2-02163-320-002-0000	OT-Jun	\$105.77
35119	7/15/2022	Southwest Nebraska Physical Therapy, P.C.	01-2-02171-320-001-0000	PT-May	\$52.50
35119	7/15/2022	Southwest Nebraska Physical Therapy, P.C.	01-2-02171-320-002-0000	PT-May	\$105.00

35120	7/15/2022	Staples Advantage	01-2-01100-610-001-0000	Deisley-Plastic Forks & Spoons, Lamination, Hanging File Folders, Correction Tape, Envelopes, Pen Refills	\$203.66
35120	7/15/2022	Staples Advantage	01-2-01100-610-002-0000	Deisley-Plastic Forks & Spoons, Lamination, Hanging File Folders, Correction Tape, Envelopes, Pen Refills	\$248.91
35121	7/15/2022	Student Assurance Services, Inc.	01-2-02190-810-001-0000	2022-23 Catastrophic Coverage	\$692.75
35121	7/15/2022	Student Assurance Services, Inc.	01-2-02190-810-002-0000	2022-23 Catastrophic Coverage	\$231.00
35122	7/15/2022	Subway	01-2-02670-890-001-0000	EOP Training Meal	\$35.05
35122	7/15/2022	Subway	01-2-02670-890-002-0000	EOP Training Meal	\$42.83
35123	7/15/2022	Teacher Synergy, LLC	01-2-01100-610-002-0105	Ellis, K-3rd Grade Wonder Bundle, Vocab Chart, Holiday Bundle, Spelling Activities, Handwriting, Dictionary	\$264.59
35123	7/15/2022	Teacher Synergy, LLC	01-2-01100-610-001-0111	Gardner-Music Decor, Poster Sets	\$39.20
35124	7/15/2022	Tornado Alley	01-2-02670-890-001-0000	EOP Training Meal	\$29.35
35124	7/15/2022	Tornado Alley	01-2-02670-890-002-0000	EOP Training Meal	\$35.88
ACH	7/15/2022	U.S. Bank	01-2-02630-431-001-0000	Amazon-Outdoor Light for Outdoor Classroom Gazebo	\$38.83
ACH	7/15/2022	U.S. Bank	01-2-02630-431-002-0000	Amazon-Outdoor Light for Outdoor Classroom Gazebo	\$47.46
ACH	7/15/2022	U.S. Bank	01-2-01100-610-001-0110	Blackmore-Amazon-Weightlifting Chalk	\$19.40
ACH	7/15/2022	U.S. Bank	01-2-02120-610-002-0127	Breinig-Amazon-Books	\$130.55
ACH	7/15/2022	U.S. Bank	01-2-01100-610-001-0000	Deisley-Amazon-Batteries, Note Pads	\$72.65
ACH	7/15/2022	U.S. Bank	01-2-01100-610-002-0000	Deisley-Amazon-Batteries, Note Pads	\$88.79
ACH	7/15/2022	U.S. Bank	01-2-01100-610-001-0121	Dirgo-Amazon-(30) The Lightning Thief	\$185.09
ACH	7/15/2022	U.S. Bank	01-2-02410-580-002-0000	Ellis, B-Holiday Inn-Hotel-Training in Doniphan on Teacher Evaluation Tool	\$169.95
ACH	7/15/2022	U.S. Bank	01-2-01100-610-002-0105	Ellis-Amazon-Dough Tools, Makeup Remover Pads, Basket Trays, Kinetic Sand, Sand Molds, Headphones	\$131.65
ACH	7/15/2022	U.S. Bank	01-2-01100-610-002-0105	Ellis-Amazon-Saucer Chair	\$35.00
ACH	7/15/2022	U.S. Bank	01-2-02510-610-001-0000	Hilker-Amazon-Refund for Adobe	(\$86.13)
ACH	7/15/2022	U.S. Bank	01-2-02510-610-002-0000	Hilker-Amazon-Refund for Adobe	(\$105.27)
ACH	7/15/2022	U.S. Bank	01-2-01100-610-001-0000	Huxoll, S-Amazon-Chair Mats	\$174.64
ACH	7/15/2022	U.S. Bank	01-2-01100-610-002-0000	Huxoll, S-Amazon-Chair Mats	\$213.44
ACH	7/15/2022	U.S. Bank	01-2-02610-610-001-0000	Huxoll, S-Amazon-Gloves	\$17.08
ACH	7/15/2022	U.S. Bank	01-2-02610-610-002-0000	Huxoll, S-Amazon-Gloves	\$20.87
ACH	7/15/2022	U.S. Bank	01-2-01100-610-002-0107	Johansen-Amazon-Thinking Toolbox, Fallacy Detective	\$77.60
ACH	7/15/2022	U.S. Bank	01-2-02220-610-001-0128	Klein-Kapco-Book Covers	\$21.83
ACH	7/15/2022	U.S. Bank	01-2-02220-610-002-0128	Klein-Kapco-Book Covers	\$26.67
ACH	7/15/2022	U.S. Bank	01-2-01200-610-002-0109	Thomas, H-Amazon-Scanner	\$149.99
ACH	7/15/2022	U.S. Bank	01-2-01100-580-002-0000	Wonders Training Lunch	\$109.87
ACH	7/15/2022	U.S. Bank	01-2-02630-431-001-0000	YardCraft-Cupola for Outdoor Classroom	\$224.55
ACH	7/15/2022	U.S. Bank	01-2-02630-431-002-0000	YardCraft-Cupola for Outdoor Classroom	\$274.45
ACH	7/15/2022	UB&T AHuxoll	01-941-000	Liability Payment	\$395.16
ACH	7/15/2022	UB&T BMues	01-941-000	Liability Payment	\$295.16
ACH	7/15/2022	UB&T CHAMBIDGE	01-941-000	Liability Payment	\$167.18
ACH	7/15/2022	UB&T CHilker	01-941-000	Liability Payment	\$295.16
ACH	7/15/2022	UB&T DKronhofman	01-941-000	Liability Payment	\$179.68
ACH	7/15/2022	UB&T EOsterhaus	01-941-000	Liability Payment	\$104.68
ACH	7/15/2022	UB&T HThomas	01-941-000	Liability Payment	\$685.62
ACH	7/15/2022	UB&T JStrand	01-941-000	Liability Payment	\$345.16
ACH	7/15/2022	UB&T KHelms	01-941-000	Liability Payment	\$295.16
ACH	7/15/2022	UB&T KSpaulding	01-941-000	Liability Payment	\$295.16
ACH	7/15/2022	UB&T LCrosley	01-941-000	Liability Payment	\$295.16
ACH	7/15/2022	UB&T LSchutz	01-941-000	Liability Payment	\$219.81
ACH	7/15/2022	UB&T LWeatherwax	01-941-000	Liability Payment	\$104.68
ACH	7/15/2022	UB&T LyWeatherwax	01-941-000	Liability Payment	\$104.68
ACH	7/15/2022	UB&T MRawson	01-941-000	Liability Payment	\$345.16
ACH	7/15/2022	UB&T PBlackmore	01-941-000	Liability Payment	\$104.68
ACH	7/15/2022	UB&T RStagemeyer	01-941-000	Liability Payment	\$104.68
35125	7/15/2022	UNITED STATES POSTAL SERVICE	01-2-02560-531-001-0000	Newsletter Postage	\$49.08
35125	7/15/2022	UNITED STATES POSTAL SERVICE	01-2-02560-531-002-0000	Newsletter Postage	\$59.99
35126	7/15/2022	Wagner's Supermarket, Inc.	01-2-02670-890-001-0000	EOP Training-Chips, Pop, Water, Candy	\$33.77
35126	7/15/2022	Wagner's Supermarket, Inc.	01-2-02670-890-002-0000	EOP Training-Chips, Pop, Water, Candy	\$41.27
35127	7/15/2022	WOODWARD'S DISPOSAL SERVICE, INC.	01-2-02610-420-001-0000	Shredding	\$15.75
35127	7/15/2022	WOODWARD'S DISPOSAL SERVICE, INC.	01-2-02610-420-002-0000	Shredding	\$19.25

Sub Total					\$378,787.48
Sorted By	Description				
Fund	School Nutrition Fund				
Check Number	Check Date	Payee	Account Code	Reason	Amount
35055	7/15/2022	AFLAC	06-941-000	Liability Payment	\$57.64
35056	7/15/2022	Blue Cross Blue Shield of Nebraska	06-941-000	Liability Payment	\$910.85
35078	7/15/2022	Cash-Wa Distributing Company of Kearney, Inc.	06-2-03100-890-001-0000	Conn-Food (Will Reimb APS)	\$46.04
35078	7/15/2022	Cash-Wa Distributing Company of Kearney, Inc.	06-2-03100-890-002-0000	Conn-Food (Will Reimb APS)	\$56.28
35078	7/15/2022	Cash-Wa Distributing Company of Kearney, Inc.	06-2-03100-630-001-0000	Food (Summer Food)	\$2,234.63
35078	7/15/2022	Cash-Wa Distributing Company of Kearney, Inc.	06-2-03100-630-002-0000	Food (Summer Food)	\$2,731.30
35078	7/15/2022	Cash-Wa Distributing Company of Kearney, Inc.	06-2-03100-610-001-0000	Spoons (Summer Food)	\$10.85
35078	7/15/2022	Cash-Wa Distributing Company of Kearney, Inc.	06-2-03100-610-002-0000	Spoons (Summer Food)	\$13.27
ACH	7/15/2022	Department Of Revenue	06-941-000	Liability Payment	\$63.79
ACH	7/15/2022	EFTPS	06-941-000	Liability Payment	\$644.08
35101	7/15/2022	Mighty Ducts	06-2-03100-431-001-0000	Kitchen Exhaust Cleaning	\$258.75
35101	7/15/2022	Mighty Ducts	06-2-03100-431-002-0000	Kitchen Exhaust Cleaning	\$316.25
ACH	7/15/2022	NEBRASKA PUBLIC EMPLOYEES RETIREMENT SYSTEMS	06-941-000	Liability Payment	\$663.28
ACH	7/15/2022	PR Dir Deposit	06-941-000	Liability Payment	\$2,500.60
35060	7/15/2022	Principal Life Insurance Company	06-941-000	Liability Payment	\$34.67
35126	7/15/2022	Wagner's Supermarket, Inc.	06-2-03100-630-001-0000	Food (Summer Food)	\$10.69
35126	7/15/2022	Wagner's Supermarket, Inc.	06-2-03100-630-001-0000	Food (Summer Food)	\$0.45
35126	7/15/2022	Wagner's Supermarket, Inc.	06-2-03100-630-002-0000	Food (Summer Food)	\$13.07
35126	7/15/2022	Wagner's Supermarket, Inc.	06-2-03100-630-002-0000	Food (Summer Food)	\$0.54
35126	7/15/2022	Wagner's Supermarket, Inc.	06-2-03100-630-001-0000	Milk (Summer Food)	\$20.03
35126	7/15/2022	Wagner's Supermarket, Inc.	06-2-03100-630-002-0000	Milk (Summer Food)	\$24.47
35126	7/15/2022	Wagner's Supermarket, Inc.	06-2-03100-610-001-0000	Spoons (Summer Food)	\$1.43
35126	7/15/2022	Wagner's Supermarket, Inc.	06-2-03100-610-002-0000	Spoons (Summer Food)	\$1.75
<b>Sub Total</b>					<b>\$10,614.71</b>

Sorted By	Description				
Fund	Special Building Fund				
Check Number	Check Date	Payee	Account Code	Reason	Amount
35128	7/15/2022	DeVries Furniture & Floor Covering, LLC	08-2-04700-450-001-0000	Update carpet (Crosley)	\$4,157.81
35128	7/15/2022	DeVries Furniture & Floor Covering, LLC	08-2-04700-450-001-0000	Update carpet (Eman)	\$4,157.81
35128	7/15/2022	DeVries Furniture & Floor Covering, LLC	08-2-04700-450-001-0000	Update carpet (Foley)	\$4,157.81
35128	7/15/2022	DeVries Furniture & Floor Covering, LLC	08-2-04700-450-001-0000	Update carpet (Strand)	\$4,157.81
35129	7/15/2022	Misko Sports, LLC	08-2-04700-450-001-0000	New Discus Ring	\$170.00
35115	7/15/2022	Saul Ramos Construction Inc.	08-2-04700-450-001-0000	Courtyard Concrete	\$977.55
<b>Sub Total</b>					<b>\$17,778.79</b>
<b>Grand Total</b>					<b>\$407,180.98</b>

<b>count</b>	<b>Serial Number</b>	<b>OS Version</b>	<b>Model</b>	<b>Capacity</b>
1	C02PKGR7GFWM	11.6.4	MacBook Air (11-inch, Early 2015)	120GB
2	C02PL7QHGFWM	11.5	MacBook Air (11-inch, Early 2015)	120GB
3	C02PL7QZGFWM	11.4	MacBook Air (11-inch, Early 2015)	120GB
4	C02PL7RFGFWM	11.5.1	MacBook Air (11-inch, Early 2015)	120GB
5	C02PL7RHGFWM	11.4	MacBook Air (11-inch, Early 2015)	120GB
6	C02PL7RJGFWM	11.5	MacBook Air (11-inch, Early 2015)	120GB
7	C02PL7RXGFWM	11.4	MacBook Air (11-inch, Early 2015)	120GB
8	C02PL7WDGFWM	11.4	MacBook Air (11-inch, Early 2015)	120GB
9	C02PL7XCGFWM	11.4	MacBook Air (11-inch, Early 2015)	120GB
10	C02PL7ZAGFWM	11.5	MacBook Air (11-inch, Early 2015)	120GB
11	C02PL857GFWM	11.4	MacBook Air (11-inch, Early 2015)	120GB
12	C02PL86AGFWM	11.4	MacBook Air (11-inch, Early 2015)	120GB
13	C02PL8JMGFWM	11.3.1	MacBook Air (11-inch, Early 2015)	120GB
14	C02PL8S0GFWM	11.4	MacBook Air (11-inch, Early 2015)	120GB
15	C02PLAS4GFWM	11.5	MacBook Air (11-inch, Early 2015)	120GB
16	C02PLBE7GFWM	11.4	MacBook Air (11-inch, Early 2015)	120GB
17	C02PLBF9GFWM	11.4	MacBook Air (11-inch, Early 2015)	120GB
18	C02PLBFZGFWM	11.5	MacBook Air (11-inch, Early 2015)	120GB
19	C02PLBGCGFWM	11.6	MacBook Air (11-inch, Early 2015)	120GB
20	C02PLBGFGFWM	11.4	MacBook Air (11-inch, Early 2015)	120GB
21	C02PLBH2GFWM	11.4	MacBook Air (11-inch, Early 2015)	120GB
22	C02PLBJ9GFWM	11.4	MacBook Air (11-inch, Early 2015)	120GB
23	C02PLBLHGFWM	11.5.2	MacBook Air (11-inch, Early 2015)	120GB
24	C02PLBN3GFWM	11.4	MacBook Air (11-inch, Early 2015)	120GB
25	C02PLBNEGFWM	11.5.2	MacBook Air (11-inch, Early 2015)	120GB
26	C02PLBP8GFWM	11.6.5	MacBook Air (11-inch, Early 2015)	120GB
27	C02PLBR4GFWM	11.5.1	MacBook Air (11-inch, Early 2015)	120GB
28	C02PLBR6GFWM	11.4	MacBook Air (11-inch, Early 2015)	120GB
29	C02PLBRYGFWM	11.5	MacBook Air (11-inch, Early 2015)	120GB
30	C02PLBS7GFWM	11.6.2	MacBook Air (11-inch, Early 2015)	120GB
31	C02PLBSAGFWM	11.4	MacBook Air (11-inch, Early 2015)	120GB
32	C02PLBSSGFWM	11.6.5	MacBook Air (11-inch, Early 2015)	120GB
33	C02PLBT5GFWM	11.5	MacBook Air (11-inch, Early 2015)	120GB
34	C02PLBT7GFWM	11.6.2	MacBook Air (11-inch, Early 2015)	120GB
35	C02PLBU5GFWM	11.4	MacBook Air (11-inch, Early 2015)	120GB
36	C02PLBUEGFWM	11.4	MacBook Air (11-inch, Early 2015)	120GB
37	C02PLBUNGFWM	11.4	MacBook Air (11-inch, Early 2015)	120GB
38	C02PLBV1GFWM	11.4	MacBook Air (11-inch, Early 2015)	120GB
39	C02PLBVAGFWM	11.5	MacBook Air (11-inch, Early 2015)	120GB
40	C02PLVBVGFWM	11.5	MacBook Air (11-inch, Early 2015)	120GB
41	C02PLD9JGFWM	11.4	MacBook Air (11-inch, Early 2015)	120GB
42	C02PLF36GFWM	11.4	MacBook Air (11-inch, Early 2015)	120GB

<b>count</b>	<b>Serial Number</b>	<b>OS Version</b>	<b>Model</b>	<b>Capacity</b>
43	C02PLFJFGFWM	11.4	MacBook Air (11-inch, Early 2015)	120GB
44	C02PLFJHGFWM	12.1	MacBook Air (11-inch, Early 2015)	121GB
45	C02PLFJJGFWM	11.4	MacBook Air (11-inch, Early 2015)	120GB
46	C02PLFJKGFWM	11.4	MacBook Air (11-inch, Early 2015)	120GB
47	C02PLFJPGFWM	11.4	MacBook Air (11-inch, Early 2015)	120GB
48	C02PLFJUGFWM	11.4	MacBook Air (11-inch, Early 2015)	120GB
49	C02PLFKNGFWM	11.4	MacBook Air (11-inch, Early 2015)	120GB
50	C02PLFLAGFWM	11.5	MacBook Air (11-inch, Early 2015)	120GB
51	C02PLFLMGFWM	11.4	MacBook Air (11-inch, Early 2015)	120GB
52	C02PLFLTGFWM	11.4	MacBook Air (11-inch, Early 2015)	120GB
53	C02PLJABGFWM	11.6.5	MacBook Air (11-inch, Early 2015)	120GB
54	C02PLLLYGFWM	11.6	MacBook Air (11-inch, Early 2015)	120GB
55	C02PLLNPGFWM	11.6	MacBook Air (11-inch, Early 2015)	120GB
56	C02PLLP3GFWM	11.4	MacBook Air (11-inch, Early 2015)	120GB
57	C02PLLP6GFWM	11.4	MacBook Air (11-inch, Early 2015)	120GB
58	C02PLLPDGFWM	11.5	MacBook Air (11-inch, Early 2015)	120GB
59	C02PLLQJGFWM	11.5	MacBook Air (11-inch, Early 2015)	120GB
60	C02PLLQLGFWM	11.6.1	MacBook Air (11-inch, Early 2015)	120GB
61	C02PLLQUGFWM	11.4	MacBook Air (11-inch, Early 2015)	120GB
62	C02PLLR4GFWM	11.4	MacBook Air (11-inch, Early 2015)	120GB
63	C02PLLRJGFWM	11.4	MacBook Air (11-inch, Early 2015)	120GB
64	C02PLLTPGFWM	11.4	MacBook Air (11-inch, Early 2015)	120GB
65	C02PLLX4GFWM	11.4	MacBook Air (11-inch, Early 2015)	120GB
66	C02PLLXLGFWM	11.6	MacBook Air (11-inch, Early 2015)	120GB
67	C02PLMAEGFWM	11.6.2	MacBook Air (11-inch, Early 2015)	120GB
68	C02PLTEDGFWM	11.4	MacBook Air (11-inch, Early 2015)	120GB
69	C02PM26VGFWM	11.4	MacBook Air (11-inch, Early 2015)	120GB
70	C02PM27GGFWM	11.5.2	MacBook Air (11-inch, Early 2015)	120GB
71	C02PM27NGFWM	11.5.2	MacBook Air (11-inch, Early 2015)	120GB
72	C02PM28HGFWM	11.5	MacBook Air (11-inch, Early 2015)	120GB
73	C02PM28LGFWM	11.6	MacBook Air (11-inch, Early 2015)	120GB
74	C02PM291GFWM	11.5	MacBook Air (11-inch, Early 2015)	120GB
75	C02PM29ZGFWM	11.4	MacBook Air (11-inch, Early 2015)	120GB
76	C02PM2ACGFWM	11.4	MacBook Air (11-inch, Early 2015)	120GB
77	C02PM2AEGFWM	11.6.5	MacBook Air (11-inch, Early 2015)	120GB
78	C02PM2AFGFWM	11.4	MacBook Air (11-inch, Early 2015)	120GB
79	C02PM2AVGFWM	11.4	MacBook Air (11-inch, Early 2015)	120GB
80	C02PM2B0GFWM	11.4	MacBook Air (11-inch, Early 2015)	120GB
81	C02PM2B2GFWM	11.4	MacBook Air (11-inch, Early 2015)	120GB
82	C02PM2C0GFWM	11.4	MacBook Air (11-inch, Early 2015)	120GB
83	C02PM2C5GFWM	11.5.1	MacBook Air (11-inch, Early 2015)	120GB
84	C02PM2CQGFWM	11.5	MacBook Air (11-inch, Early 2015)	120GB

<b>count</b>	<b>Serial Number</b>	<b>OS Version</b>	<b>Model</b>	<b>Capacity</b>
85	C02PM2DXGFWM	11.6.2	MacBook Air (11-inch, Early 2015)	120GB
86	C02PM2FQGFWM	11.4	MacBook Air (11-inch, Early 2015)	120GB
87	C02PM2GTGFWM	11.5.1	MacBook Air (11-inch, Early 2015)	120GB
88	C02PM2J6GFWM	11.4	MacBook Air (11-inch, Early 2015)	120GB
89	C02PM2JZGFWM	11.4	MacBook Air (11-inch, Early 2015)	120GB
90	C02PM2K6GFWM	11.6.5	MacBook Air (11-inch, Early 2015)	120GB
91	C02PM2MTGFWM	11.6.5	MacBook Air (11-inch, Early 2015)	120GB
92	C02PM2NFGFWM	11.5	MacBook Air (11-inch, Early 2015)	120GB
93	C02PM2QDGFWM	11.4	MacBook Air (11-inch, Early 2015)	120GB
94	C02PM2T6GFWM	11.4	MacBook Air (11-inch, Early 2015)	120GB
95	C02PM2TDGFWM	11.5.2	MacBook Air (11-inch, Early 2015)	120GB
96	C02PM2THGFWM	11.4	MacBook Air (11-inch, Early 2015)	120GB
97	C02PM2TJGFWM	11.4	MacBook Air (11-inch, Early 2015)	120GB
98	C02PM3JHGFWM	11.5	MacBook Air (11-inch, Early 2015)	120GB
99	C02PM3JPGFWM	11.4	MacBook Air (11-inch, Early 2015)	120GB
100	C02PM3KXGFWM	11.6.4	MacBook Air (11-inch, Early 2015)	120GB
101	C02PM3LWGFWM	11.4	MacBook Air (11-inch, Early 2015)	120GB
102	C02PM41PGFWM	11.4	MacBook Air (11-inch, Early 2015)	120GB
103	C02PM421GFWM	11.4	MacBook Air (11-inch, Early 2015)	120GB
104	C02PM4CEGFWM	11.5	MacBook Air (11-inch, Early 2015)	120GB
105	C17PLAAEGFWM	11.4	MacBook Air (11-inch, Early 2015)	120GB
106	C1MWHEV1J1WK	11.4	MacBook Air (13-inch, Early 2015 & 2017)	120GB
107	C1MWHEZ0J1WK	11.5	MacBook Air (13-inch, Early 2015 & 2017)	120GB
108	C1MWJ1HHJ1WK	11.5.1	MacBook Air (13-inch, Early 2015 & 2017)	120GB
109	C1MWJ1J1J1WK	11.4	MacBook Air (13-inch, Early 2015 & 2017)	120GB
110	C1MWJ2JTJ1WK	11.4	MacBook Air (13-inch, Early 2015 & 2017)	120GB
111	C1MWJ2K8J1WK	11.4	MacBook Air (13-inch, Early 2015 & 2017)	120GB
112	C1MWJ2KCJ1WK	11.4	MacBook Air (13-inch, Early 2015 & 2017)	120GB
113	C1MWJ2KDJ1WK	11.4	MacBook Air (13-inch, Early 2015 & 2017)	120GB
114	C1MWJ2KFJ1WK	11.4	MacBook Air (13-inch, Early 2015 & 2017)	120GB
115	C1MWJ2KHJ1WK	11.4	MacBook Air (13-inch, Early 2015 & 2017)	120GB
116	C1MWJ2KMJ1WK	11.4	MacBook Air (13-inch, Early 2015 & 2017)	120GB
117	C1MWJ2KPJ1WK	11.4	MacBook Air (13-inch, Early 2015 & 2017)	120GB
118	C1MWJ2KQJ1WK	11.4	MacBook Air (13-inch, Early 2015 & 2017)	120GB
119	C1MWJ2KSJ1WK	11.6.5	MacBook Air (13-inch, Early 2015 & 2017)	120GB
120	C1MWJ2KTJ1WK	11.4	MacBook Air (13-inch, Early 2015 & 2017)	120GB
121	C1MWJ2KVJ1WK	11.4	MacBook Air (13-inch, Early 2015 & 2017)	120GB
122	C1MWJ2KZJ1WK	11.5.2	MacBook Air (13-inch, Early 2015 & 2017)	120GB
123	C1MWJ2L7J1WK	11.4	MacBook Air (13-inch, Early 2015 & 2017)	120GB
124	C1MWJ2LKJ1WK	11.4	MacBook Air (13-inch, Early 2015 & 2017)	120GB
125	C1MWJ2LLJ1WK	11.4	MacBook Air (13-inch, Early 2015 & 2017)	120GB
126	C1MWJ2LQJ1WK	11.4	MacBook Air (13-inch, Early 2015 & 2017)	120GB

<b>count</b>	<b>Serial Number</b>	<b>OS Version</b>	<b>Model</b>	<b>Capacity</b>
127	C1MWJ2LRJ1WK	11.6.2	MacBook Air (13-inch, Early 2015 & 2017)	120GB
128	C1MWJ2LSJ1WK	11.6.3	MacBook Air (13-inch, Early 2015 & 2017)	120GB
129	C1MWJ2MFJ1WK	12.1	MacBook Air (13-inch, Early 2015 & 2017)	121GB
130	C1MWJ2MSJ1WK	11.4	MacBook Air (13-inch, Early 2015 & 2017)	120GB
131	C1MWJ2MUJ1WK	11.4	MacBook Air (13-inch, Early 2015 & 2017)	120GB
132	C1MWJ2MXJ1WK	11.4	MacBook Air (13-inch, Early 2015 & 2017)	120GB
133	C1MWJ2N9J1WK	11.6.5	MacBook Air (13-inch, Early 2015 & 2017)	120GB
134	C1MWJ2P2J1WK	11.4	MacBook Air (13-inch, Early 2015 & 2017)	120GB
135	C1MWJ2PEJ1WK	11.4	MacBook Air (13-inch, Early 2015 & 2017)	120GB
136	C1MWJ2PJJ1WK	11.4	MacBook Air (13-inch, Early 2015 & 2017)	120GB
137	C1MWJ2PUJ1WK	11.4	MacBook Air (13-inch, Early 2015 & 2017)	120GB
138	C1MWJ2QDJ1WK	11.6.3	MacBook Air (13-inch, Early 2015 & 2017)	120GB
139	C1MWJ2QMJ1WK	11.4	MacBook Air (13-inch, Early 2015 & 2017)	120GB
140	C1MWJ2QPJ1WK	11.4	MacBook Air (13-inch, Early 2015 & 2017)	120GB
141	C1MWJ2S2J1WK	11.4	MacBook Air (13-inch, Early 2015 & 2017)	120GB
142	C1MWJ2SBJ1WK	11.4	MacBook Air (13-inch, Early 2015 & 2017)	120GB
143	C1MWJ2SQJ1WK	11.5	MacBook Air (13-inch, Early 2015 & 2017)	120GB
144	C1MWJ2SVJ1WK	11.4	MacBook Air (13-inch, Early 2015 & 2017)	120GB
145	C1MWJ2SXJ1WK	10.15.7	MacBook Air (13-inch, Early 2015 & 2017)	120GB
146	C1MWJ2T2J1WK	11.4	MacBook Air (13-inch, Early 2015 & 2017)	120GB
147	C1MWJ2T3J1WK	11.5.1	MacBook Air (13-inch, Early 2015 & 2017)	120GB
148	C1MWJ2T4J1WK	11.5.2	MacBook Air (13-inch, Early 2015 & 2017)	120GB
149	C1MWJ2T5J1WK	11.4	MacBook Air (13-inch, Early 2015 & 2017)	120GB
150	C1MWJ2T8J1WK	11.4	MacBook Air (13-inch, Early 2015 & 2017)	120GB
151	C1MWJ2T9J1WK	11.4	MacBook Air (13-inch, Early 2015 & 2017)	120GB
152	C1MWJ2TBJ1WK	11.5.1	MacBook Air (13-inch, Early 2015 & 2017)	120GB
153	C1MWJ2TCJ1WK	11.5.2	MacBook Air (13-inch, Early 2015 & 2017)	120GB
154	C1MWJ2TDJ1WK	11.4	MacBook Air (13-inch, Early 2015 & 2017)	120GB
155	C1MWJ2TEJ1WK	11.6.4	MacBook Air (13-inch, Early 2015 & 2017)	120GB
156	C1MWJ2TJJ1WK	11.5	MacBook Air (13-inch, Early 2015 & 2017)	120GB
157	C1MWJ2TKJ1WK	11.4	MacBook Air (13-inch, Early 2015 & 2017)	120GB
158	C1MWJ2TLJ1WK	11.4	MacBook Air (13-inch, Early 2015 & 2017)	120GB
159	C1MWJ2TMJ1WK	11.4	MacBook Air (13-inch, Early 2015 & 2017)	120GB
160	C1MWJ2TQJ1WK	11.6	MacBook Air (13-inch, Early 2015 & 2017)	120GB
161	C1MWJ2TSJ1WK	11.5.1	MacBook Air (13-inch, Early 2015 & 2017)	120GB
162	C1MWJ2TUJ1WK	11.4	MacBook Air (13-inch, Early 2015 & 2017)	120GB
163	C1MWJ2U2J1WK	11.6.2	MacBook Air (13-inch, Early 2015 & 2017)	120GB
164	C1MWJ2U5J1WK	11.4	MacBook Air (13-inch, Early 2015 & 2017)	120GB
165	C1MWJ2U6J1WK	11.6.4	MacBook Air (13-inch, Early 2015 & 2017)	120GB
166	C1MWJ2U7J1WK	11.4	MacBook Air (13-inch, Early 2015 & 2017)	120GB
167	C1MWJ2UAJ1WK	11.6.5	MacBook Air (13-inch, Early 2015 & 2017)	120GB
168	C1MWJ2UCJ1WK	11.6.6	MacBook Air (13-inch, Early 2015 & 2017)	120GB

<b>count</b>	<b>Serial Number</b>	<b>OS Version</b>	<b>Model</b>	<b>Capacity</b>
169	C1MWJ2UDJ1WK	11.4	MacBook Air (13-inch, Early 2015 & 2017)	120GB
170	C1MWJ2UKJ1WK	11.6.2	MacBook Air (13-inch, Early 2015 & 2017)	120GB
171	C1MWJ2UNJ1WK	11.4	MacBook Air (13-inch, Early 2015 & 2017)	120GB
172	C1MWJ2UPJ1WK	11.4	MacBook Air (13-inch, Early 2015 & 2017)	120GB
173	C1MWJ2URJ1WK	11.5	MacBook Air (13-inch, Early 2015 & 2017)	120GB
174	C1MWJ2USJ1WK	11.4	MacBook Air (13-inch, Early 2015 & 2017)	120GB
175	C1MWJ2UTJ1WK	11.4	MacBook Air (13-inch, Early 2015 & 2017)	120GB
176	C1MWJ2UVJ1WK	11.4	MacBook Air (13-inch, Early 2015 & 2017)	120GB
177	C1MWJ2V0J1WK	11.4	MacBook Air (13-inch, Early 2015 & 2017)	120GB
178	C1MWJ2V1J1WK	11.4	MacBook Air (13-inch, Early 2015 & 2017)	120GB
179	C1MWJ2V2J1WK	11.5	MacBook Air (13-inch, Early 2015 & 2017)	120GB
180	C1MWJ2V4J1WK	11.6.7	MacBook Air (13-inch, Early 2015 & 2017)	120GB
181	C1MWJ2V5J1WK	11.4	MacBook Air (13-inch, Early 2015 & 2017)	120GB
182	C1MWJ2V9J1WK	11.5	MacBook Air (13-inch, Early 2015 & 2017)	120GB
183	C1MWJ2VAJ1WK	11.6.4	MacBook Air (13-inch, Early 2015 & 2017)	120GB
184	C1MWJ2VEJ1WK	11.6.6	MacBook Air (13-inch, Early 2015 & 2017)	120GB
185	C1MWJ2VFJ1WK	11.4	MacBook Air (13-inch, Early 2015 & 2017)	120GB
186	C1MWJ2VMJ1WK	11.4	MacBook Air (13-inch, Early 2015 & 2017)	120GB
187	C1MWJ2VPJ1WK	11.6.2	MacBook Air (13-inch, Early 2015 & 2017)	120GB
188	C1MWJ2VQJ1WK	12.3	MacBook Air (13-inch, Early 2015 & 2017)	121GB
189	C1MWJ2VRJ1WK	11.5.1	MacBook Air (13-inch, Early 2015 & 2017)	120GB
190	C1MWJ2VTJ1WK	11.6.2	MacBook Air (13-inch, Early 2015 & 2017)	120GB
191	C1MWJ2W0J1WK	11.3.1	MacBook Air (13-inch, Early 2015 & 2017)	120GB
192	C1MWJ2W1J1WK	11.4	MacBook Air (13-inch, Early 2015 & 2017)	120GB
193	C1MWJ2W2J1WK	11.4	MacBook Air (13-inch, Early 2015 & 2017)	120GB
194	C1MWJ2W3J1WK	11.5	MacBook Air (13-inch, Early 2015 & 2017)	120GB
195	C1MWJ2W4J1WK	11.4	MacBook Air (13-inch, Early 2015 & 2017)	120GB
196	C1MWJ2W9J1WK	11.6	MacBook Air (13-inch, Early 2015 & 2017)	120GB
197	C1MWJ2WGJ1WK	11.4	MacBook Air (13-inch, Early 2015 & 2017)	120GB
198	C1MWJ2WNJ1WK	11.4	MacBook Air (13-inch, Early 2015 & 2017)	120GB
199	C1MWJ2WPJ1WK	11.6.1	MacBook Air (13-inch, Early 2015 & 2017)	120GB
200	C1MWJ2X1J1WK	11.4	MacBook Air (13-inch, Early 2015 & 2017)	120GB
201	C1MWJ2X3J1WK	11.4	MacBook Air (13-inch, Early 2015 & 2017)	120GB
202	C1MWJ2X9J1WK	11.4	MacBook Air (13-inch, Early 2015 & 2017)	120GB

Computer Hardware, Inc.

2315 2nd Ave  
Kearney, NE 68847-5316

QUOTE

146973

04/19/22

PAGE: 001

<b>SALESPERSON</b> Randy Hinrichs	<b>PURCHASE ORDER#</b> REID/QUOTE ONLY	<b>REFERENCE#</b>	<b>SHIPPER:</b>
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<b>BILLED TO:</b> ARAPAHOE PUBLIC SCHOOL REID STAGEMEYER 610 WALNUT ST ARAPAHOE, NE 68922	<b>SHIPPED TO:</b> ARAPAHOE PUBLIC SCHOOL REID STAGEMEYER 610 WALNUT ST ARAPAHOE, NE 68922
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ITEM NUMBER	ITEM DESCRIPTION	QTY	PRICE	EXTENDED PRICE
001	MGN93LL/A MACBOOK AIR 13-IN M1 CHIP WITH 8-CORE CPU AND 7-CORE GPU 256GB - SILVER	25	\$999.00	\$24,975.00
003	this model an pricing is current as of 6-24-2022. Please use this model and pricing.	0		

Quote Good Up Through: 05/03/22

<b>SUBTOTAL:</b>	\$24,975.00
<b>SHIPPING:</b>	\$0.00
<b>HANDLING:</b>	\$0.00
<b>OTHER CHRAGES:</b>	\$0.00
<b>TAX:</b>	\$0.00
<b>TOTAL:</b>	<u>\$24,975.00</u>

## **DELAYED POLICY IMPLEMENTATION RESOLUTION**

WHEREAS, the general organization, management, and control of the school district is vested in the Arapahoe-Holbrook Board of Education through adopted board policies; and

WHEREAS, the Board has determined that it is in the school district's best interest to adopt a new and updated set of policies; and

WHEREAS, the Board has determined to update its policies by considering proposed new policies from KSB School Law; and

WHEREAS, in order to avoid conflicting policies, the Board has determined that it is best to delay implementation of the new policies and continue with its current policies, as amended from time to time, and then to implement all of the new policies at one time;

WHEREAS, the Board will approve the new policies but delay implementation of the new policies until an effective date in the future, unless otherwise indicated by the Board, understanding that the Board may need to implement or update policies immediately, in which case the Board may add and amend policies by simple motion vote;

NOW, THEREFORE, BE IT RESOLVED, that unless the Board indicates otherwise, it will approve the new policies over several board meetings but delay the implementation of the new policies, and then implement the newly adopted policies all at one time, which shall then supersede any prior conflicting policies.

Approved by the Board on July 11, 2022.

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Board President

## APS Policy Update List

Number	Title	Date of Board Review	Notes
1003	Mission Statement	7/11/22	
2006	Complaint Procedure	7/11/22	Combines multiple references (building/district/federal) into single statement
3002	Deposits	7/11/22	\$100 or greater must be in safe or deposited
3004	General Purchasing and Procurement	7/11/22	Over \$10,000 requires quote
3004.1	Fiscal Management for Purchasing and Procurement Using Federal Funds	7/11/22	Follows federal rules
3005	School Activities Fund	7/11/22	
3008	Gifts, Grants and Bequests	7/11/22	\$75 limit then report
3011	Transportation	7/11/22	
3012	School Meal Program and Meal Charges	7/11/22	
3016	Smoking	7/11/22	
3021	Operation of School Business Office	7/11/22	
3024	Booster Clubs and PTO Policy	7/11/22	
4009	Restrictions on Employees Receiving Gratuities	7/11/22	\$75 limit then report
4010	Inclement Weather	7/11/22	Duty on call from Supt.
4015	Prohibition Against Employment of Board Members	7/11/22	Not as regular certified teachers
4025	Superintendent	7/11/22	
4037	Reduction in Force	7/11/22	
4041	Staff Dress and Appearance	7/11/22	Business casual / Admin oversight
4056	Resignation of Certificated Staff	7/11/22	Deadline defined
4057	Superintendent Evaluation	7/11/22	
4059	Suicide Prevention Training	7/11/22	Required staff listed
4060	School Vehicle Use	7/11/22	No digital communication while operating / Driver qualifications
4063	Extra Duty and Extended Contract Payments	7/11/22	Return to 12 month pay structure for year round employees
5001	Compulsory Attendance and Excessive Absenteeism	7/11/22	

## APS Policy Update List

5004	Option Enrollment	7/11/22	Follow state law / capacity established
5005	Transportation of Option Students	7/11/22	As law requires
5016	Student Records	7/11/22	Includes SIS as records (not just printed) not EVERYTHING is student record
5022	Investigations, Arrests, and other Student Contact by Law Enforcement and Human Services	7/11/22	Work with local law enforcement
5032	Closed Campus	7/11/22	
5044	Safe Pupil Transportation	7/11/22	As law requires / matches 3011 and 4060
5055	Enrollment in Kindergarten	7/11/22	Tests approved for early enrollment
5062	Lice	7/11/22	Standards for removal/checks
5065	Bed Bugs	7/11/22	Standards for removal/checks
6001	School Organization	7/11/22	K-6 = Elem / 7-12 = JH/HS
6002	School Calendar	7/11/22	
6003	Instructional Program	7/11/22	Supt responsible
6006	Commencement Ceremony	7/11/22	Complete grad req. to participate
6014	School Attendance on Days of Scheduled Activities	7/11/22	
6015	Summer School	7/11/22	
6017	Homework	7/11/22	
6025	Student Cell Phone and Other Electronic Devices	7/11/22	
6028	Extracurricular Activities Program	7/11/22	

**1003**  
**Mission Statement**

Arapahoe Public Schools are equipped to motivate students in a safe and positive environment while preparing them to be successful and responsible citizens within a global society.

Adopted on: \_\_\_\_\_

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

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## **2006 Complaint Procedure**

Good communication helps to resolve many misunderstandings and disagreements. This complaint procedure applies to board members, patrons, students and school staff, unless the staff member is subject to a different grievance procedure pursuant to policy or contract. Individuals who have a complaint should discuss their concerns with appropriate school personnel in an effort to resolve problems. When such efforts do not resolve matters satisfactorily, including matters involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age, a complainant should follow the procedures set forth below. Students and employees who believe they have been subjected to sex harassment in violation of Title IX should refer to the board's policy titled "Title IX."

A preponderance of the evidence will be required to discipline a party accused of misconduct. This means that the investigator must conclude that it is more likely than not that misconduct occurred.

### **Complaint and Appeal Process.**

1. The first step is for the complainant to speak directly to the person(s) with whom the complainant has a concern. For example, a parent who is unhappy with a classroom teacher should initially discuss the matter with the teacher. However, the complainant should skip the first step if complainant believes speaking directly to the person would subject complainant to discrimination or harassment.
2. The second step is for the complainant to speak to the building principal, Title IX/504 coordinator, superintendent of schools, or president of the board of education, as set forth below.
  - a) Complaints about the operation, decisions, or personnel within a building should be submitted to the principal of the building.
  - b) Complaints about the operations of the school district or a building principal should be submitted in writing to the superintendent of schools.

- c) Complaints about the superintendent of schools should be submitted in writing to the president of the board of education.
  - d) Complaints involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age may also be submitted, at any time during the complaint procedure to the School District's Title IX/504 coordinator. Complaints involving discrimination or harassment may also be submitted at any time to the Office for Civil Rights, U.S. Department of Education: by email at [OCR.KansasCity@ed.gov](mailto:OCR.KansasCity@ed.gov); by telephone at (816) 268-0550; or by fax at (816) 268-0599.
3. When a complainant submits a complaint to an administrator or to the Title IX/504 coordinator, the administrator or Title IX/504 coordinator shall promptly and thoroughly investigate the complaint, and shall:
- a) Determine whether the complainant has discussed the matter with the staff member involved.
    - 1) If the complainant has not, the administrator or Title IX/504 coordinator will urge the complainant to discuss the matter directly with that staff member, if appropriate.
    - 2) If the complainant refuses to discuss the matter with the staff member, the administrator or Title IX/504 coordinator shall, in his or her sole discretion, determine whether the complaint should be pursued further.
  - b) Strongly encourage the complainant to reduce his or her concerns to writing.
  - c) Interview the complainant to determine:
    - 1) All relevant details of the complaint;
    - 2) All witnesses and documents which the complainant believes support the complaint;

- 3) The action or solution which the complainant seeks.
    - d) Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 calendar days after the administrator or Title IX/504 coordinator received the complaint.
4. If either the complainant or the accused party is not satisfied with the administrator's or the Title IX/504 coordinator's decision regarding a complaint he or she may appeal the decision to the superintendent.
  - a) This appeal must be in writing.
  - b) This appeal must be received by the superintendent no later than ten (10) calendar days from the date the administrator or Title IX/504 coordinator communicated his/her decision to the complainant.
  - c) The superintendent will investigate as he or she deems appropriate. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.
  - d) Upon completion of this investigation, the superintendent will inform the complainant in writing of his or her decision. If the complaint involved discrimination or harassment, the superintendent shall submit the decision within 180 calendar days after the superintendent received complainant's written appeal.
5. If either the complainant or the accused party is not satisfied with the superintendent's decision regarding a complaint he or she may appeal the decision to the board.
  - a) This appeal must be in writing.
  - b) This appeal must be received by the board president no later than ten (10) calendar days from the date the superintendent communicated his/her decision to the complainant.

- c) This policy allows, but does not require the board to receive statements from interested parties and witnesses relevant to the complaint appeal. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.
  - d) The board will notify the complainant in writing of its decision. If the complaint involved discrimination or harassment, the board shall submit its decision within 180 calendar days after it received complainant's written appeal.
  - e) There is no appeal from a decision of the board.
6. When a formal complaint about the superintendent of schools has been filed with the president of the board, the president or his or her designee shall promptly and thoroughly investigate the complaint, and shall:
- a) Determine whether the complainant has discussed the matter with the superintendent.
    - 1) If the complainant has not, the board president or designee will urge the complainant to discuss the matter directly with the superintendent, if appropriate.
    - 2) If the complainant refuses to discuss the matter with the superintendent, the board president shall, in his or her sole discretion, determine whether the complaint should be pursued further.
  - b) Strongly encourage the complainant to reduce his or her concerns to writing.
  - c) Determine, in his or her sole discretion, whether to place the matter on the board agenda for consideration at a regular or special meeting.
  - d) Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 calendar days after the president received the complaint.

**3002**  
**Deposits**

The board of education shall designate the depository or depositories for all school funds. All funds received by the district shall be deposited promptly in the proper account of each such depository. All funds shall be insured by the Federal Deposit Insurance Corporation or a surety bond approved by the board on securities of the United States government pledged by joint custody receipt.

Funds collected by district representatives shall be receipted, accounted for, and directed without delay to the proper depository. Funds exceeding \$100 shall not be left overnight in school buildings, except in safes provided for the safekeeping of valuables.

Adopted on: \_\_\_\_\_

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

**3004**  
**General Purchasing and Procurement**

**I. Applicability of this policy.**

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

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

**II. General Purchasing Policy**

A. The school district's budget shall be the guide for all purchases. No employee of the district may make a purchase that is not provided for in the budget without board or administrative approval.

B. The board intends to purchase competitively, whenever possible, without prejudice and to seek maximum educational value for every dollar expended.

C. The acquisition of services, equipment and supplies shall be centralized in the administration office under the supervision of the superintendent of schools, who shall be responsible for developing and administering the purchasing program of the school district.

D. Purchases or commitments of district funds that are not authorized by this policy will be the responsibility of the person making the commitment.

**III. Building-Specific Purchasing**

A. School buildings are operationally under the control of building principals. Principals have control and responsibility for the building and grounds, for all supplies and equipment housed at the building, for all school-related activities in the building, and for all pupils, teachers, and other employees assigned to the building.

B. Principals, in consultation with their staff, are responsible for requisitioning, managing, distributing, and utilizing supplies within the building.

C. The superintendent of schools or his designee is responsible for the requisitioning, managing, distributing, and utilizing of supplies for maintenance and transportation.

D. The administration is responsible for purchasing of goods, services and supplies and for providing the necessary forms for establishing efficient procedures to facilitate the process.

#### IV. **Purchasing Procedures**

A. School personnel must secure the approval of an authorized administrator before making any purchases.

B. Employees seeking reimbursement for a purchase made with their personal funds must attach an itemized receipt or invoice to all requests for reimbursement; must sign all purchase receipts or charge slips; and must submit itemized receipts and any purchasing card or credit card receipts to the office of the superintendent no later than 5 days prior to the next regular board meeting. A non-itemized credit card receipt is not sufficient.

C. Employees making purchases with a school district credit card or purchasing program must comply with the steps set forth in the district's Purchasing (Credit) Card Program.

D. All purchases of goods and services made with district funds must be made on a properly executed purchase order.

E. All purchases shall be initiated with a purchase order. Purchase orders are signed by the person responsible for that particular budget and finally by the superintendent.

F. For purchases of more than \$10,000, authorized staff members must secure written quotes and/or estimates from a reasonable number of vendors. Staff will purchase from a responsible vendor with the lowest price unless the board approves the purchase from the more expensive vendor.

**V. Relations with Vendors**

A. The board wishes to maintain good working relations with vendors who supply materials, supplies and services to the school system. The school shall not extend favoritism to any vendors. Each order shall be placed on the basis of quality, price and delivery, with past services being a factor if all other considerations are equal. The administrative team may, in its discretion, use a Nebraska a state-wide cooperative purchasing program in lieu of obtaining quotes or bids under this policy to the extent such a bid or quote is not otherwise independently required by law.

B. No purchase shall be made that violates any conflict of interest policy or law.

C. No employee shall endorse any product of any type or kind in such a manner as will identify him/her in any way as an employee of the school district.

D. The board believes in patronizing local businesses. Consequently, when proposals are judged to be equal in terms of quality, price, and/or service, the contract or purchase will be awarded to the firm that is located within the district. However, the board will not sacrifice either quality or economy to patronize local businesses.

Adopted on: \_\_\_\_\_

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

## **3004.1**

### **Fiscal Management for Purchasing and Procurement Using Federal Funds**

#### **I. Applicability of Policy**

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

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

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

#### **II. Procurement System**

The District maintains the following purchasing procedures.

##### **A. Responsibility for Purchasing**

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

## **B. Methods of Purchasing**

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

### **1. Purchases up to \$10,000 (Micro-Purchases)**

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

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

### **2. Purchases between \$10,000 and \$250,000 (Small Purchase Procedures)**

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

### **3. Purchases Over \$250,000**

#### **a) Sealed Bids (Formal Advertising)**

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

#### **b) Contract/Price Analysis**

The District performs a cost or price analysis in connection with every procurement action in excess of \$250,000, including contract modifications. The district will make an independent estimate of costs prior to receiving bids or proposals.

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

- a) Procurement by noncompetitive proposals is procurement through solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply:
  - 1) The item is available only from a single source;
  - 2) The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
  - 3) The federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the District; or
  - 4) After solicitation of a number of sources, competition is determined inadequate.
- b) Noncompetitive proposals may only be solicited with the approval of the superintendent or the board. Sufficient and appropriate documentation that justifies the sole sourcing decision must be maintained by the superintendent or designee.
- c) A cost or price analysis will be performed for noncompetitive proposals when the price exceeds \$250,000.

#### **5. Competitive Proposals.**

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

- 1) Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals must be considered to the maximum extent practical;
  - 2) Proposals must be solicited from an adequate number of qualified sources; and
  - 3) Contracts must be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered.
- b) The District may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used in procurement of A/E professional services. It cannot be used to purchase other types of services though A/E firms are a potential source to perform the proposed effort.
- c) The District may select a proposal that offers the best value and that is based upon the proposer's responsiveness to the proposal, experience, reputation, staff qualifications, ability and capacity to carry on the work, price, honesty, integrity, skills, business judgment, financial stability, past performance, and other relevant factors. The evaluation may be conducted by the school board, a designated committee, or another designee of the school board.

### **C. Use of Purchase (Debit & Credit) Cards**

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

#### **D. Federal Procurement System Standards**

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

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

#### **E. Debarment and Suspension**

The District awards contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.

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

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

#### **F. Settlements of Issues Arising Out of Procurements**

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

### **III. Conflict of Interest and Code of Conduct**

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

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

1. Employees, officers, and agents engaged in the selection, award, and/or administration of district contracts which are prohibited from engaging in such actions if a real or apparent conflict of interest is present.
2. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.
3. The board may determine at its discretion that a financial interest is not substantial enough to give rise to a conflict of interest.

**C. Favors and Gifts**

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

**D. Enforcement**

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

**IV. Property Management Systems**

**A. Property Classifications**

1. Equipment means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the District for financial statement purposes, or \$5,000.

2. Supplies means all tangible personal property other than those described in §200.33 Equipment. A computing device is a supply if the acquisition cost is less than the lesser of the capitalization level established by the District for financial statement purposes or \$5,000, regardless of the length of its useful life. 2 C.F.R. §200.94.
3. Computing Devices means machines used to acquire, store, analyze, process, and publish data and other information electronically, including accessories (or "peripherals") for printing, transmitting and receiving, or storing electronic information. 2 C.F.R. §200.20.
4. Capital Assets means tangible or intangible assets used in operations having a useful life of more than one year which are capitalized in accordance with GAAP. Capital assets include:
  - a) Land, buildings (facilities), equipment, and intellectual property (including software) whether acquired by purchase, construction, manufacture, lease-purchase, exchange, or through capital leases; and
  - b) Additions, improvements, modifications, replacements, rearrangements, reinstallations, renovations or alterations to capital assets that materially increase their value or useful life (not ordinary repairs and maintenance). 2 C.F.R. §200.12.

## **B. Inventory Procedure**

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

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

## **C. Inventory Records**

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

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

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

#### **D. Physical Inventory**

1. A physical inventory of the property must be taken and the results reconciled with the property records at least once every two years.
2. The Superintendent or his/her designee will ensure that the physical inventory is performed. The physical inventory will generally occur during the months of June or July, but may be conducted during other time periods with the approval of the superintendent.

#### **E. Maintenance**

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

#### **F. Lost or Stolen Items**

The District maintains a control system that ensures adequate safeguards are in place to prevent loss, damage, or theft of the property.

#### **G. Use of Equipment**

Equipment must be used in the program or project for which it was acquired as long as needed, whether or not the project or program continues to be supported by the federal award, and the District will not encumber the property for any non-federal program use without prior approval of the federal awarding agency and the pass-through entity.

## **H. Disposal of Equipment**

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

If the item has a current FMV of \$5,000 or less, it may be retained, sold, or otherwise disposed of with no further obligation to the federal awarding agency.

## **I. Equipment and Capital Expenditures**

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

## **J. Depreciation**

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

## **V. Financial Management**

### **A. Identification**

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

### **B. Financial Reporting**

The District will make an accurate, current, and complete disclosure of the financial results of each federal award or program in accordance with the

financial reporting requirements set forth in the Education Department General Administrative Regulations (EDGAR).

### **C. Accounting Records**

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

### **D. Internal Controls**

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

### **E. Budget Control**

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

### **F. Payment Methods**

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

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

## **G. Allowability of Costs**

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

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

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

## **H. Use of Program Income - Deduction, Addition, or Cost Sharing or Matching**

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

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

## **I. Cost Sharing or Matching**

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

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

## **J. Documentation of Personnel Expenses**

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

## **VI. Written Compensation Policies**

### **A. Time and Effort Standards**

All employees who are paid in full or in part with federal funds must keep specific documents to demonstrate the amount of time they spent on grant activities. This includes an employee whose salary is paid with state or local funds but is used to meet a required "match" in a federal program. These documents, known as time and effort records, are maintained in order to charge the costs of personnel compensation to federal grants. Charges to federal awards for salaries and wages must be based on records that accurately reflect the work performed. These records must:

- (1) Be supported by a system of internal controls which provides reasonable assurance that the charges are accurate, allowable, and properly allocated;
- (2) Be incorporated into official records;

- (3) Reasonably reflect total activity for which the employee is compensated, not exceeding 100% of compensated activities;
- (4) Encompass both federally assisted and all other activities compensated by the District on an integrated basis;
- (5) Comply with the established accounting policies and practices of the District and
- (6) Support the distribution of the employee's salary or wages among specific activities or costs objectives.

#### **B. Time and Effort Procedures**

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

#### **C. Fringe Benefits**

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

#### **D. Leave**

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

#### **E. Unexpected or Extraordinary Circumstances**

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

#### **F. Documentation for Personnel Expenses**

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

### **VII. Other Contract Matters.**

#### **A. Required Terms**

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

## **B. Contracting with Certain Vendors**

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

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

## **C. Record Keeping**

### 1. Record Retention

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

b) The U.S. Department of Education is authorized to recover any federal funds misspent within 5 years before the receipt of a program determination letter. 34 C.F.R. § 81.31(c). Schedule 10 (Local School Districts) and Schedule 24 (Local Agencies General Records) of the Nebraska Records Management Division as approved by the Nebraska Secretary of State/State Records Administrator requires the District to maintain records regarding federal awards for a minimum of six (6) years. Consequently, the District shall retain

records for a minimum of six (6) years from the date on which the final Financial Status Report is submitted, unless otherwise notified in writing to extend the retention period by the awarding agency, cognizant agency for audit, oversight agency for audit, or cognizant agency for indirect costs. However, if any litigation, claim, or audit is started before the expiration of the record retention period, the records will be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken. 2 C.F.R. § 200.333.

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

2. Maintenance of Procurement Records

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

**D. Privacy**

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

Adopted on: \_\_\_\_\_

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

## 3005

### School Activities Fund

The superintendent of schools shall establish an activities fund account to be used to finance the operations of student organizations, inter-school athletics, and other school activities that are not a part of any other fund. The school activities fund is a school district account. All transactions related to the activities fund shall be conducted through an account at a board-approved depository.

The superintendent shall manage the activities fund and serve as its treasurer. The superintendent may divide the activities fund into more than one account to allocate portions of the fund for different purposes.

Funds in an activity's account after the activity ceases to exist shall be transferred to the general fund or such other fund as the board may choose. Funds left in a graduating class's account may be transferred into any other school account at any time after graduation upon board approval.

As school activities are a responsibility of the school district, any deficit in the activity fund shall be paid from the general fund.

Adopted on: \_\_\_\_\_

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

**3008**  
**Gifts, Grants and Bequests**

The school district encourages those who wish to make gifts, grants, bequests or devises of property, real or personal, to the school district to make such donations through the district's foundation. The superintendent or his or her designee is authorized to accept on behalf of the school district gifts of personal property that are consistent with the district's mission and objectives and which the superintendent reasonably believes has a fair market value of \$75.00 or less. In its sole discretion, the board of education may accept all other donations when they are consistent with the district's mission and objectives. Upon acceptance, donations shall become the sole property of the district. The donation will be under the complete control of the board or school district which will not have any obligation to replace it if it is destroyed or becomes obsolete.

Adopted on: \_\_\_\_\_

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

**3011**  
**Transportation**

The school district will provide free transportation, partially provide free transportation, or pay an allowance for transportation in lieu of free transportation on each day school is in session to the students who reside in the district and qualify for transportation according to the district's transportation plan. Parents seeking mileage reimbursement must first be approved and then must submit requests to the district on forms which may be obtained from the office of the Superintendent of Schools.

When a student who has been attending the district is placed into foster care, school district staff will collaborate with state and local child welfare agencies to determine whether transportation is required under state law when it is in the child's best interest that their school of origin be maintained. The district will only provide transportation to students placed in foster care when the responsible child welfare agency agrees to reimburse the school district for the cost of transportation or when transportation is otherwise required by law. The board designates the Superintendent of Schools as the initial point of contact for child welfare agency representatives to discuss transportation issues related to children in foster care.

Students who are homeless will be provided with transportation pursuant to Board Policy 5014.

The district will provide transportation to tuition students in accordance with the contract provisions, if any, for services from the contracting districts.

The use of buses for class parties, field trips, and similar purposes shall require the prior approval of the superintendent or appropriate principal.

Adopted on: \_\_\_\_\_  
Revised on: \_\_\_\_\_  
Reviewed on: \_\_\_\_\_

## 3012 School Meal Program and Meal Charges

**Meal Program.** The school district will make a school meal program available to students. The cost of the program will be determined by the board of education so as to make the program as nearly self-supporting as possible. With board approval, the district may contract with a private company or corporation for the management and/or provision of the program.

The district will notify the families with children attending school of the current guidelines for free or reduced-price school meals. A copy of the complete regulations and procedures regarding reduced-price and free meals shall be available in the office of the superintendent. Families may apply for free or reduced-price school meals at any time during the school year.

**Payment Options.** Families may pay for school lunches using cash, check, credit card, or ACH payment. Electronic or e-fund payments are also available through a link on the school district's website.

**Meal Charge Policy.** The district will notify students and their families of the policy for charged meals, meaning meals received by a student when the student does not have money in hand or in his or her food account. This policy applies to students who receive meals at the free, reduced, or full rates.

Notice of this policy must be provided in writing to all households at the start of each school year and to households that transfer to the school during the school year. Notice may be provided through the student handbook, student registration materials, online portal used to access student accounts, direct mailing or e-mail, newsletter, the district website, and/or any other appropriate means. Notice of this policy will also be provided all school staff responsible for the enforcement of it, including food service professionals responsible for collecting payment for meals at the point of service, staff involved in notifying families of low or negative balances, and other staff involved in enforcing any aspect of this policy.

The district's policy on charged meals is:

If a student has no funds available to pay for a meal, the student will be permitted to charge up to five meals. Thereafter, if a student has no funds available to pay for a meal, no food will be provided.

## **Collection of Delinquent Meal Charge Debt**

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

Collection efforts may continue into a new school year.

In the event that the Nebraska Department of Education develops a state-level meal charge policy, it shall supersede that portion of this policy.

Adopted on: \_\_\_\_\_

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

**3016**

**Smoking**

Smoking, including the possession or use of cigarettes, cigars, or other tobacco or tobacco derivative products; vapor products or electronic nicotine delivery systems; alternative nicotine products; or any other such look-alike or imitation product, is not permitted on school property at any time.

Adopted on: \_\_\_\_\_

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

**3021**  
**Operation of School Business Office**

The central office of the school district shall generally be open for business from 8:00 a.m. to 4:30 p.m. every weekday except for New Year's Eve Day and New Year's Day, Good Friday, Memorial Day, the Fourth of July, Labor Day, Thanksgiving and the day after, and Christmas Eve Day and Christmas Day. The office shall generally be open, even on days when school is canceled due to inclement weather. The Superintendent shall be responsible for ensuring that the central office is appropriately staffed when the district is open for business and shall be responsible for supervising all staff employed in the central office.

Adopted on: \_\_\_\_\_  
Revised on: \_\_\_\_\_  
Reviewed on: \_\_\_\_\_

## 3024 Booster Clubs

Booster clubs (collectively, "Supporting Entities") promote goodwill throughout the community and strengthen educational programs via parental and community involvement in the district. However, the district's involvement with Supporting Entities may result in negative legal and political consequences.

Supporting Entities are separate entities from the district and board. Therefore, district employees may only participate in a Supporting Entity's activities as a member, officer, or director of the Supporting Entity. District employees may not participate in Supporting Entities in their capacity as a district employee. Further, in-school announcements for Supporting Entity sponsored functions must provide a clear indication that the function is sponsored by the Supporting Entity.

Notwithstanding anything herein to the contrary, an administrator employed by the district may attend the meetings of the Supporting Entity. An administrator who attends Supporting Entity meetings must strongly **recommend** that the Supporting Entity adopt the following policies:

- (a) The Supporting Entity should legally establish itself as a Nebraska Nonprofit Organization.
- (b) The Supporting Entity should require that
  - i. all checks written out of the Supporting Entity's checking account contain two signatures;
  - ii. sales slips, receipts, or invoices for every expenditure be provided to the Supporting Entity's treasurer and kept in the Supporting Entity's records; and
  - iii. bank statements be reviewed and approved by the Supporting Entity treasurer and reconciled by a Supporting Entity officer that does not have check-signing authority.

Supporting Entities may only use the district's facilities for meetings or public activities, and may only use the district's names, logos, or mascots, upon prior written approval of a district administrator.

Adopted on: \_\_\_\_\_

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

**4009**

**Restrictions on Employees Receiving Gratuities**

An employee who, because of his or her employment by the school district, receives any bonus merchandise or gift with a value over \$75.00 must disclose the receipt of such gift to the superintendent, who will then report that gift to the board. The superintendent, at his or her discretion, may require that the gift become the property of the district. No certificated staff member may accept any gift which will impair the professional judgment of the recipient.

Employees are directed to discourage merchants from offering bonus paraphernalia in exchange for the school's patronage.

Adopted on: \_\_\_\_\_

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

**4010**  
**Inclement Weather**

Unless the superintendent directs otherwise, staff shall not be required to report when school is canceled due to inclement weather.

If school is canceled during the day because of inclement weather, classified and certified personnel may be released after students have been excused. Classified and certified personnel who miss work due to inclement weather when school is in session will not be paid for time missed or will be charged an applicable leave day.

Adopted on: \_\_\_\_\_

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

**4015**

**Prohibition Against Employment of Board Members**

Nebraska statutes prohibit board members from serving as a teacher on a regular teaching contract.

The board will allow a member of the board of education to be employed by the school district in a non-teaching capacity, including substitute teaching. Board members who are also employed by the district are strictly prohibited from discussing any issue with students, staff or parents in their capacity as an employee that may come before the board.

This policy does not prohibit the board from contracting with members of the board for services or products when the relationship is not one of employer/employee and such contracts are in compliance with the requirements of statute and board policy regarding conflicts of interest.

Adopted on: \_\_\_\_\_

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

**4025**  
**Superintendent**

The superintendent is hired by and shall report directly to the board of education. The superintendent will be the chief administrative officer of the board of education and shall keep the board informed on important issues. The board delegates to the superintendent the general power and authority to make necessary decisions to ensure the efficient and effective operations of the school.

The superintendent is charged with timely preparing, presenting, and filing an annual school budget, subject to the approval of the board at the annual budget hearing.

All school employees shall be under the direct and/or delegated supervision of the superintendent. The board delegates to the superintendent the authority to hire and terminate the employment of all classified staff. He or she shall review all certified and non-certified employees applying for vacancies and shall make recommendations regarding these employees.

All of the grounds and buildings are supervised by the superintendent, including necessary repairs and improvements unless the board is required to approve such repairs or improvements.

The superintendent's other duties shall be included in his or her job description, contract, or as otherwise assigned by the board.

Adopted on: \_\_\_\_\_

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

**4037**  
**Reduction In Force**

The board of education may determine that a reduction in force of certificated staff members is appropriate due to declining enrollment in a grade or grades, changes in financial support, changes in curricular programs, a decline in the taxable value of property located within the school district, increased costs of operating the school district, or another change or changes in circumstances. If the board, in its sole discretion, determines that a reduction of certificated staff is necessary, the superintendent shall notify those employees whose contracts may be reduced. However, the employment of a permanent employee may not be terminated through a reduction in force while a probationary employee is retained to render a service that the permanent employee is qualified to perform by reason of certification and endorsement, or when certification is not applicable, by reason of college credits in the teaching area.

1. **Definition of Reduction in Force.** A reduction in force shall consist of a reduction of one or more positions or a reduction in the percentage of employment of one or more certificated staff members, even if the number or percentage of employment of the certificated staff overall may be increased by other hirings or increases in the percentage of employment of other employees. Reduction in force may result in the termination of employment or an amendment to an employee's contract reducing the extent of the employee's employment.
2. **Restriction of Right to Administrative Position.** Due to the confidential and unique personal working relationship necessary between the administration and the board of education, a certificated employee who is not currently serving in a predominantly administrative capacity shall have no rights under this policy to any administrative position within the school system.
3. **Criteria for Reduction in Force.** The criteria set forth below shall be considered in selecting the personnel to be reduced. The criteria are not listed in any order of priority, and shall be given the weight that the board considers appropriate.
  - a. Programs to be offered;
  - b. Areas of endorsement that are of present or future value to the district. This criterion shall be based upon the

endorsement(s) shown on each teacher's Nebraska Teaching Certificate;

- c. State and federal laws or regulations that may mandate certain employment practices;
- d. Involvement in the programs and activities sponsored by the school district;
- e. Special or advanced training consisting of college credit or other training that would be of present or future value to the district;
- f. The organizational and educational effect caused by multiple part-time certificated employees;
- g. Any other reasons that are rationally related to the instruction in or administration of the school district.

4. **Consideration of Uninterrupted Service.** If, after consideration of the criteria listed above, it is the opinion of the superintendent that there is no significant difference between or among certificated employees being considered for reduction, the employee(s) with the longest uninterrupted service to the district shall be retained.

- a. Uninterrupted length of service is defined as the number of continuous full-time equivalent years of employment in the district as a teacher.
- b. A full-time equivalent year is defined as employment on a full-time basis for an entire school year.
- c. Less than full-time employment reduces the teacher's full-time equivalent employment for a school year. For example, a teacher employed on a half-time basis would be credited with half a year full-time equivalent employment.
- d. A break in service will terminate a teacher's seniority and length of service under this provision. That period of time when a teacher is on a leave of absence shall not constitute a break in service; however, any years of absences or fractions of years of leave of absence will not count as years of employment for the purposes of determining the length of a teacher's uninterrupted service.

5. **Rights of Recall.**

- a. Any certificated employee whose contract has been terminated shall be considered to have been dismissed

with honor and shall, upon request, be provided a letter to that effect.

- b. Such employee shall have preferred rights to re-employment for a period of 24 months commencing at the end of the contract year, and the employee shall be recalled on the basis of length of service to the district to any position that he or she is qualified to teach by endorsement or college preparation.
- c. Upon re-employment, a recalled employee shall be placed on the salary schedule and provided fringe benefits based on existing district policies and the current negotiated agreement. Any year or years of absence from employment shall not be considered as a year or years of employment by the district.
- d. An employee under contract to another education institution may waive recall, but such waiver shall not deprive the employee of his or her right to subsequent recall.

6. **Current Teaching Certificate.**

- a. Upon initial employment with the district, each certificated employee shall file a copy of his or her teaching certificate, including endorsements with the superintendent of schools.
- b. The employee shall be responsible for filing any changes in certification or endorsements with the superintendent.

7. **Address Records.**

- a. A certificated employee whose employment contract has been terminated because of a reduction in force shall, during the period which he or she is eligible for recall, be responsible for reporting any change of address to the superintendent of schools.
- b. If there is a vacancy to which a former employee has a right of recall, the district may communicate an offer of re-employment by telephone, by e-mail, or by United States mail sent to the former employee's last known address. If the school district does not receive written acceptance of the offer within seven days, the former employee shall be deemed to have waived his or her rights to be recalled to the employment position.

Adopted on: \_\_\_\_\_  
Revised on: \_\_\_\_\_  
Reviewed on: \_\_\_\_\_

## **4041**

### **Staff Dress and Appearance**

The attire worn by staff members conveys an important image to students and the general public. The appearance of professional staff members shall be appropriate to their assigned duties and indicative of their professional standing in the school and community.

#### **I. Staff Expectations in Dress and Appearance**

##### **A. General Expectations in Dress and Appearance**

1. Certified staff, paraeducators, and office staff should generally dress in business casual attire that is clean and professional.
2. Custodial, maintenance, and transportation staff should dress in attire appropriate to the work they are performing.

##### **B. Unacceptable Forms of Dress and Appearance**

1. The following are examples of unprofessional attire which should not be worn by classroom staff during the traditional school day, when students or visitors are in attendance, or when the employee is supervising, directing, or coaching students when the public is in attendance:
  - For men: shirts without collars, unless the shirt can be deemed professional by other standards.
  - Athletic wear, including sweat, jogging and wind suits, except when teaching a physical education activity in the gymnasium, on a playing field, or at athletic or other activity practices.
  - Shorts, except when teaching physical education class or at athletic or other activity practices.
  - Blue jeans, except at athletic or other activity practices, or on days considered to be "dress down" days.
  - Hats, except when worn outside for sun coverage.
  - Rubber soled 'flip flop' thong sandals.
  - Any attire which is excessively wrinkled or torn, so that it is no longer neat and professional.

- Any attire which is immodest or may distract other employees or students in the learning environment.

## **II. Enforcement**

The superintendent or principal shall maintain the discretion to make determinations on staff dress and appearance. Administrators may temporarily suspend all or a portion of the dress code when other factors support a lower dress expectation for school employees (e.g., special "casual days" or field days). Any violation of school policy and rules may result in disciplinary action.

Adopted on: \_\_\_\_\_

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

**4056**  
**Resignation of Certificated Staff**

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

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

Adopted on: \_\_\_\_\_  
Revised on: \_\_\_\_\_  
Reviewed on: \_\_\_\_\_

## 4057 Superintendent Evaluation

The board shall observe and evaluate the superintendent based upon actual classroom observations for an entire instructional period at least twice during his first year of employment and at least once each year thereafter. Additional evaluations may be conducted at the discretion of the board. For the purposes of this policy, "actual classroom observation" shall mean observing the superintendent performing activities that are typical of his or her position. An "entire instructional period" for administrators cannot be defined in terms of an instructional period and shall be satisfied by the actual observation of some aspect of the superintendent's work during the semester for no less than 40 minutes.

**Purpose.** The purposes of the formal job evaluation are:

1. To provide a means of rational, structured communication between the board and superintendent to create a more constructive and effective working relationship.
2. To provide a basis for commending, rewarding and reinforcing good work, as well as identifying areas where the superintendent needs to improve.
3. To clarify the superintendent's role and inform the superintendent of the board's expectations.

**Dates.** Unless otherwise provided for in the superintendent's employment contract, the first year evaluations should take place (1) at or prior to the October board meeting, and (2) at or prior to the January board meeting. Annual evaluations shall take place at a board meeting held during the month before the date in the superintendent's employment contract by which the board must notify the superintendent of its intention to consider the nonrenewal or amendment of the contract. In the absence of such a contract provision, the annual evaluation should take place at or prior to the March board meeting. The Superintendent shall remind the Board members in writing at least 45 days before the date of each upcoming evaluation and shall make his evaluation an agenda item for the board meeting.

**Evaluation Document.** The superintendent shall submit a recommended evaluation document to the board. The board shall meet and discuss the proposed document with the superintendent. The board may amend and adopt the proposed evaluation document. The board may amend the document or adopt a new document without amending this policy. The superintendent shall submit the evaluation document to the Nebraska Department of Education.

**Evaluation Procedures.** Each board member shall have the opportunity to complete a draft evaluation document. The board president shall compile the individual draft evaluations into a single and final evaluation, provide a copy to the superintendent, and discuss it with him or her. The superintendent's evaluation may be conducted in closed session if it is necessary to prevent needless injury to the superintendent's reputation and if he or she has not requested it be done in open session.

**Deficiencies.** If deficiencies are noted in the superintendent's work performance, the board shall provide the superintendent at the time of the observation with a list of deficiencies and a list of suggestions for improvement and assistance in overcoming the deficiencies. The board shall also provide the superintendent with follow-up evaluations and assistance when deficiencies remain, a timeline for improvement, and sufficient time to improve. In the alternative, the board may rely upon the superintendent's education, training, and expertise and require him or her to submit a "list of suggestions for improvement" or plan of improvement for the board's consideration.

**Personnel File.** The evaluation shall be signed by the board president (or other member of the board) and the superintendent. The superintendent shall place a copy of the evaluation in his or her personnel file. The superintendent may provide a written response to the evaluation to the board. A copy of the response shall also be placed in the superintendent's personnel file. The board may meet with the superintendent to discuss the written response.

**Policy Limitation.** The evaluation procedures are included in this policy as a result of the board's statutory obligation to evaluate the superintendent and do not give the superintendent any rights not provided by statute. The board's failure to comply with any procedures provided in this policy but not required by law shall not prohibit the board from taking any action regarding the superintendent's employment, up to and including the nonrenewal, amendment, or cancellation of the employment contract.

Adopted on: \_\_\_\_\_

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

**4059**  
**Suicide Prevention Training**

The following employees are required to complete at least one hour of suicide awareness and prevention training every year:

- school nurses
- teachers
- counselors
- school psychologists
- administrators
- school social workers

These employees must complete the online training provided by the Nebraska Department of Education no later than October 31. of each school year or within 30 days of their initial employment. Failure to complete this training shall constitute just cause for the termination or nonrenewal of an employee's contract.

Adopted on: \_\_\_\_\_

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

## 4060 School Vehicle Use

**Pupil Transportation Vehicles.** The transportation of students in a pupil transportation vehicle is governed by the rules of the Nebraska Department of Education and the district's safe pupil transportation plan or safety and security plan. See Title 92, Nebraska Administrative Code, Chapter 91 – Regulations Governing Driver Qualifications and Operational Procedures for Pupil Transportation Vehicles ("Rule 91") Title 92, Nebraska Administrative Code, Chapter 92 – Regulations Governing the Minimum Equipment Standards and Safety Inspection Criteria for Pupil Transportation Vehicles ("Rule 92"), available on NDE's website ([www.education.ne.gov](http://www.education.ne.gov)). A pupil transportation vehicle is any vehicle utilized to carry school children as sponsored and approved by the school board and that conforms to the Nebraska Department of Education definitions of pupil transportation vehicles listed as School Bus, Activity Bus, Small Vehicle, or Coach Bus.

**School Vehicles Other Than Those Transporting Students.** School district employees, board members, and other elected or appointed school district officials (collectively "school personnel") who are not transporting children are authorized to use a school district vehicle to travel to a designated location or to their home when the primary purpose of the travel serves a school district purpose. School district vehicles may not be used for personal purposes unless the vehicle, or the use of it, is provided to an employee as a condition of an employment contract or it is leased to school personnel as allowed by law. School personnel must operate school vehicles in accordance with all applicable federal, state, and local laws.

**Driver Qualifications.** School personnel who wish to use a vehicle owned or leased by the school district and who are not transporting students must:

- Possess and provide a copy of a valid Motor Vehicle operator's license.
- Be able to read and comprehend driving regulations and written test questions.
- Obtain and provide a copy of his or her current driving record from the department of motor vehicles at least one time per school year to the superintendent or his or her designee.
- Be at least 19 years of age.

School personnel must notify the superintendent or his or her designee about any change in their driving status or eligibility.

School personnel who have been convicted of any of the following or who meet any of the following conditions will not be allowed to drive a school district vehicle:

- If the citation or conviction occurred at any time—Motor vehicle homicide or driving under the influence – 3<sup>rd</sup> or subsequent offense;
- If the citation or conviction occurred within the last 10 years - Driving under the influence of drugs or alcohol, failure to render aid in accident you are involved in, speeding 15 miles per hour or more above the posted speed limit, reckless driving (willful or otherwise), careless driving, leaving the scene of an accident, failure to yield to a pedestrian with bodily injury to the pedestrian, or negligent driving; or
- Have accumulated 5 points or more under an operator's license point system within the last 4 years.

The superintendent or his or her designee has the discretion to prohibit school personnel from driving a school vehicle for a citation or arrest for the above offenses or any other offense or reason. The superintendent or his or her designee will make the final determination about the use of school district vehicles.

**Electronic Communication While Driving.** Unless the superintendent or a principal grants an exception to allow verbal communication on an as needed basis for specific district-related work based upon an employee's duties and responsibilities, school personnel shall not use any electronic communication device to read a written communication, manually type a written communication, send a written communication, verbally communicate with others, or otherwise communicate with others while operating a school vehicle. This prohibition includes but is not limited to answering or making telephone calls, engaging in telephone conversations, and reading or responding to e-mails, instant messages, text messages or other visual media.

**Tobacco, Alcohol, and Controlled Substances.** The use of any tobacco product, including the use of vapor products, alternative nicotine products, or any other such look-alike product, is not permitted in a school vehicle at any time. The use or possession of any alcohol or controlled substance (unless legally prescribed to school personnel by a physician) is not permitted in a school vehicle at any time. All drivers shall follow and be subject to Drug Free Workplace Policy and Drug Policy Regarding Drivers Policy.

**Traffic Accidents, Infractions, Violations, or Citations.** School personnel who receive a citation or warning citation from a law enforcement officer or are involved in an accident while operating a school vehicle must report the citation to the superintendent or his or her designee as soon as practicable, but no later than 24 hours of receipt. The superintendent must

report his or her accidents, infractions, violations, or citations to the board president.

Adopted on: \_\_\_\_\_

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

## 4063

### **Extra Duty and Extended Contract Assignments for Certificated Staff**

This policy details the methods of payment for performance of extra duty and extended contract assignments by certificated staff members. Non Certificated staff should refer to their individual employment contracts regarding service hours and payment for extracurricular sponsorship activities which may be assigned to the employee by the district.

#### **Extra Duty Assignments**

Certificated staff members may be assigned extra duties such as coaching a sport, sponsoring a student club, or directing other extracurricular activities. Extra duty assignments shall be assigned at the discretion of the administration.

Full time certificated staff who are anticipated to work more than 1100 hours each school year are expected to work additional hours each month of the contract year in fulfillment of their extra duty assignments. Part-time certificated staff who are anticipated to spend fewer than 1100 hours in their regular teaching assignments each school year must track the hours they spend on extra duty assignments and submit those hours to the district bookkeeper monthly.

Certificated staff covered by the collective bargaining agreement between the board and the local education association will be paid the salary amounts set in that contract for performance of their extra duties.

Subject to the other provisions of this policy, certificated employees assigned to extra duty assignments shall be paid in 12 equal installments beginning with the first regular pay period of the contract year in which the services will be rendered. The payment for exempt employees assigned extra duty sponsorship duties after the beginning of their contract for a given school year shall be distributed evenly across the remaining pay periods for the school year beginning with the first pay period following the assignment.

Certificated employees who are assigned extra duties will be informed of that assignment in an assignment letter.

In addition to their regular teaching duties, teachers with extra duty will render service hours toward the performance of each of their extra duty assignments throughout the entirety of the contract year. This time should include tasks such as: continuously reviewing best practices for coaching/sponsoring your extra duty; determining any off-season

professional development or meetings which you should attend; determining any pre-season or pre-event camps or activities which students should attend; supervising selected pre-season camps or activities; creating records and completing paperwork related to the extra duty; communicating with selected media outlets about the extra duty; training and preparing students prior to the beginning of the competition/activity/event schedule; reviewing or planning the competition/event schedule; studying film, selecting music or scripts, designing sets and costumes, arranging choreography and otherwise preparing for the competition or season; scheduling student meetings and events; actively supervising participating students before, during and after the season/event; study of best practices in sportsmanship and student character growth; and any other identified duties.

In the event a certificated staff member is assigned an extra duty assignment after the beginning of the school year in which the activity occurs, the district will report the extra duty pay and hours to the Nebraska State Retirement System beginning in the month when the teacher undertakes his/her assignment.

In the event a certificated staff member's overall employment and/or extra duty assignment is terminated prior to the end of the school year, he/she will not be paid any remaining amounts for extra duty service and those hours will not be reported to the Nebraska State Retirement System.

### **Extended Contract Days**

If a certificated staff member is assigned extended contract days, that assignment shall be included in his/her individual employment contract with the board of education. Staff shall be compensated for assigned extended contract days at the individual employee's daily contract rate calculated by dividing his/her regular salary by the number of contract days set by the board for all certificated teaching staff.

Unless otherwise directed by the administration, extended contract days shall be completed prior to the first regular duty day for teachers for the impending contract year. Teachers must document their completion of extended contract days on the form provided by the office and submit that form to their direct supervisor at the end of each month.

**Payment for Extended Contract Days**

Teachers assigned to extended contract days shall be paid for that assignment in 12 equal installments beginning with the first regular pay day of the contract year in which the services are rendered.

Adopted on: \_\_\_\_\_  
Revised on: \_\_\_\_\_  
Reviewed on: \_\_\_\_\_

## **5001**

### **Compulsory Attendance and Excessive Absenteeism Required Attendance**

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

#### **Mandatory Attendance Age**

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

#### **Exceptions**

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

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

#### **Discontinuing Enrollment – 5 Year Old Students**

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

## **Discontinuing Enrollment – 16 and 17 Year Old Students**

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

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

## **Attendance Officer**

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

## **Excused Absences**

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

1. Physical or mental illness of the student (a physician's verification is required after four (4) consecutive days of absence for illness)
2. Severe weather
3. Medical appointments for the student
4. Death or serious illness of the student's family member

5. Attending a funeral, wedding or graduation
6. Appearance at court or for other legal matters
7. Observance of religious holidays of the student's own faith
8. College planning visits
9. Personal or family vacations

### **Excessive Absenteeism**

When a student receives 5 unexcused absences or the hourly equivalent in any semester, the Attendance Officer will follow the attached procedure for addressing barriers to the student's attendance.

When a student is absent more than twenty days per year or the hourly equivalent and any portion of the absences is unexcused, the Attendance Officer may file a report with the county attorney of the county in which the student resides. For example, if the student accumulates 23 days of excused absences due to documented illness and is tardy one time, the Attendance Officer may file a report with the appropriate county attorney.

Adopted on: \_\_\_\_\_

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

## 5004 Option Enrollment

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

### 1. Definitions

- a. **Option Student Defined.** Option student shall mean a nonresident student who has chosen to attend the school district under the provisions of the option enrollment program.
- b. **Resident School District Defined.** Resident school district shall mean the school district in which a student resides or in which the student is admitted as a resident of the school district pursuant to state law.
- c. **Option School District Defined.** Option school district shall mean the school district that a student chooses to attend other than his or her resident school district.

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

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

### 4. Standards for Acceptance or Rejection of Option Students.

- a. **Numeric Capacity.** The board of education may set the numeric capacity of programs, classes, grade levels, or school buildings by operation of this policy or through freestanding action by the board. Numeric Capacity will be determined based upon available staff, facilities, projected enrollment of resident students, projected number of students with which the option school district will contract based on existing contractual arrangements, and availability of appropriate special education

programs. Individuals seeking information about the numeric capacity set by the board may contact the superintendent for a copy of that resolution.

- b. **Programmatic Capacity.** In addition to the numeric capacity standards referred to above, the board may, by resolution, declare a program, a class, or a school unavailable to option students due to lack of capacity. Individuals seeking information about the programs that have been declared to be unavailable due to lack of capacity may contact the superintendent for a copy of the board's resolution.
- c. **Other Standards for Acceptance or Rejection of Option Enrollment Applications.** In addition to the numeric and programmatic capacity standards outlined above, the school district shall not accept an option student when acceptance of the student:
  - i. Would increase the operating costs of the school district, such as by requiring the hiring of new staff or contracting with outside entities to provide services to the student;
  - ii. Would require the procurement of new equipment, technology, or furnishings;
  - iii. Would cause or require the rearrangement of caseloads for staff and contracted professionals;
  - iv. Is reasonably deemed by appropriate school staff to pose a potential risk to the health or safety of students or staff;
  - v. May pose a risk of adversely affecting the quality of educational services being provided to resident students, as determined by appropriate school staff.
- d. The school district shall accept an option student with a disability only to the extent that the school district's then current staff and facilities are sufficient to accommodate the student's needs without significantly increasing the operating costs of the school district, such as by requiring the hiring of new staff.
- e. The school district shall not base the decision to accept or reject an option student on the student's previous academic achievement, athletic or other extracurricular ability, disabling condition(s), proficiency in the English language, or previous disciplinary proceedings.

- f. If there are more option student applicants for any program, class, grade level or school building than can be accepted into such program, class, grade level or school building, applicants shall be accepted in the following order:
          - i. students with brothers or sisters attending the school district, either as resident students or as option students, shall be granted first priority;
          - ii. thereafter, option students shall be accepted into such program, class, grade level or school building in the order in which written applications were received by the school district.
5. **False or Misleading Option Applications.** If, prior to the student's attendance as an option student, the school district discovers that a previously accepted option application contained false or substantively misleading information, the option application will be rejected.
6. **Academic Credits and Graduation.** The school district shall accept credits toward graduation that were awarded by another school district, and shall award a diploma to an option student if the student meets the graduation requirements of the school district.
7. **Information Regarding Schools, Programs, Policies and Procedures.** The school district, its officers and employees, shall make information about the school district and its schools, programs, policies and procedures available to all interested people.
8. **Procedure for Students Optioning Into or Out of the School District.**
  - a. The parent or legal guardian of any student desiring to option into or out of the school district shall submit a proper and timely application to the board of education and the other affected school district for enrollment during the following and subsequent school years. Any application requiring the approval of the school district shall be deemed submitted when the application is actually received in the school district's business office.
  - b. On or before April 1<sup>st</sup>, the school district shall notify the parent or legal guardian of any student who has submitted an application

to option into the school district and the resident school district, in writing, whether the application is accepted or rejected. If an application is rejected, the reason for such rejection shall be stated in the notification. This written notice shall be sent via certified mail to the address listed on the option application.

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

- a. The board of education may refuse a request of a student seeking to option out of the school district when the option application is submitted after March 15<sup>th</sup> under the following conditions:
  - i. When the district has already entered into contracts with teaching staff for the following school year;
  - ii. When the district has already contracted for the performance of specific services for the student;
  - iii. When the release of the student would have a negative financial impact or loss of revenue for the district.
- b. The board of education will approve late applications to option into the district under the following conditions:
  - i. When the resident district has released the student;
  - ii. When the student's late enrollment into the district meets the standards for acceptance or rejection of option students contained elsewhere in this policy;
- b. The superintendent will notify parents or guardians who have submitted properly completed option applications after March 15<sup>th</sup> no later than 60 days following submission of the application of the board's acceptance or rejection of the application.

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

- a. A student does not need to be released from his/her resident district under the following circumstances:
  - i. When the student has relocated to a different resident school district after February 1
  - ii. When a student's option school district merges with another district effective after February 1
- b. The school district shall accept or reject an application from a student under this paragraph using the criteria set forth in this policy and will accept or reject the application within forty-five days.

11. **Cancellation of Option.**

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

- a. Attend the option school district until graduation or relocation/re-option in a different resident school district unless the student chooses to return to the resident school district, in which case the student's parent or legal guardian shall timely submit a cancellation form to the school board or board of education of the option school district and the resident school district for approval for the following year.
- b. Attend an option school district for not less than one school year unless the student relocates to a different resident school district, completes requirements for graduation prior to the end of the school year, transfers to a parochial or private school, or upon mutual agreement of the resident and option school districts cancels the enrollment option and returns to the resident school district.

12. **Authority of Superintendent.**

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

Adopted on: \_\_\_\_\_  
Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

**5005**  
**Transportation of Option Students**

The board of education does not provide transportation services or mileage reimbursement for option-enrolled students unless otherwise required by law.

Adopted on: \_\_\_\_\_  
Revised on: \_\_\_\_\_  
Reviewed on: \_\_\_\_\_

## **5016 Student Records**

The school district shall manage student records and reports as is necessary for effective administration and in compliance with law. In general "student records" shall not include transitory communications such as e-mail, text messages, handwritten communication between school and home, and the like, and these items will not generally be maintained by the district. "Student records" also shall not include any records created and maintained by the district's law enforcement unit for a law enforcement purpose.

For purposes of the district's compliance with state and federal law, the district "maintains" student records which are printed and kept in the student's physical file or which school district staff have intentionally saved within the official school district digital student information system that specifically identifies the student for whom those records are maintained. The school district may also use learning management systems, which deliver and manage instructional content. The school district maintains student records within its student information system but not in its learning management system. The official school district student information system is PowerSchool

Each building principal will assign responsibilities for the preparation and maintenance of records and will ensure compliance with the applicable federal and state laws, regulations, and record retention schedules regarding their storage and use in the building. No "student record" or record required to be retained by the Nebraska Secretary of State's Record Retention Schedules applicable to the district will be destroyed unless it is first saved in a retrievable, digital format. This includes only records required to be kept by the applicable Retention Schedules and "student records" as defined by state and federal law, and this policy does not prohibit the district from following its record expungement procedures for all other records.

Students or their parents, guardians, teachers, counselors, or school administrators shall have access to the school's files or records maintained concerning themselves or their students. For purposes of this policy, "teachers" include paraeducators and volunteers who are providing educational services to a student on behalf of the School District. A school official may access, maintain, and use education records containing personally identifiable information (PII) when he or she has a legitimate educational interest in such. "School official" includes any agent, volunteer, or contractor performing an institutional service or function for which the school would otherwise use its own employees and who is under the school

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

All disciplinary material shall be removed and destroyed upon the pupil's graduation or after the pupil's continuous absence from the school for a period of three years, and after authorization is given by the State Records Board pursuant to state law. Upon request, the school district will disclose education records without consent to officials of another school district in which a student seeks or intends to enroll.

Outside agencies such as physicians, probation officers, psychologists, child guidance clinics, and other agencies concerned with child welfare who are working directly with a child may have access to information pertaining to that child with written parental consent or upon issuance of a valid court order.

The school district shall share student data, records, and information with school districts, educational service units, learning communities, and the State Department of Education to the fullest extent practicable unless otherwise prohibited by law. This includes sharing information with the Department of Education necessary to comply with the requirement of state law that all third-year high school students take a college entrance exam. Any redisclosure of information related to the administration of this exam shall be governed by the agreement between the Nebraska Department of Education and the third-party testing company.

Each year, the school district will notify parents and guardians of their rights under this policy and the Family Educational Rights and Privacy Act.

Adopted on: \_\_\_\_\_

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

## 5022

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

The school district and its administrators and staff desire to maintain a positive working relationship with law enforcement officers and other representatives of governmental bodies in the discharge of their duties. However, this desire must be balanced against other equally important factors such as a student's legal rights, ensuring that a student's time spent in school is for education, and acknowledging that the school stands *in loco parentis* to the students.

"Law enforcement officer" means police officers, county sheriffs, state patrolmen, Health and Human Service workers, Child Protective Services workers, Office of Juvenile Services workers, probation officers, U.S. Immigration and Customs Enforcement (ICE) agents, Federal Bureau of Investigations agents, or any other government investigatory workers.

"Parent" means the biological or adoptive mother or father, guardian, responsible relative, or any other person who has claimed legal or actual charge or control of the student pursuant to Nebraska law or Title 92 Nebraska Administrative Code Chapter 19.

Law enforcement officers are encouraged whenever possible to talk to a student away from the school before or after school hours so as to cause as little disruption as possible to the student's education.

Law enforcement officers may be called to the school at the request of school administration, or they may initiate contact with the school for their own purposes. Contact between the school and law enforcement officers on matters involving students shall be made through the office of the superintendent or building principal and the law enforcement officer. All reasonable attempts should be made to avoid embarrassing the student before his or her teachers and peers, and to avoid disrupting the student's and school's education program. Any questioning by law enforcement officers that is permitted should be conducted in a private room or area where confidentiality can be maintained. This should be an area removed from observation by or contact with other pupils and school personnel.

School staff shall promptly notify the superintendent when a student is questioned, arrested, or removed from school grounds by law enforcement officers.

### **School Related Criminal Activity**

This section applies to alleged or suspected criminal activity that occurs on school grounds; in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee; or at a school-sponsored activity or athletic event.

Law enforcement officers will be allowed to contact and question students at school regarding school related criminal activity as provided below.

The building principal must be notified before a student may be questioned in school or taken from a classroom by law enforcement. The building principal should request identification of the officers, their affiliation with the identified law enforcement agency, and whether their purpose is to interview, interrogate, or take custody of the student.

The building principal will make reasonable attempts to contact a student's parent for their consent and/or presence before the student is interviewed. In the event that a parent cannot be contacted after reasonable attempts, the student will be questioned only if the law enforcement officer identifies emergency circumstances requiring immediate questioning. A building principal or designee shall be present for such questioning solely to further school purposes or avoid duplication of the investigative process. The student will be brought to a private room and the contact will be made out of sight of others as much as practicable.

If the student is suspected of criminal activity, it is the responsibility of the law enforcement officer to advise a student of his or her rights against self-incrimination.

The building principal shall document steps taken to notify parents, summarize the law enforcement activities, identify the actions taken by the District on behalf of the student, and any further contacts with law enforcement officer.

### **Non-School Related Criminal Activity**

Law enforcement officials may not question students at school unless parental consent is obtained or the law enforcement authorities have a warrant or court order.

### **Taking a Student into Custody**

Law enforcement officers seeking custody of a student must contact the superintendent or building principal. The principal will request the arresting law enforcement officer to provide a copy of the arrest warrant, written parental consent, court order, or other document giving authority to take the student into legal custody. If there is no document presented, the principal should obtain the officer's name, badge number identifying the law enforcement agency, date, time, the reason for the arrest, and the place to which the student is reportedly being taken. Whenever practicable, the arrest or release of the student should be conducted in a location and in a manner that minimizes observation by others.

When a law enforcement officer removes a student from the school, the building principal will take immediate steps to notify the parent about the student's removal and the place to which the minor is reportedly being taken, except when a minor has been taken into custody as a victim of suspected child abuse.

### **Child Abuse and Neglect**

When law enforcement officers seek to investigate reports of alleged child neglect or abuse regarding a student, the building principal shall obtain a proper identification from the authorities or officials. If a student interview is conducted on school grounds, the building principal or designee and such other school personnel as appropriate shall observe the interview.

If the law enforcement officer decides to remove the student from school, school officials shall provide the law enforcement authorities with the address and telephone number of the student's parent or guardian. The principal or other school official shall, as a condition of releasing the student to the law enforcement officer, require the officer to sign a statement certifying that the child is being removed from school premises because he or she is believed to be the victim of child abuse and that the officer understands and will comply with the legal requirements of NEB. REV. STAT. § 79-294.

## **Student Records**

Student records will be shared with law enforcement officers only as allowed by state and federal law.

Adopted on: \_\_\_\_\_

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

**5032**  
**Closed Campus**

The school campus is a closed campus. All students shall remain on the school campus during the hours that school is in session unless released by the building principal or building principal's designee. The building principal or designee will release a student only upon confirming that the student has permission from a parent or an authorized adult. Nothing in this policy shall prevent the school from sending a student home when the student is ill.

Adopted on: \_\_\_\_\_

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

**5044**  
**Safe Pupil Transportation Plan**  
**and**  
**Pupil Transportation Vehicle Driver Satisfactory Driving Criteria**

It is the goal of the school district to provide safe, comfortable and reliable transportation for bus-riding school children.

**1. Emergency Procedures**

**a) Mechanical breakdown**

In the event of a mechanical breakdown, the driver will:

- 1)** Stop the vehicle in a safe location
- 2)** Keep passengers in the vehicle, if it is safe to do so
- 3)** Take steps to warn motorists, by activating hazard lights and placing emergency triangles
- 4)** Radio or call for assistance

**b) Injuries/Medical Emergencies**

If a student is seriously injured or suffers from a medical emergency, the driver will stop the vehicle at the first safe opportunity. The driver will provide emergency medical assistance in accordance with the driver's first aid training. The driver will notify the school district of the emergency using the radio or other communication equipment. The district will then summon emergency medical services by immediately calling 911 and notify administrative personnel.

**c) Severe Weather**

**1) Tornadoes.**

If the driver determines that there is likelihood that a tornado will hit the vehicle, and there is not an escape route available or time to drive to a safe location, the driver will evacuate the vehicle, taking only the first aid kit. The driver will take the students to the basement of a nearby building or to the nearest depression or ditch upwind (toward the storm) of the vehicle far enough away from the vehicle so that it will not roll over on the students. The driver should instruct students to cover their heads with their arms. If the students are wearing coats or jackets, they can be used to provide additional protection for their heads and bodies. If there is no time

to evacuate the students after stopping the vehicle, the driver should have the students remain in their seats and assume a protective position with their heads below window level.

## **2) Winter Weather**

If the school district or driver determines that a trip is too dangerous to drive due to winter weather conditions, the district will cancel the trip.

Parents should ensure that students are appropriately dressed for winter conditions.

## **3) Floods or Standing Water**

It is generally appropriate to drive through a small or regular amount of water that has accumulated from a normal or typical rainfall. However, drivers should not drive through water on the road if: the water is moving or has a current; there is dangerous debris in the water; the driver cannot determine the depth of the water or there is a known dip in the road which would create a deeper section of water; or if there is any other water condition that the driver determines is unsafe to drive through.

### **d) Weapons, Hazardous Materials and Dangerous Contraband**

If a driver discovers that a passenger may have a weapon, hazardous materials or other dangerous contraband on the vehicle, he or she should remain calm and call for assistance. The driver should not inform passengers of the presence of the weapon or other contraband.

### **e) Unattended Items on or Near Pupil Transportation Vehicle**

The driver shall check for unattended items on or near the vehicle as part of the exterior and interior pre-trip inspections. If circumstances make an item suspicious (because it is out of context, makes a noise, has visible wires, placement was witnessed, was hidden, has unidentified powders or putty-like substances, etc.), the driver shall not inspect, move, or otherwise touch the item. School staff will evacuate the area, then immediately report the item to the staff member's direct supervisor, a principal, or the superintendent. If the unattended item is not suspicious (it has the characteristics of lost or

misplaced property or of discarded trash, etc.), the driver may examine the item more closely. This may include looking inside the item, attempting to identify the owner, reviewing security camera footage, or talking to those nearby, and then taking appropriate action.

**f) Terroristic Threat**

If a driver receives a terroristic threat that he or she deems credible, he or she will notify the school district of the threat using the radio or other communication equipment. After consulting with school officials, the driver will determine whether the threat requires evacuation of the bus. The school will promptly notify the authorities of the threat.

For purposes of this policy, a terroristic threat is a threat to commit any crime of violence or to burn or damage property with the purpose of terrorizing another or of causing the evacuation of the bus or in reckless disregard of causing such terror or inconvenience

**g) Emergency Incident Reports**

Drivers will provide written documentation of any of the emergency events specified in this policy by completing the incident form attached hereto. This documentation must be submitted to the school administration within 24 hours of the event.

**2. Drop-off**

Drivers will drop students off at a location pre-determined through communication between the school district and parents/guardians. In the event the drop-off location is uncertain or appears to be unsafe, the driver will communicate with school staff in the building to seek additional guidance.

In no event will a driver drop a student off in a location which in the reasonable judgment of the driver appears to be unsafe. Drivers who believe the drop-off location to be unsafe shall release students directly into the custody of a parent/guardian or shall return students to their school building.

**3. Evacuation of Students With Disabilities**

The transportation supervisor, in consultation with bus drivers and members of the administrative team, shall develop a written emergency evacuation plan for each bus route. The plan shall

include an assessment of each student's ability to evacuate himself or herself as well as his or her ability to assist others. Disabled students should practice their evacuation skills as required of their non-disabled peers if possible during evacuation drills. Students or other individuals who will be assisting disabled students evacuate during emergencies should practice this skill during evacuation drills. Drivers or students who will be assisting with the evacuation process should be familiar with any equipment on the bus that would aid in the actual evacuation.

#### **4. Student Behavior on School Vehicles**

Riding school vehicles is a privilege, not a right. Students must comply with the following rules and all school conduct rules and directives while riding in school vehicles. In addition, students must also comply with the student code of conduct while riding in school vehicles.

##### **a) Rules of Conduct on School Vehicles:**

- 1)** Students must obey the driver promptly.
- 2)** Students must wait in a safe place for the bus to arrive, clear of traffic and away from where the vehicle stops.
- 3)** Students are prohibited from fighting, engaging in bullying, harassment or horseplay.
- 4)** Students must enter the bus without crowding or disturbing others and go directly to their assigned seats.
- 5)** Students must remain seated and keep aisles and exits clear while the vehicle is moving.
- 6)** Students are prohibited from throwing or passing objects on, from, or into vehicles.
- 7)** Students may not use profane language, obscene gestures, tobacco, alcohol, drugs or any other controlled substance on the vehicles.
- 8)** Students may not carry weapons, look-a-like weapons, hazardous materials, nuisance items or animals onto the vehicle.
- 9)** Students may carry on conversations in ordinary tones, but may not be loud or boisterous and should avoid talking to the driver while the vehicle is in motion. Students must be absolutely quiet when the

vehicle approaches a railroad crossing and any time the driver calls for quiet.

- 10) Students may not open windows without permission from the driver. Students may not dangle any item (e.g. legs, arms, backpacks) out of the windows.
- 11) Student must secure any item or items that could break or produce injury if tossed about the inside of the vehicle if the vehicle were involved in an accident
- 12) Student must respect the rights and safety of others at all times.
- 13) Students must help keep the vehicle clean, sanitary and orderly. Students must remove all personal items and trash upon exiting.
- 14) Students may not leave or board the vehicle at locations other than the assigned stops at home or school unless approved prior to departure by the superintendent or designee.
- 15) Video cameras may be placed on buses, at random, to monitor student behavior on the bus.

**b) Consequences**

Drivers must promptly report all student misconduct to the administration. These reports may be oral or written. Students who violate the Rules for Conduct will be referred to their building principal for discipline. Disciplinary consequences may include:

- 1) Note home to parents
- 2) Suspension of bus riding privileges
- 3) Exclusion from extracurricular activities
- 4) In-school suspension
- 5) Short term or long term suspension from school
- 6) Expulsion

These consequences are not progressive, and school officials have discretion to impose any listed punishment they deem appropriate, in accordance with state and federal law and board policy.

**c) Records**

Records of vehicle misconduct will be forwarded to the appropriate building principal and will be maintained in the same manner as other student discipline records. Reports of serious misconduct may be forwarded to law enforcement.

## **5. Functional Capacity of the Driver**

The superintendent or designee shall confirm a pupil transportation driver's functional capacity and ability to conduct the daily tasks and emergency evacuations required of such a driver by:

- Observing the driver complete the required daily tasks and emergency evacuations;
- Observing, questioning, and/or directing the driver to perform tasks in a manner that measures the basic visual, cognitive, and physical abilities to complete the required daily tasks and emergency evacuation; or
- Directing the driver to complete a functional capacity evaluation or assessment conducted by a qualified professional.

The superintendent or designee will remove the driver from duties as a pupil transportation driver if he or she determines that a pupil transportation driver is not functionally capable or able to conduct the daily tasks and emergency evacuations required of such a driver.

## **6. Satisfactory Driving Criteria.**

The superintendent or designee shall annually review every pupil transportation vehicle driver's Nebraska Department of Motor Vehicles driving record before such a driver operates a pupil transportation vehicle.

Individuals who have been convicted of any of the following or who meet any of the following conditions will not be allowed to serve as a pupil vehicle transportation driver:

- If the citation or conviction occurred at any time:
  - o Motor vehicle homicide; or
  - o Driving under the influence – 3<sup>rd</sup> or subsequent offense.
- If the citation or conviction occurred within the last 10 years:
  - o Driving under the influence of drugs or alcohol;

- o Refusal to submit to a chemical test;
- o Failure to render aid in accident the driver was involved in;
- o Speeding 15 miles per hour or more above the posted speed limit;
- o Reckless driving (willful or otherwise);
- o Careless driving;
- o Negligent driving;
- o Leaving the scene of an accident; or
- o Failure to yield to a pedestrian with bodily injury to the pedestrian.
- If the driver has accumulated 5 points or more under an operator's license point system within the last 4 years.

The superintendent designee has the discretion to prohibit school personnel from driving a school vehicle for a citation or arrest for the above offenses or any other offense or reason. The superintendent or designee will make the final determination about the ability of an individual to serve as a pupil vehicle transportation driver.

Pupil vehicle transportation drivers must inform the superintendent or designee of any citation or conviction related to their driving within 24 hours of its occurrence or at the beginning of the next school day, whichever is earlier.

## **7. Emergency Evacuation Drill Procedures for Students Who Ride in Small Vehicles.**

For purposes of this policy, "small vehicle" shall have the same meaning as in Rule 91 from the Nebraska Department of Education.

In a small vehicle accident or emergency situation, the driver must use his other best judgment to decide what action shall be taken. The primary responsibility is pupil safety. In an emergency it may be necessary that the vehicle be evacuated.

Students who are transported in a Small Vehicle shall be instructed in safe riding practices and participate in emergency evacuation drills at least twice during each school year. These drills shall be conducted in an appropriate location.

Drills shall be conducted to address each of the following reasons that an emergency evacuation may be required:

- The vehicle is on fire, in danger of catching fire, or is close to an existing fire or highly combustible material. Passengers shall be evacuated at least 100 feet or more upwind from the vehicle.
- The vehicle is stopped at an unsafe location and unable to move. The driver shall use his or her judgment regarding the need to evacuate and the distance of the evacuation.
- The vehicle's final stopping position: is in the path of any train or adjacent to railroad tracks; could change and increase danger; or is such that there is danger of collision. The driver shall evacuate the vehicle and use his or her judgment regarding the distance of the evacuation.

The safety of students is of utmost importance and must be given first consideration. Absent extenuating circumstance, the driver will place the transmission in park, activate the hazard warning lights, set the emergency brake, turn the ignition off, and remove the ignition key prior to evacuation.

If possible, students should exit the vehicle on the side away from any roadway.

During an evacuation, students should generally be led to a safe place at least 100 feet off the road in the direction of oncoming traffic. If there is a risk from spilled hazardous materials, lead the students upwind of the vehicle at least 300 feet.

After evacuation, the driver should address any injured students and call 911, law enforcement, or other authorities or service providers as the situation dictates. The driver shall then promptly inform the school district about the emergency situation.

Drivers shall not leave the scene until appropriate transportation arrangements have been made for all students and he/she has been instructed by a member of the administrative team that he/she may leave.

The school may select, train, and prepare students to assist in evacuation in the event that the driver is incapacitated or

otherwise unable to direct the evacuation. Such training can include, but need not be limited to, turning off ignition switches; setting emergency brakes; summoning help; using windows for evacuation in emergencies; setting flags and reflectors or reflective triangles; directing the evacuation; and training with evacuation equipment.

### **Evacuation of Students with Disabilities**

Drivers should assess each student's ability to evacuate himself or herself from a Small Vehicle as well as his or her ability to assist others. Disabled students should practice their evacuation skills as required of their non-disabled peers if possible during evacuation drills. Students or other individuals who will be assisting disabled students evacuate during emergencies should practice this skill during evacuation drills. Drivers or students who will be assisting with the evacuation process should be familiar with any specialized equipment in the vehicle and used by disabled students that would aid in the actual evacuation.

**Emergency Equipment.** Emergency equipment may include first aid kits, fire extinguishers, reflectors, flags, vehicle hazard lights, and other similar equipment. Drivers and students (as appropriate) should be made familiar with the purpose and use of this equipment during drills.

Adopted on: \_\_\_\_\_

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

**5055**  
**Enrollment in Kindergarten**

A child must reach the age of five on or before July 31<sup>st</sup> of the calendar year to be enrolled in kindergarten. The school district will enroll a child who will reach the age of five between August 1<sup>st</sup> and October 15<sup>th</sup> of the year of enrollment if the parent or guardian requests such enrollment and provides an affidavit stating:

- (a) the child attended kindergarten in another jurisdiction in the current school year; or
- (b) the family anticipates relocating to another jurisdiction that would allow admission within the current year; or
- (c) the child has demonstrated through recognized assessment procedures approved by the board that he or she is capable of performing the work of kindergarten.

The recognized assessment procedure(s) approved by the board are the Developmental Test of Kindergarten Readiness - Second Edition (DTKR-II) by ProEd and Kindergarten Readiness Test (KRT) by Scholastics.

The board delegates to the elementary principal responsibility for determining whether the conditions of this policy have been met. In order to enroll in kindergarten early, students must achieve a score of at least \_\_\_\_\_. (score info needed from Perez/Stagemeyer/ESU 11)

Adopted on: \_\_\_\_\_  
Revised on: \_\_\_\_\_  
Reviewed on: \_\_\_\_\_

**5062**  
**Lice**

Students found to have live head lice or louse eggs will not be permitted at school and will be sent home. Upon discovering the presence of any indication of lice or louse eggs, the student's parent(s) or guardian(s) will be notified, and if appropriate will be asked to pick up the student from school immediately.

Students will not be permitted to return to school until the district finds that no live lice or louse eggs can be detected. The parent(s) or guardian(s) will be required to treat the student and accompany the student to school to be examined.

The student cannot ride the school bus until the district has cleared the student to return to school.

Adopted on: \_\_\_\_\_  
Revised on: \_\_\_\_\_  
Reviewed on: \_\_\_\_\_

**5065**  
**Bed Bugs**

Students found to have bed bugs will be removed from the classroom and inspected by the school nurse. Any bugs found should be removed and collected for identification. If an active bed bug is discovered, the student's parent(s) or guardian(s) will be notified, and prompt, proper treatment will be required. Any other students residing in the same household or otherwise at risk of infection should be inspected as soon as possible after the initial diagnosis.

The student will not be excluded from school the day of the diagnosis unless the student has been diagnosed previously and attempts at treatment have failed. No healthy child should be excluded from or allowed to miss school time because of bed bugs unless efforts to remedy an infestation have been unsuccessful.

If bed bugs are found in a classroom or elsewhere in the building, the school will notify parent(s) and guardian(s) of all students so that the students' clothing and other belongings may be inspected before bringing them into the home. The school will not be closed due to a bed bug presence. If pest management is necessary, it will be provided to affected areas of the school.

Adopted on: \_\_\_\_\_

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

**6001**  
**School Organization**

The school district shall be organized under a system whereby kindergarten through 6th grade shall be designated the elementary school, and 7th grade through 12th grade shall be designated the junior high/high school.

Adopted on: \_\_\_\_\_

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

**6002**  
**School Calendar**

The superintendent shall propose the calendar for each school year. The board will approve and/or amend the proposed calendar. The calendar shall provide for sufficient instructional time to meet or exceed the requirements of state statutes and regulations, and should provide time for staff orientation, in-service and curriculum work.

Adopted on: \_\_\_\_\_  
Revised on: \_\_\_\_\_  
Reviewed on: \_\_\_\_\_

**6003**

**Instructional Program**

1. The minimum number of instructional hours in the school year will be 1080 for junior high and high school students, 1032 for elementary students, and 400 for kindergarten students, exclusive of lunchtime.
2. The district may establish special programs for individual students that may deviate from these requirements. All special programs must either be adopted pursuant to applicable law or approved by the superintendent in advance. Prior to the district's commencement of a specialized program, the district will provide the student's parents or guardians with notice of the program.
3. The board, acting with the advice of the administration and certificated staff, will adopt a curriculum and procure textbooks and materials to support that curriculum. The administration and certificated staff will design instructional strategies and assessments to implement the curriculum.
4. To the extent possible, practice for, travel to, and participation in activities sponsored by the Nebraska School Activities Association and the Nebraska Department of Education will be scheduled outside of instructional time. Individual student absences because of illness or family-centered activities will be governed by district attendance policies.
5. The board intends to strike a sensible balance between the time spent on academics and time spent on extracurricular activities, acknowledging that both work and play are important in each student's total development and education.

Adopted on: \_\_\_\_\_

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

**6006**  
**Commencement Ceremony**

The district shall conduct a commencement ceremony for members of the senior class at the end of the school year. Participation in the ceremony is a privilege, not a right, and the superintendent or his/her designee may prohibit students who have violated conduct rules from participating in the ceremony as a consequence for the misconduct.

Only those students who have completed all graduation requirements (i.e., completed the required coursework or achieved the goals set in the student's individual education plan) or who have received a certificate of attendance will be allowed to participate in commencement.

Adopted on: \_\_\_\_\_  
Revised on: \_\_\_\_\_  
Reviewed on: \_\_\_\_\_

**6014**

**School Attendance on Days of Scheduled Activities**

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

Adopted on: \_\_\_\_\_

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

**6015**  
**Summer School**

The school district may conduct a summer school program to provide additional educational opportunities for students who need remedial instruction and/or to enrich students' educational experiences. Students who successfully complete classes offered through the district's summer school program will earn credit toward high school graduation. Students will be allowed to substitute a summer-school grade for a failing grade earned during the regular school year. Students who take summer school courses to replace a passing grade may not use the summer school course to advance their class rank.

Adopted on: \_\_\_\_\_

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

## **6017 Homework**

Homework consists of assignments made by teachers that students must complete during non-class time. Homework is intended to ensure student learning of certain concepts and/or skills found in the written and taught curriculum.

Teachers are encouraged to assign homework and must use their professional judgment in determining the length, difficulty, and student readiness to proceed with homework assignments.

Adopted on: \_\_\_\_\_

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

## 6025

### Student Cell Phone and Other Electronic Devices

Students in grades 7 -12 may use cellular phones or other electronic devices in approved areas during specified times at school, so long as they do so safely, responsibly and respectfully and comply with all other school rules while using these devices.

By bringing their cell phones and other electronic communication devices to school, students consent to the search of said devices by school staff when permitted by law.

Students may not have cell phones or electronic devices on while they are in locker rooms, restrooms, or any other area in which others may have a reasonable expectation of privacy.

The taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (including things like texting, sexting, e-mailing, etc.) may constitute a crime under state and/or federal law. Any person engaged in these activities while on school grounds, in a school vehicle or at a school activity will be subject to the disciplinary procedures of the student code of conduct.

While on school property, at a school activity, or in a school vehicle, students may not use their cell phones or electronic devices to bully, harass, or intimidate any other person as governed by the student code of conduct.

Students shall be personally and solely responsible for the security of their electronic devices. The district is not responsible for theft, loss or damage of any electronic device, including or any calls or downloads.

Students who violate this policy may have their cell phones or electronic devices confiscated immediately. Administration will assess consequences as approved in the student handbook. 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.

Adopted on: \_\_\_\_\_

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

## 6028

### Extracurricular Activities Program

#### 1. General Purpose

- a. The extracurricular program includes non curricular activities which are sponsored by the school district. These activities include, but are not limited to sports, speech, plays, Future Farmers of America, Future Business Leaders of America, music performance groups and other activities which are sponsored by the school.
- b. Extracurricular activities are an important part of the total school experience, but are secondary to the academic program and must be kept in that perspective.
- c. Extracurricular activities **do not** include:
  - i. co-curricular activities such as band and choir, in which students must participate as part of the requirements for enrollment in and receiving a grade for a particular course.
  - ii. student-initiated, non-curriculum related student groups which are permitted to hold meetings and events on school premises. These groups are not school-sponsored and are not governed by this policy or other policies and rules governing extracurricular groups.

#### 2. Governance

- a. All extracurricular activities shall be under the exclusive governance and control of the school district. This control includes, but is not be limited to, the formation, naming, structure, operation, financing, and discontinuance of all extracurricular activities. Extracurricular activities shall not have any separate or individual existence, status, rights, or authority.
- b. Students and sponsors will be governed by all board's policies and administrative rules including the policy on field trips when traveling for extracurricular activities.

#### 3. Student Eligibility

- a. Students are encouraged to participate in extracurricular activities. Participation shall be open to and limited to all students who are currently enrolled in the school district on a voluntary basis.
- b. Extracurricular activities may establish academic or course enrollment qualifications for participation if such qualifications are necessarily related to the purposes of the activity.
- c. Standards for scholastic eligibility for students wishing to participate in extracurricular activities shall be set by the administration and shall be consistent with at least the minimum standards provided by the NSAA.
- d. All students in grades 7-12 who participate in athletics must have a physical examination by a qualified health care provider at the student's expense.
- e. Students who wish to participate in extracurricular activities must abide by the student code of conduct, the extracurricular code of conduct and any additional rules set by the activity sponsor.
- f. Students are not eligible to participate in any extracurricular activity until they and their parents/guardians have signed the student handbook and extracurricular handbook receipt and acknowledgement.

#### **4. Sponsors**

- a. Each extracurricular activity must have a sponsor who is a member of the district's certificated staff or a selected community member who is qualified by virtue of education, training, experience, or special interest to serve as the sponsor.
- b. The superintendent or his/her designee will assign activity sponsors. Payment to sponsors will be negotiated with the sponsor based on the terms of any applicable collective bargaining agreement, the sponsor's training and experience and any other lawful criteria. Sponsors serve in their capacity as a sponsor at the will of the superintendent, who is specifically empowered to remove an activity sponsor in the

superintendent's sole discretion.

- c. Sponsors shall be required to: develop materials, activities, and a budget; promote membership and participation; communicate with the principal or designee, staff, students, and parents; schedule meeting dates and locations; plan meaningful experiences; supervise students during activities; evaluate and make recommendations; and submit a year-end report to the principal or designee.

5. **Fundraising Activities**

All fundraising activities shall require authorization by a member of the school district administration and shall be subject to all other school policies. All money raised by these activities shall be governed by Policy 3005.

Adopted on: \_\_\_\_\_

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_



7/11/2022

# Parent/Student Handbook

2022-2023



ARAPAHOE PUBLIC SCHOOL  
APPROVED AUGUST 8, 2022  
TITLE IX REVISION September 14, 2020  
As Required by Policy No. 5011

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# Parent-Student Handbook

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## WELCOME

The members of the Board of Education, faculty, and administration welcome you to the 2022-2023 school year. It is our hope that this year will be educational, prosperous, and enjoyable for you, THE STUDENT.

The purpose of this handbook is to give each student a ready reference to the rules, regulations, and general information about Arapahoe Public Schools. Many conflicts between students, teachers, and/or administration are the result of one or more of the parties not knowing or understanding policies and procedures. Our hope is these situations will be avoided with this handbook. Please read your handbook carefully and have your parents read it, also. If there are any questions, do not hesitate to contact school personnel. Do not forget to check out our school website at [arapahoewarriors.org](http://arapahoewarriors.org) for all the latest news, including lunch menus, activity calendars, and daily announcements.

## GOALS AND OBJECTIVES

The primary goals and objectives of the Arapahoe Public Schools shall be to provide all children of the Arapahoe School District with the privilege of the best education possible, wherein each may develop wholesome attitudes, ideals, and concepts for better living in our democracy.

Education in the Arapahoe Public Schools must serve the individual pupil in light of his/her capacities and abilities, and provide a suitable and well balanced learning environment in the areas of physical, mental, emotional, cultural, social, moral and spiritual maturity.

The public schools of Arapahoe shall be concerned with the knowledge of subject, with an understanding of, and an interest in, children themselves, their growth, interests, needs, and unique personalities.

The kind of society developed in any culture is an outgrowth of the system of values held by the people who make up that culture. It is a responsibility of the schools to help make up that culture. It is also a responsibility of the schools to make clear to all pupils the nature and meaning of the democratic values we live by, and to develop a deep and abiding loyalty to those values that result in personal commitments. Pupils should have a thorough knowledge and understanding of our American Heritage; of individual liberty and the social, political, and economic benefits derived from it.

The Arapahoe School District will be responsible to the statutes of the State of Nebraska and the United States of America.

## MISSION STATEMENT

ARAPAHOE PUBLIC SCHOOLS IS EQUIPPED TO MOTIVATE STUDENTS IN A SAFE AND POSITIVE ENVIRONMENT WHILE PREPARING THEM TO BE SUCCESSFUL AND RESPONSIBLE CITIZENS WITHIN A GLOBAL SOCIETY.

## NON-DISCRIMINATION STATEMENT

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability.

To file a complaint of discrimination, use District Complaint Form (Appendix XI) or write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, or call (800) 795-3272 (voice) or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer.

## TITLE IX SEXUAL DISCRIMINATION GRIEVANCE PROCEDURES

### GENERALLY

All employees are responsible for helping to prevent sexual harassment. Employees, or students, who believe they have been subjected to, or believe they have witnessed sexual harassment should follow these procedures:

1. Directly inform the person engaging in the discrimination or harassment that such conduct is offensive and must stop.
2. For employee reporters, contact your principal or supervisor, the principal or supervisor of the offending person, or the Title IX Coordinator if you do not wish to communicate directly with the person whose conduct is offensive or if direct communication with the offending person has been ineffective.
3. Report the matter to the Title IX Coordinator if the offending conduct continues or has not been resolved to your satisfaction after you have reported the matter to a principal or supervisor.
4. For student reporters, contact any teacher, counselor, or administrator.
5. Report to the Title IX Coordinator if you are the adult to whom the student has made a report so that the matter can be properly resolved. The Title IX Coordinator may file a formal complaint and begin the following complaint procedure.

Allegations of sexual harassment or discrimination shall be investigated and, if substantiated, corrective or disciplinary action taken, up to and including dismissal from employment if the offender is an employee, or suspension and/or expulsion, if the offender is a student. Retaliatory action will not be taken against an employee or student for reporting discrimination or harassment.

### RESPONSE TO A FORMAL COMPLAINT

1. *Filing Formal Complaint:* (Appendix XIII) An employee or student can allege sexual harassment by filing a formal complaint in writing with the Title IX Coordinator in person or by mail, or by electronic mail using the following contact information:

#### TITLE IX COORDINATOR CONTACT INFORMATION

Mr. Robert Drews

610 Walnut Street, Arapahoe NE 68922

(308) 962-5458

[bob.drews@arapahoewarriors.org](mailto:bob.drews@arapahoewarriors.org)

The formal complaint must be signed by the complainant or by the Title IX Coordinator. **The following procedures apply only in the event that a formal complaint is filed. All other allegations of sexual harassment shall be resolved using the general complaint procedure. Any timelines set forth in the following procedures may be extended by the Title IX Coordinator with notice to the parties.**

2. *Immediate Actions upon Receipt of Formal Complaint:* Upon receipt of a formal complaint, the Title IX Coordinator shall provide the following to all known parties of (A): The complaint procedure as outlined in this regulation; and (B): Notice of the allegations of sexual harassment, including: (i) the identities of the parties involved, if known; and (ii) the conduct allegedly constituting sexual harassment; and (iii) the date and location of the alleged incident.

The parties to the formal complaint may select an advisor of their choice, who may be, but is not required to be, an attorney.

3. *Investigation of Formal Complaint:* Upon receipt of a formal complaint, the Title IX Coordinator shall notify the Investigator. The Investigator will promptly investigate all complaints of discrimination, even if an outside entity or law enforcement agency is investigating a complaint involving the same facts and allegations. The Investigator will not wait for the conclusion or outcome of a criminal investigation or proceeding to begin an investigation required by this complaint procedure. If the allegation(s) involves possible criminal conduct, the District will notify the complainant of his or her right to file a criminal complaint, and District employees will not dissuade the complainant from filing a criminal complaint either during or after the District's investigation.

The Investigator will aim to complete its investigation within a reasonable time frame, as determined by the Title IX Coordinator. The factors to determine a reasonable time frame include, but are not limited to, the allegations of the formal complaint, the number of witnesses that may need to be interviewed, and whether the police are also conducting an investigation into the allegations. The time frame originally set by the Title IX Coordinator may be extended by the Title IX Coordinator, upon notice to the parties, as he or she deems necessary to complete the investigation. Periodic status updates will be given to the parties, when appropriate.

- a. *Neutrality:* The Title IX Coordinator, investigator, decision-maker, or any person designated by the District to facilitate this complaint procedure, shall not have any conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent. The District shall ensure that Title IX Coordinators, investigators, decision-makers, and any persons who facilitate this complaint procedure shall receive training on the definition of sexual harassment in accordance with this regulation, the scope of the District's education program or activity, how to conduct an investigation and complaint process including hearings, appeals, and informal resolution processes, as applicable, and how to serve impartially, including by avoiding prejudgment of the fact at issue, conflicts of interest, and bias. The District shall ensure that the individuals involved in the complaint procedure receive training on issues of relevance of questions and evidence and on issues of relevance to create an investigative report that fairly summarizes relevant evidence.
- b. *Burden of Production:* It shall be the Investigator's burden to gather evidence sufficient to reach a determination regarding responsibility. To reach a determination, the investigation will include, but is not limited to:
  - i. Providing the parties with the opportunity to present witnesses and provide evidence.
  - ii. An evaluation of all relevant information and documentation relating to the alleged discriminatory conduct.
  - iii. For allegations involving harassment, some of the factors the District will consider include: 1) the nature of the conduct and whether the conduct was unwelcome, 2) the surrounding circumstances, expectations, and relationships, 3) the degree to which the conduct affected one or more students' education, 4) the type, frequency, and duration of the conduct, 5) the identity of and relationship between the alleged harasser and the suspect or suspects of the harassment, 6) the number of individuals involved, 7) the age (and sex, if applicable) of the alleged harasser and the alleged victim(s) of the harassment, 8) the location of the incidents and the context in which they occurred, 9) the totality of the circumstances, and 10) other relevant evidence.
  - iv. A review of the evidence using a "preponderance of the evidence" standard (based on the evidence, is it more likely than not that discrimination, harassment, or retaliation occurred?)
- c. *Rights of the Parties:* The respondent is entitled to a presumption that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the complaint process.

The Investigator must provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence.

The Investigator shall not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence.

The Investigator shall provide the parties with the same opportunities to have others present during any complaint proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice if the Investigator deems appropriate. However, the Investigator may establish restrictions regarding the extent to which the advisor may participate in the proceedings, if the restrictions apply equally to both parties.

The Investigator shall provide to all witnesses expected to attend a meeting notice of the date, time, location, participants, and purpose of all hearings within two (2) days of the meeting.

Up until the conclusion of the investigation, the parties shall have an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in the formal complaint. This includes the evidence upon which the Investigator does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence obtained from any source, so that each party can meaningfully respond to the evidence prior to conclusion of the investigation.

The District retains the right to place an employee on administrative leave during the pendency of an investigation. The District also retains the right to remove a student from the District's educational program prior to the conclusion of the investigation. In the event of a removal, the respondent shall have the opportunity to challenge the decision for removal.

- d. **Conclusion of Investigation:** Prior to the conclusion of the investigation, the investigator shall send each party and the party's advisor, if any, the evidence that is subject to inspection and review in an electronic format or a hard copy. The parties shall then have ten (10) days to submit a written response, which the investigator will consider.

Once the investigator has considered the written statements of the parties, if any, and any questions of the parties, if any, the investigator shall create an investigative report that fairly summarizes relevant evidence. The investigator shall then submit the written investigation report to the decision-maker. The parties shall each receive a copy of the final investigative report at the same time as the decision-maker.

4. **Decision of Responsibility:** The decision-maker shall review the investigative report. Prior to coming to a determination regarding responsibility, the decision-maker shall provide ten (10) days for each party to submit written, relevant questions that a party wants asked of any party or witness, provide each party with answers, and allow for additional, limited follow-up questions from each party.

Once the decision-maker has considered the written questions of the parties, if any, the decision-maker shall issue a written determination regarding responsibility by a preponderance of the evidence within a reasonable time frame as determined by the Title IX Coordinator. The decision-maker shall consider all relevant evidence, including inculpatory and exculpatory evidence, and will not consider the credibility of the evidence to be based on a person's status, such as complainant, respondent, or witness. The decision-maker shall provide the written determination to both parties simultaneously. The written determination must include:

- a. Identification of the allegations potentially constituting sexual harassment;
- b. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, and methods used to gather evidence;
- c. Findings of fact supporting the determination;
- d. Conclusions regarding the application of each recipient's code of conduct to the facts;
- e. A statement of, and rationale for, the results as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the recipient imposes on the respondent, and whether remedies designed to restore or preserve equal access to the recipient's education program or activity will be provided by the recipient to the complainant; and
- f. The recipient's procedures and permissible bases for the complainant and respondent to appeal.

The Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. Sec. 11232g; 34 C.F.R. Part 99, permits the District to disclose relevant information to a student who was discriminated against or harassed.

5. **Supportive Measures and Disciplinary Actions:**

Throughout the investigation, either party may be entitled to supportive measures. Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the recipient's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the District's educational environment to deter sexual harassment.

Supportive measures may include, but are not limited to, counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. The District shall maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the District to provide the supportive measures.

At the conclusion of the investigation, the decision-maker may institute disciplinary measures to the respondent if the decision-maker determines that the respondent engaged in sexual abuse or harassment. Disciplinary measures may include, but are not limited to, in-school suspension, out-of-school suspension, expulsion, and in the case of an employee, disciplinary

action up to and including dismissal from employment. This policy does not limit or prohibit the District from instituting disciplinary measures if, in the course of the investigation, it determines that the complainant or respondent violated the student code of conduct.

The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

### APPEALS

If either party is not satisfied with the outcome of the investigation and the decision of the decision-maker, they may appeal on the following basis:

1. Procedural irregularity that affected the outcome of the matter;
2. New evidence, that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and
3. The Title IX Coordinator, investigator, or decision-maker had a conflict of interest or bias for or against the complainant or respondent generally or the individual complainant or respondent that affected the outcome of the matter.

The request for an appeal shall be in writing and submitted on the appropriate document. The appeal document shall be submitted to the Superintendent of Schools.

Upon notice of an appeal by either party, the Superintendent of Schools shall notify the other party in writing when the appeal is filed and of the appeal procedures, which apply equally to both parties.

The Superintendent of Schools shall give both parties a reasonable and equal opportunity to submit a written statement in support of, or challenging the outcome.

The Superintendent of Schools shall review the investigative report, decision-maker's determination, and written statements of the parties and then issue a written decision describing the result of the appeal and the rationale for the result. The Superintendent of Schools shall provide the written decision simultaneously to both parties.

### INFORMAL RESOLUTION

If a formal complaint is filed, the District may offer the complainant and respondent the opportunity to participate in an informal resolution process. The informal resolution process may take place at any time prior to reaching a determination regarding responsibility. The informal resolution process shall only take place upon:

1. Written notice to both parties disclosing: the allegations, the requirements of the informal resolution process, including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations, provided, however, that at any time prior to agreeing to a resolution, any party has the right to withdraw from the resolution process and resume the complaint process with respect to the formal complaint, and any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared;
2. The parties' voluntary written consent to the informal resolution process; and
3. That the allegations of the formal complaint do not involve any allegations that an employee sexually harassed a student.

### RECORD KEEPING

The District will maintain relevant documentation obtained during the investigation and documentation supportive of the findings and any subsequent determinations, including the investigative report, witness statements, interview summaries, any transcripts, or audio recordings pertaining to the investigative and appeal proceedings for a period of seven (7) years.

### **TITLE I TARGETED ASSISTANT SCHOOL PARENT NOTICE**

Arapahoe-Holbrook Elementary School is a Title I Targeted Assistant School. As such, parents of students attending school in the district may request, and the district will provide to the parents in a timely manner, information regarding the professional qualifications of the student's teacher(s) and paraprofessional(s).

### TITLE I PARENTAL AND FAMILY ENGAGEMENT POLICY:

The written District Parent and Family Engagement Policy has been developed jointly with, updated periodically and distributed to parents and family members of participating children and the local community in an understandable and uniform format. This policy agreed on by such parents describes the means for carrying out the requirements as listed below.

1. Parents and family members of all students are welcomed and encouraged to become involved with their child's school and education; this includes parents and family members that have limited English proficiency, limited literacy, are economically disadvantaged, have disabilities, racial or ethnic minority background or are migratory children. Information related to school and parent programs, meetings, school reports and other activities are sent to the parents of participating children in a format, and to the extent practicable, in a language the parents can understand.
2. Parents are involved in the planning, review, evaluation and improvement of the Title I program, Parent and Family Engagement Policy and the School-Parent Compact at an annual parent meeting scheduled at a convenient time. This would include the planning and implementation of effective parent and family involvement activities.

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3. Conduct, with meaningful parent and family involvement, an annual evaluation of the content and effectiveness of the Parent and Family Engagement Policy. Use the evaluation findings to design evidence-based strategies for more effective parental involvement, and to revise the Parent and Family Engagement Policy.
4. Opportunities are provided for parents and family members to participate in decisions related to the education of their child/children. The school and local educational agency shall provide other reasonable support for parental involvement activities.
5. Parents of participating children will be provided timely information about programs under this part, a description and explanation of the curriculum in use, the forms of academic assessment used to measure student progress and the achievement levels of the challenging State academic standards. The school will provide assistance, opportunities, and/or materials and training to help parents work with their children to improve their children's academic achievement in a format, and when feasible, in a language the parents and family members can understand.
6. Educate teachers, specialized instructional support personnel, principals, and other school leaders, with the assistance of parents in the value and utility of contributions of parents, how to reach out to, communicate with and work with parents as equal partners.
7. Coordinate and integrate parental involvement programs and activities with other Federal, State and local programs, including preschool programs that encourage and support parents in more fully participating in the education of their children.

## **POLICY ADMISSION TO SCHOOL (Policy No. 5001)**

Nebraska State Law requires that every child be fully immunized against diphtheria, tetanus, pertussis, (whooping cough), polio, measles, mumps, and rubella and have completed the Hepatitis B series before entering school (Appendix V). However, if parents/guardians have an objection to this requirement, Nebraska State Law provides a waiver to these requirements (Appendix VI) These waivers must be filled out completely and turned into the office. We also require parents to submit a Social Security number for their child.

### PHYSICALS:

State Law mandates physical examinations for pupils entering Kindergarten and seventh grade, and who enroll from out of state. Seventh grade physicals can be covered by athletic physicals.

### SCHOOL VISION EVALUATION:

A school vision examination is required for all children within six months prior to entering Nebraska schools for the first time (includes beginner grades including Kindergarteners, transfers, and other students new to Nebraska). [Nebraska Revised Statute 79-214] (Physical and/or Vision Wavier, See Appendix IV)

## **GRADE PLACEMENT AND CLASSIFICATION OF STUDENTS (POLICY 5003)**

In high school, a pupil must have earned fifty (50) credit hours and attended an approved high school for two semesters to be classified a sophomore, one-hundred ten (110) credit hours and attended an approved high school for four semesters to be classified a junior and one-hundred sixty (160) hours and attended an approved high school six semesters to be classified a senior.

## **SCHOOL HOURS**

Classes at the school begin at 8:00 a.m. and school is dismissed for all students at 3:40 p.m. (2:30 pm on Friday) Students should arrive at the school grounds no earlier than 7:30 a.m.

### DAILY CLASS SCHEDULES

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PERIOD 1	-----	8:00-8:51
PERIOD 2	-----	8:53-9:41
PERIOD 3	-----	9:43-10:31
PERIOD 4	-----	10:33-11:21
PERIOD 5	-----	11:23-11:48
PERIOD 6	-----	11:50-1:10
JH LUNCH GROUP #1	-----	12:00-12:30
JH LUNCH GROUP #2	-----	12:05-12:35
HS LUNCH GROUP #1	-----	12:20-12:50
GROUP #2	-----	12:25-12:55
GROUP #3	-----	12:30 -1:00
PERIOD 7	-----	1:12-2:01
PERIOD 8	-----	2:03-2:50
PERIOD 9	-----	2:52-3:40

### FRIDAY SCHEDULE - 2:30 DISMISSAL

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PERIOD 1	-----	8:00-8:40
PERIOD 2	-----	8:42-9:22

## Parent-Student Handbook

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PERIOD 3		9:24-10:04
PERIOD 4		10:06-10:46
PERIOD 7		10:48 -11:28
PERIOD 5		11:30-11:48
PERIOD 6		11:50-12:10
	JH LUNCH GROUP #1	12:00-12:30
	JH PLUNCH GROUP #2	12:05-12:35
	HS LUNCH GROUP #1	12:20-12:30
	GROUP #2	12:25-12:55
	GROUP #3	12:30-1:00
PERIOD 8		1:12-1:55
PERIOD 9		1:57-2:30

### 2:00 PM DISMISSAL

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PERIOD 1		8:00-8:40
PERIOD 2		8:42-9:22
PERIOD 3		9:24-10:04
PERIOD 4		10:06-10:46
PERIOD 7		10:48-11:28
PERIOD 5		11:30-1:48
PERIOD 6		11:50-1:10
	JH LUNCH GROUP #1	12:00-12:30
	JH LUNCH GROUP #2	12:05-12:35
	HS LUNCH GROUP #1	12:15-12:45
	GROUP #2	12:20-12:50
	GROUP #3	12:45-12:55
PERIOD 8		1:12-1:35
PERIOD 9		1:37-2:00

### 10:00AM START

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PERIOD 1		10:00-10:28
PERIOD 2		10:31-10:58
PERIOD 3		11:00-11:27
PERIOD 5		11:29-11:48
PERIOD 6		11:50-1:10
	JH LUNCH GROUP #1	11:40-12:10
	JH LUNCH GROUP #2	12:12-12:30
	HS LUNCH GROUP #1	12:15-12:45
	GROUP #2	12:20-12:50
	GROUP #3	12:45-12:55
PERIOD 4		1:12 - 1:47
PERIOD 7		1:24-2:24
PERIOD 8		2:26-3:03
PERIOD 9		3:05-3:40

### ARAPAHOE HIGH SCHOOL ACTIVITY SPONSOR ASSIGNMENTS

PHONE \_\_\_\_\_ (308) 962-5458  
 COLORS \_\_\_\_\_ BLUE, WHITE and BLACK

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CONFERENCE	REPUBLICAN PLAINS ACTIVITIES CONFERENCE
NICKNAME	WARRIORS
CLASS	D- 2
SUPERINTENDENT	Mr. Bob Drews
PRINCIPAL	Mr. Rudy Perez
ATHLETIC DIRECTOR	Dustin Kronhofman
ANNUAL	Riley Dirgo
FLAG TEAM	Kendra Gardner
CHEERLEADERS	Kayla Helms
FCCLA	Kaitlin Spaulding
FFA	Chandler Hambidge
INSTRUMENTAL MUSIC	Kendra Gardner
VOCAL MUSIC	Valerie Leising
MUSICAL	Valerie Leising
A-CLUB	Head Coaches & Athletic Director
STUDENT COUNCIL	Kelsie Eman
NATIONAL HONOR SOCIETY	Marcia Foley
ACADEMIC TEAM	Katie Helms (ES) / Marcia Foley (JH / HS)
SPEECH	Riley Dirgo
PROM DIRECTOR	Lynn Crossley

## HIGH SCHOOL COACHING ASSIGNMENTS

CROSS COUNTRY	Marcia Foley
FOOTBALL	Dustin Kronhofman / John Strand / Preston Blackmore
VOLLEYBALL	Kate Warner/Riley Dirgo
BOYS' BASKETBALL	John Strand / TBD
WRESTLING	Brandon Mues / John E. Koller
GIRLS' BASKETBALL	Preston Blackmore / Kaitlin Spaulding
TRACK	Dustin Kronhofman / Kaitlin Spaulding/John Strand
GOLF	Preston Blackmore

## JUNIOR HIGH COACHING ASSIGNMENTS

FOOTBALL	John Strand / Chandler Hambidge
VOLLEYBALL	Kaitlin Ellis/Cassidy Snyder
BOYS' BASKETBALL	Chandler Hambidge/Anthony Fisher
WRESTLING	Brandon Mues
GIRLS' BASKETBALL	Kaitlin Ellis/Cassidy Snyder
TRACK	Brandon Mues / John Strand & Kaitlin Ellis/Cassidy Snyder\

## HIGH SCHOOL CLASS SPONSORS

SENIOR CLASS	Mr. Blackmore, Ms. Gardner, Mrs. Spaulding, Mrs Dirgo
JUNIOR CLASS	Mrs. Huxoll, Mrs. Rawson, Mr. Christian, Mr. Stagemeyer
SOPHOMORE CLASS	Mrs. Foley, Mrs. Leising, Mr. Hambidge, Mr. Strand
FRESHMAN CLASS	Mr. Kronhofman, Ms. Osterhaus, Ms. Eman

## GUIDANCE AND COUNSELING SERVICES

It is the aim of Arapahoe Public Schools to meet the needs of all students. To achieve this goal, the school provides a thorough guidance program that includes testing and counseling.

Information is secured concerning each student's abilities, aptitudes and interests from these tests that may indicate probable success or failure in various subjects and fields.

### CUMULATIVE RECORDS:

Each student's cumulative records (back the years) are kept in the Guidance Office and District Office so they are readily accessible for the students, parents, teachers and counselor. Cumulative Records over ten years old are electronically stored. These records contain each student's past transcripts, test scores, and health records. According to state law, student records are accessible to the student, his/her parents, and school personnel only. To have records sent to another school, prospective employer, or any other party, an official release form on file in the guidance office must be signed by the parent or guardian.

### SCHOLARSHIPS:

Seniors are eligible for scholarships, but it is the student's responsibility to make applications and take the necessary steps in securing them.

# Parent-Student Handbook

## FINANCIAL AID:

After selecting a college or technical school, students should contact the Director of Financial Aid of the institution for financial assistance.

## CAREER CENTER:

The Career Education Center, located in the Guidance Office, is designed to assist students in making college, vocational, and occupational choices. This Center houses college catalogs, occupational handbooks, career briefs, and special interest materials. Students are encouraged to use the Center to help with post high school decisions.

## **PARENT CONCERNS:**

Parents are urged to consult with the counselor whenever there is a need. Please feel free to call the counselor, at school, concerning your son or daughter.

## **GRADING SYSTEM**

The grading system of Arapahoe-Holbrook Public Schools shall be as follows:

1. Grading periods of approximately nine (9) weeks shall be used four (4) times per year for grades K-8. Grading periods of approximately sixteen (16) weeks (semester) shall be used for grades 9-12 with progress reports showing grades shall be provided approximately nine (9) weeks after the start of each semester.
2. Achievement marks shall be given on a numerical basis for all grades 4-12, with the marks of 69 or lower considered a failure. A special grading report for the K-3, on a different basis, shall be used.

The grading and conversion scale are as follows:

93-100	A
86-92	B
78-85	C
70-77	D
BELOW 70	F
INCOMPLETE*	I
SATISFACTORY	S
NEEDS IMPROVEMENT	N
UNSATISFACTORY	U

## INCOMPLETES:

Incompletes may be given when a student's work for the term is not complete. Incompletes will be given only in cases of students who have fallen behind in their work because of illness, accident, or other extreme reasons. Students who have regular attendance should not have fallen behind and do not warrant incompletes. All incompletes must be removed within two weeks of the grading period. If the incomplete has not been removed, it will go on record as a failure. There will be no incompletes granted the last nine weeks of school.

## SEMESTER TEST:

Semester tests for grades 9-12 will be required for core classes. The semester test is worth a maximum of 10% of the semester grade.

## **REGISTRATION AND SCHEDULE CHANGES**

Due to complications involved with scheduling, students should take their time during registration and make sure their choices are correct. Please remember, you are making a commitment to complete the work for that class, as books are ordered, plans made, and school budgets are based on the needs indicated by your enrollment in the class. After registration in the spring, schedule changes will be difficult to make. Changes are ONLY Permitted during the first 3 days of school, with approval from individual teachers involved, parents, guidance counselor, and principal. Students having problems are urged to consult with the guidance counselor during this time frame.

Changing class schedules at mid-year will require authorization from individual teachers involved, parents, guidance counselor, and principal. In almost all instances, students must register on a yearly basis as opposed to a semester basis, with the exception of those classes offered on a semester basis.

## **HONOR ROLL**

In order to qualify for the various honor roll levels at Arapahoe, a student must be enrolled in at least seven classes, of which 4 must be core classes, and be in good standing.

MERIT HONOR ROLL (A AVERAGE)	95%-100% & No Grades Below 86%
HONOR ROLL (A/B AVERAGE)	90%-95% & No Grades Below 86%

## **NATIONAL HONOR SOCIETY**

The National Honor Society chapter of Arapahoe Public Schools is a duly chartered and affiliated chapter of this prestigious national organization.

## ADMISSION TO THE NATIONAL HONOR SOCIETY:

Membership is open to those students who meet the required standards in four areas of evaluation: scholarship, leadership, service, and character. Standards for selection are established by the national office of NHS and have been revised to meet our local chapter needs. Students are selected to be members by a five member Faculty Council, appointed by the principal, which bestows this honor upon qualified students on behalf of the faculty of our school at the end of first semester. New members will be announced, and a formal induction ceremony will be held during the second semester.

Students in the 10th, 11th, or 12th grades are eligible for membership. For the scholarship criterion, a student must have a cumulative grade point average of 93% or better on a 100% scale. Those students who meet this criterion are invited to complete a Student Activity Information Form that provides the Faculty Council with information regarding the candidate's leadership and service. A history of leadership experiences and participation in school or community service is required.

The Student Activity Information Forms are carefully reviewed by the Faculty Council to determine membership. Students who receive a 3.5 average on a 4 point scale in the four criteria areas qualify for membership in the Arapahoe Chapter of the National Society. The Faculty Council

## Parent-Student Handbook

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will give any student falling below the 3.5 cut-off individual consideration. The five-member Faculty Council will discuss each student's qualifications, vote by secret ballot and provide constructive comments on how to improve their credentials. The five-member Faculty Council will vote on each student individually. Students need three votes to be offered membership. Comments will be made available upon request. Candidates are notified regarding selection or non-selection according to a predetermined schedule.

### **National NHS guidelines require that all Faculty Council members remain anonymous**

Following notification, a formal induction ceremony is held at the school to recognize all the newly selected members. Once inducted, new members are required to maintain the same level of performance in all four criteria (or better) that led to their selection. This obligation includes attending any chapter meetings held during the school year, and participation in chapter service projects.

- ❖ In addition to scholarship, the faculty council determines membership using three additional criteria that include the areas of leadership, service, and character. The following guidelines from the National Honor Society Handbook will give further help in these areas. Below are some brief criteria that the Faculty Council considers during the selection process.

### LEADERSHIP:

- ❖ The student who exercises leadership:
- ❖ Is resourceful in proposing new problems, applying principles, and making suggestions Demonstrates initiative in promoting school activities.
- ❖ Exercises influence on peers in upholding school ideals.
- ❖ Contributes ideas that improve the civic life of the school.
- ❖ Is able to delegate responsibilities
- ❖ Exemplifies positive attitudes
- ❖ Demonstrates academic initiative
- ❖ Successfully holds school offices or positions of responsibility; conducting business effectively, efficiently, and without prodding; demonstrates reliability and dependability
- ❖ Is a forerunner in the classroom, at work and in school or community activities?
- ❖ Is thoroughly dependable in any responsibility accepted.

### SERVICE:

- ❖ The student who serves:
- ❖ Is willing to uphold scholarship and maintain a loyal school attitude.
- ❖ Participates in some outside activity: Girl Scouts, Boy Scouts, church groups, volunteer services for the aged, poor, or disadvantaged; family duties
- ❖ Will volunteer dependable and well-organized assistance, is gladly available, and is willing to sacrifice to offer assistance.
- ❖ Works well with others and is willing to take on difficult or inconspicuous responsibilities.
- ❖ Cheerfully and enthusiastically renders any requested service to the school.
- ❖ Is willing to represent the class or school in inter-class and inter-scholastic competition.
- ❖ Will do committee and staff work without complaint
- ❖ Shows courtesy by assisting visitors, teachers, and students.

### CHARACTER:

- ❖ The student of character:
- ❖ Takes criticism willingly and accepts recommendations graciously.
- ❖ Consistently exemplifies desirable qualities of behavior (cheerfulness, friendliness, poise, stability).
- ❖ Upholds principles of morality and ethics.
- ❖ Cooperates by complying with school regulations concerning property, programs, office, halls, etc.
- ❖ Demonstrates the highest standards of honesty and reliability Shows courtesy, concern, and respect for others
- ❖ Observes instructions and rules, punctuality, and faithfulness both inside and outside the classroom.
- ❖ Displays powers of concentration and sustained attention as shown by perseverance and application to studies.
- ❖ Manifests truthfulness in acknowledging obedience to rules, avoiding cheating in written work, and showing unwillingness to profit by the mistakes of others
- ❖ Actively helps rid the school of bad influences or environment.
- ❖ Students or parents who have questions regarding the selection process or membership obligations can contact the Principal.

### REMOVAL FROM NATIONAL HONOR SOCIETY:

A student may be removed from the NHS by action of the Principal upon a determination by the Principal that the student:

1. Prior Conduct. Engaged in conduct prior to induction which was not known at the time of induction and which, if known, would have caused denial of induction;
2. Post-Induction Conduct. Engaged in conduct after induction which is grounds for a student to be long-term suspended or expelled from school under the student code of conduct contained in this handbook; which is grounds for suspension or removal from any extracurricular activity of the school, or which would cause denial of induction if such conduct had taken place prior to the time of induction.

The student may appeal the Principal's decision to the Superintendent by giving written notice of appeal to the Superintendent within ten calendar days of receipt of the Principal's removal decision. The appeal procedures shall be established at the discretion of the Superintendent such as to allow a fair opportunity for the student's views and information to be considered. The decision of the Superintendent on the appeal shall be final.

# Parent-Student Handbook

## GRADUATION REQUIREMENTS

Students differ widely in what they bring to the school and what they expect from it. For this reason, the following are stated as minimums to allow flexibility in the planning of individual programs. However, on the assumption that there are some elements that should be shared by all educated persons, these uniform minimum requirements are established for graduation from Arapahoe High School.

A student must have earned at total of 240 semester hours. Five hours of credit are given for a course offering that meets five days per week or the equivalent amount of time, for a full semester.

### CLASS REQUIREMENTS:

Each student must successfully complete work in the following areas:

Science	30 Semester Hours
1. Life Science	
2. Physical Science	
Mathematics	30 Semester Hours
1. Required Courses must include Algebraic and Geometrical Courses	
Social Science	30 Semester Hours
1. World Geography/World History/Sociology	
2. American History	
3. American Government	
Language Arts	40 Semester Hours
1. English I or Basic English 9	
2. English II or Basic English 10	
3. English III or Basic English 11	
4. English IV or Basic English 12	
Vocational Education	20 Semester Hours
Business Area – 10 Semester Hours	
Industrial Arts, Vocational Agriculture, Family & Consumer Science – 10 Semester Hours	
Physical Education or Fine Arts	10 Semester Hours
1. Physical Education, Art, Music – 10 Semester Hours	
Speech	5 Semester Hours
1. Beginning Speech or Leadership	
Comprehensive Health, Careers, and Drug Education	5 Semester Hours
1. Comp. H, C, & D	
Basic Computer Keyboarding and Operation	5 Semester Hours
1. Computer Applications or Basic Computer	

Arapahoe Public Schools strongly recommends that all juniors take a math and a science class. Juniors are required to take a statewide assessment in reading, writing, math and science.

### ACADEMIC PROGRESS: (POLICY NO. 5203)

Communicating student progress to parents shall be the responsibility of the building administrator and the classroom teacher. Written reports of student progress will be sent to parents at the conclusion of each quarter. It is recommended that two parent-teacher conferences or acceptable substitutes be held in both the elementary and junior-senior high school each year. Additional reporting of student progress is encouraged whenever progress or lack of progress is of an unusual nature.

### COMMUNITY INTERACTION REQUIREMENT:

The purpose of this requirement is to develop an awareness of citizenship and community responsibility among AHS students. Students will be required to meet the following community interaction hours:

- Freshman year (Attend one City Council or School Board Meeting);
- Sophomore Year (5 hours of service);
- Junior Year (10 hours of service); and
- Senior Year (15 hours of service).

A total of 30 hours must be completed before graduation. Students may work on hours ahead of the assigned time. The principal will keep a record of time volunteered and work with the students upon approval of hours donated. (Transfer students will be prorated in). Work-study hours will not count towards the Community Interaction hours.

- ❖ Students must register for a minimum of 35 hours per semester and shall include a minimum of 20 hours from the "academic curriculum." "Non-academic" classes include Physical Education, Band, Vocal Music, Library Aide, and interscholastic athletics.
- ❖ Any deviation from this requirement must be approved by the principal and/or superintendent. Students identified as special education through proper testing procedures approved by the State Department of Education will be required to successfully complete the course of study prescribed in their individualized educational plan.

### GRADUATION:

Students must meet all graduation requirements as established by the Arapahoe Public School in order to receive a diploma. Students who have met the requirements for graduation, all classes completed (no incompletes), and all financial obligations met by the seniors last day shall be eligible to participate in the graduation ceremony.

## Parent-Student Handbook

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Graduation is a formal ceremony. Graduates should dress accordingly. Graduates and their families will show respect for all of the graduating classmates. No disruptive behavior will be tolerated. Attendance at graduation is not required.

### **PARENT/STUDENT OPERATIONAL RESPONSIBILITIES**

Student concerns should be taken to the Teacher. He/she is your student's immediate supervisor. It is recommended that the student be present at the time of such meeting. Teachers are on duty from 7:45 a.m. until 4:00 p.m. Monday thru Thursday and from 7:45 a.m. thru 2:45 p.m. on Fridays. All concerns should be addressed during a normal school day. If you do not feel the problem has been resolved, the chain of command should be followed in the following order: Building Principal, Superintendent then the Board of Education. It is important to follow the Arapahoe Public School chain of command to remediate all concerns.

#### APPROPRIATE CONCERNS TO DISCUSS WITH TEACHERS:

1. The treatment of your child, mentally, and physically
2. Ways to help your child improve
3. Concerns about your child's behavior Issues not appropriate to discuss with teachers:
  - a. Other students

### **STUDENT RIGHTS AND RESPONSIBILITIES**

One of the major goals of the Arapahoe School District is "to promote, in each student, a sense of his/her civic rights and responsibilities." To assist in the implementation and accomplishment of this goal, the Arapahoe Board of Education has approved policies relating to student conduct. The rules and regulations that govern the rights and responsibilities of students, teachers, and administrators are outlined on the following page.

These rules reflect the rights of individuals as set forth in the United States Constitution, Nebraska State Constitution, the State Board of Education's mandated rules and regulations on procedural due process guarantees, the Arapahoe School District Policies, and recent court decisions.

#### STUDENT RIGHTS - AS PROVIDED IN STATE STATUTE 79-254 TO 79-294

1. Rules must be clear and definite to provide clear notice to students.
2. Rules shall be distributed to students and their parents at the beginning of each school year, or at the time of enrollment.
3. Rules shall be posted in conspicuous places in each school during the school year.
4. Changes in rules and standards shall not take effect until reasonable effort has been made to distribute such changes to all students and parents.
5. Student Rights, Conduct, Rules and Regulations Section 1

#### STUDENT CONDUCT AND DISCIPLINE POLICIES:

The common goal of students, parents, faculty and administration of Arapahoe Public Schools is to maintain a school atmosphere that is conducive to learning. In order to achieve this, Arapahoe Public Schools will continue to review and distribute a set of reasonable and fair rules and policies.

#### 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.

#### HOMELESS STUDENTS (POLICY 5418)

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.

##### 1. 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:

- a. 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;
- b. 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;
- c. Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
- d. 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.

##### 2. School Stability

## Parent-Student Handbook

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3. 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, 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.
4. 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.
5. 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.
6. 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:
  - a. Such that all records are available, in a timely fashion, when a child or youth enrolls in a new school or school district;
  - b. 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
  - c. In a manner consistent with the Federal Education Rights and Privacy Act.
7. 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:

  - a. 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;
  - b. Receive appropriate time and training in order to carry out the duties required by law and this policy;
  - c. Ensure homeless families and homeless children and youths are referred to health care, dental, mental health, substance abuse, housing and any other appropriate services;
  - d. Ensure that homeless children and youths:
  - e. Are enrolled in school which includes attending classes and participating fully in school activities;
    - i. Have a full and equal opportunity to meet the same challenging State academic standards as other children and youths;
    - ii. Receive individualized counseling from counselors to prepare and improve their readiness for college, including college selection, application, financial aid, and on-campus supports.
    - iii. 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.
    - iv. 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.
    - v. Ensure the dispute resolution process identified below is carried out in accordance with the law and district policy.
7. Dispute Resolution
  - a. The dispute procedure must be available for disputes over eligibility, as well as school selection or enrollment.
  - b. 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, the 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.
  - c. 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.

### **PREGNANT AND PARENTING STUDENTS: (Policy 5422)**

Arapahoe Public School 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.

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.

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### 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 program 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.

### **MARRIED STUDENTS: (Policy 5403)**

Married students shall have the same educational opportunities in this school system as unmarried students. There shall be no discrimination on the basis of an individual's protected status. To enforce this prohibition, aggrieved persons shall use the District's anti-discrimination policies.

### 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.

## **HARASSMENT AND BULLYING POLICY**

(Policy No. 5401 – 5401.F1) (Policy No. 5415)

The Arapahoe Public School District hereby gives this statement of compliance and intends to comply with all state and federal laws prohibiting discrimination. This school district intends to take any necessary measures to assure compliance with such laws against any prohibited form of discrimination.

The Arapahoe Public School District does not discriminate on the basis of an individual's protected status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Students: Mr. Brian Gegg, Superintendent, 610 Walnut St, Arapahoe, NE 68922 (308) 962-5458 ( [brian.gegg@arapahoewarriors.org](mailto:brian.gegg@arapahoewarriors.org) ).

Employees and Others: Mr. Brian Gegg, Superintendent, 610 Walnut St, Arapahoe, NE 68922 (308) 962-5458 ( [george.griffith@arapahoewarriors.org](mailto:george.griffith@arapahoewarriors.org) ).

Complaints or concerns involving discrimination or needs for accommodation or access should be addressed to the appropriate Coordinator. For further information about anti-discrimination laws and regulations, or to file a complaint of discrimination with the Office for Civil Rights in the U.S. Department of Education (OCR), please contact OCR at One Petticoat Lane, 1010 Walnut Street, 3rd Floor, Suite 320, Kansas City, Missouri 64106, (816) 268-0550 (voice), Fax (816) 268-0599, (800) 877-8339 (telecommunications device for the deaf), or [ocr.kansascity@ed.gov](mailto:ocr.kansascity@ed.gov).

### PROHIBITED HARASSMENT, DISCRIMINATION, AND RETALIATION OF EMPLOYEES, STUDENTS AND OTHERS.

#### I. Purpose:

The Arapahoe Public School District is committed to offering employment and educational opportunity to its employees and students in a climate free of discrimination. Accordingly, unlawful discrimination, harassment and retaliation of any kind by District employees, including, co-workers, non-employees (such as volunteers), third parties, and others is strictly prohibited and will not be tolerated.

Harassment is a form of discrimination and includes verbal, non-verbal, written, graphic, or physical conduct relating to an individual's protected status that is sufficiently serious to deny, interfere with, or limit a person's ability to participate in or benefit from an educational or work program or activity, including, but not limited to:

- a. Conduct that is sufficiently severe or pervasive to create an intimidating, hostile, or abusive educational or work environment, or

- b. Requiring an individual to endure the offensive conduct as a condition of continued employment or educational programs or activities, including the receipt of aids, benefits, and services.

Educational programs and activities include all academic, educational, extracurricular, athletic, and other programs of the school, whether those programs take place in a school's facilities, on a school bus, at a class or training program sponsored by the school at another location, or elsewhere.

Discriminatory harassment because of a person's protected status, may include, but is not limited to:

- a. Name-calling,
- b. Teasing or taunting,
- c. Insults, slurs, or derogatory names or remarks,
- d. Demeaning jokes,
- e. Inappropriate gestures,
- f. Graffiti or inappropriate written or electronic material,
- g. Visual displays, such as cartoons, posters, or electronic images,
- h. Threats or intimidating or hostile conduct,
- i. Physical acts of aggression, assault, or violence, or
- j. Criminal offenses

The following examples are additional or more specific examples of conduct that may constitute sexual harassment:

- a. Unwelcome sexual advances or propositions,
- b. Requests or pressure for sexual favors,
- c. Comments about an individual's body, sexual activity, or sexual attractiveness,
- d. Physical contact or touching of a sexual nature, including touching intimate body parts and inappropriate patting, pinching, rubbing, or brushing against another's body,
- e. Physical sexual acts of aggression, assault, or violence, including criminal offenses (such as rape, sexual assault or battery, and sexually motivated stalking), against a person's will or where a person is incapable of giving consent due to the victim's age, intellectual disability, or use of drugs or alcohol,
- f. Requiring sexual favors or contact in exchange for aids, benefits, or services, such as grades, awards, privileges, promotions, etc., or
- g. Gender-based harassment; acts of verbal, nonverbal, written, graphic, or physical conduct based on sex or sex-stereotyping, but not involving conduct of a sexual nature.

If the District knows or reasonably should know about possible harassment, including violence, the District will conduct a prompt, adequate, reliable, thorough, and impartial investigation to determine whether unlawful harassment occurred (see section entitled "Grievance Procedures," below), and take appropriate interim measures, if necessary. If the District determines that unlawful harassment occurred, the District will take prompt and effective action to eliminate the harassment, prevent its recurrence, and remedy its effects, if appropriate. If harassment or violence that occurs off school property creates a hostile environment at school, the District will follow this policy and grievance procedure, within the scope of its authority.

All District employees are expected to take prompt and appropriate actions to report and prevent discrimination, harassment, and retaliation by others. Employees who witness or become aware of possible discrimination, including harassment and retaliation, must immediately report the conduct to his or her supervisor or the compliance coordinator designated to handle complaints of discrimination (designated compliance coordinator).

### 2. Anti-retaliation:

The District prohibits retaliation, intimidation, threats, coercion, or discrimination against any person for opposing discrimination, including harassment, or for participating in the District's discrimination complaint process or making a complaint, testifying, assisting, or participating in any manner, in an investigation, proceeding, or hearing. Retaliation is a form of discrimination.

The District will take immediate steps to stop retaliation and prevent its recurrence against the alleged victim and any person associated with the alleged victim. These steps will include, but are not limited to, notifying students, employees, and others, that they are protected from retaliation, ensuring that they know how to report future complaints, and initiating follow-up contact with the complainant to determine if any additional acts of discrimination, harassment, or retaliation have occurred. If retaliation occurs, the District will take prompt and strong responsive action, including possible discipline, including expulsion or termination, if applicable.

### 3. Grievance (or Complaint) Procedures:

Employees or students should initially report all instances of discrimination, harassment or retaliation to their immediate supervisor or teacher or to the compliance coordinator designated to handle complaints of discrimination (designated coordinator). 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 may report the alleged discrimination, harassment or retaliation ("discrimination") to the designated coordinator, or in the case of students, to another staff person (such as a counselor or principal).

Other individuals may report alleged discrimination to the designated coordinator. If the designated coordinator is the person alleged to have committed the discriminatory act, then the complaint should be submitted to the Superintendent for assignment. A discrimination complaint form is attached to this grievance procedure and is available in the office of each District building, on the District's website, and from the designated coordinators.

Under no circumstances will a person filing a complaint or grievance involving discrimination be retaliated against for filing the complaint or grievance.

#### a. *Level 1 (Investigation and Findings):*

Once the District receives a grievance, complaint or report alleging discrimination, harassment, or retaliation, or becomes aware of possible discriminatory conduct, the District will conduct a prompt, adequate, reliable, thorough, and impartial investigation to determine whether unlawful harassment occurred. If necessary, the District will take immediate, interim action or measures to protect the alleged victim and prevent further potential discrimination, harassment, or retaliation during the pending investigation. The alleged victim will be notified of his or her options to avoid contact with the alleged harasser, such as changing a class or prohibiting the alleged harasser

from having any contact with the alleged victim pending the result of the District's investigation. The District will minimize any burden on the alleged victim when taking interim measures to protect the alleged victim.

The District will promptly investigate all complaints of discrimination, even if an outside entity or law enforcement agency is investigating a complaint involving the same facts and allegations. The District will not wait for the conclusion or outcome of a criminal investigation or proceeding to begin an investigation required by this grievance procedure. If the allegation(s) involve possible criminal conduct, the District will notify the complainant of his or her right to file a criminal complaint, and District employees will not dissuade the complainant from filing a criminal complaint either during or after the District's investigation.

The District will aim to complete its investigation within **ten (10) working days** after receiving a complaint or report, unless extenuating circumstances exist. Extenuating circumstances may include the unavailability of witnesses due to illness or incapacitation, or additional time needed because of the complexity of the investigation, the need for outside experts to evaluate the evidence (such as forensic evidence), or multiple complainants or victims. If extenuating circumstances exist, the extended timeframe to complete the investigation will **not exceed ten (10) additional working days without the consent of the complainant, unless the alleged victim agrees to a longer timeline**. Periodic status updates will be given to the parties, when appropriate.

The District's investigation will include, but is not limited to:

- i. Providing the parties with the opportunity to present witnesses and provide evidence.
- ii. An evaluation of all relevant information and documentation relating to the alleged discriminatory conduct.
- iii. For allegations involving harassment, some of the factors the District will consider include: 1) the nature of the conduct and whether the conduct was unwelcome, 2) the surrounding circumstances, expectations, and relationships, 3) the degree to which the conduct affected one or more students' education, 4) the type, frequency, and duration of the conduct, 5) the identity of and relationship between the alleged harasser and the suspect or suspects of the harassment, 6) the number of individuals involved, 7) the age (and sex, if applicable) of the alleged harasser and the alleged victim(s) of the harassment, 8) the location of the incidents and the context in which they occurred, 9) the totality of the circumstances, and 10) other relevant evidence.
- iv. A review of the evidence using a "preponderance of the evidence" standard (based on the evidence, is it more likely than not that discrimination, harassment, or retaliation occurred?)

The designated compliance coordinator (or designated investigator) will complete an investigative report, which will include:

- i. A summary of the facts,
- ii. Findings regarding whether discrimination, harassment or other inappropriate conduct occurred, and
- iii. If a finding is made that discrimination, harassment or other inappropriate conduct occurred, the recommended remedy or remedies necessary to eliminate discrimination, harassment or other inappropriate conduct.

If someone other than the designated compliance coordinator conducted the investigation, the compliance coordinator will review, approve, and sign the investigative report. The District will ensure that prompt, appropriate, and effective remedies are provided if a finding of discrimination, harassment, or retaliation is made. The District will maintain relevant documentation obtained during the investigation and documentation supportive of the findings and any subsequent determinations, including the investigative report, witness statements, interview summaries, and any transcripts or audio recordings, pertaining to the investigative and appeal proceedings.

The District will send concurrently to the parties written notification of the decision (findings and any remedy) regarding the complaint within **one (1) working day** after the investigation is completed. The Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 11232g; 34 C.F.R. Part 99, permits the District to disclose relevant information to a student who was discriminated against or harassed.

*b. Level 2 (Appeal to the Superintendent):*

If a party is not satisfied with the findings or remedies (or both) set forth in the decision, he or she may file an appeal in writing with the Superintendent within **five (5) working days** after receiving the decision. The Superintendent will review the appeal and the investigative documentation and decision, conduct additional investigation, if necessary, and issue a written determination about the appeal **within ten (10) working days** after receiving the appeal. The party who filed the appeal will be sent the Superintendent's determination at the time it is issued, and a copy will be sent to the designated compliance coordinator. [If the Superintendent is the subject of the complaint, the party will file the appeal directly with the Board.]

*c. Level 3 (Appeal to the Board):*

If the party is not satisfied with the Superintendent's determination, he or she may file an appeal in writing with the Board of Education **within five (5) working days** after receiving the Superintendent's determination. The Board of Education will review the appeal, the Superintendent's determination, the investigative documentation and decision, and allow the party to address the Board at a Board meeting to present his or her appeal. The party will be allowed to address the Board at the Board's next regularly scheduled Board meeting (unless the Board receives the appeal within one week of the next regularly scheduled Board meeting) or at a time and date agreed to by the Board, designated compliance officer and the party. The Board will issue a written determination about the appeal **within thirty (30) days** after the party addresses the Board. The party who filed the appeal will be sent the Board's determination at the time it is issued, and a copy will be sent to the designated compliance coordinator. The Board's determination, and any actions taken, will be final on behalf of the District.

4. Confidentiality:

The identity of the complainant will be kept confidential to the extent permitted by state and federal law. The District will notify the complainant of the anti-retaliation provisions of applicable laws and that the District will take steps to prevent retaliation and will take prompt and strong responsive actions if retaliation occurs.

If a complainant requests confidentiality or asks that the complaint not be pursued, the District will take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality or the request not to pursue an investigation, as long as doing so does not prevent the District from responding effectively to the harassment and preventing harassment of other students. If a complainant insists that his or her name or other identifiable information not be disclosed to the alleged perpetrator, the District will inform the complainant

that its ability to respond may be limited. Even if the District cannot take disciplinary action against the alleged harasser, the District will pursue other steps to limit the effects of the alleged harassment and prevent its recurrence, if warranted,

5. Training:

The District will ensure that relevant District employees, including but not limited to officials, administrators, teachers, substitute teachers, counselors, nurses and other health personnel, coaches, assistant coaches, paraprofessionals, aides, bus drivers, and school law enforcement officers, are adequately trained so they understand and know how to identify acts of discrimination, harassment, and retaliation, and how to report it to appropriate District officials or employees.

6. Designated Compliance Coordinators:

Designated compliance coordinators will be responsible for:

- a. Coordinating efforts to comply with anti-discrimination, anti-harassment, and anti-retaliation laws and regulations.
- b. Coordinating and implementing training for students and employees pertaining to anti-discrimination, anti-harassment and anti-retaliation laws and regulations, including the training areas listed above.
- c. Investigating complaints of discrimination (unless the coordinator designates other trained individuals to investigate).
- d. Monitoring substantiated complaints or reports of discrimination, as needed (and with the assistance of other District employees, if necessary), to ensure discrimination or harassment does not recur, and that retaliation conduct does not occur or recur.
- e. Overseeing discrimination complaints, including identifying and addressing any patterns or systemic problems, and reporting such patterns or systemic problems to the Superintendent and the Board of Education.
- f. Communicating regularly with the District's law enforcement unit investigating cases and providing current information to them pertaining to anti-discrimination, anti-harassment, and anti-retaliation standards and compliance requirements.
- g. Reviewing all evidence in harassment or violence cases brought before the District's disciplinary committee or administrator to determine whether the complainants are entitled to a remedy under anti-discrimination laws and regulations that was not available in the disciplinary process.
- h. Ensuring that investigations address whether other students or employees may have been subjected to discrimination, including harassment and retaliation.
- i. Determining whether District employees with knowledge of allegations of discrimination, including harassment and retaliation, failed to carry out their duties in reporting the allegations to the designated compliance coordinator and responding to the allegations.
- j. Recommending changes to this policy and grievance procedure.
- k. Performing other duties as assigned.

The designated compliance coordinators will not have other job responsibilities that may create a conflict of interest with their coordinator responsibilities.

7. Preventive Measures:

The District will publish and widely distribute on an ongoing basis a notice of nondiscrimination (notice) in electronic and printed formats, including prominently displaying the notice on the District's website and posting the notice at each building in the District. The District also will designate an employee to coordinate compliance with anti-discrimination laws (see Designated Compliance Coordinator section, above, for further information on compliance coordinator), and widely publish and disseminate this grievance procedure, including prominently posting it on the District's website, at each building in the District, reprinting it in District publications, such as handbooks, and sending it electronically to members of the school community. The District will provide training to employees and students at the beginning of each academic year in the areas (B.6.a-g) identified in the Training section, above.

The District also may distribute specific harassment and violence materials (such as sexual violence), including a summary of the District's anti-discrimination, anti-harassment, and anti-retaliation policy and grievance procedure, and a list of victim resources, during events such as school assemblies and back to school nights, if recent incidents or allegations warrant additional education to the school community.

### STUDENT CONDUCT

(Policy No. 5101 – 5101.4)

It shall be the policy of the Arapahoe Public Schools, in order to comply with the Student Discipline Act of 1994, to ensure that students receive fair treatment consistent with their constitutional right to due process and fundamental fairness within the context of an orderly and effective educational process, prior to being subject to emergency exclusions, short term or long term suspensions, expulsions, or mandatory reassignments. Such disciplinary action, therefore, will be made in accordance with the following procedures:

1. Right to notice.
2. Informal conferences.
3. Short-term suspension.
4. Long-term suspension, expulsion, and mandatory reassignment.
5. Immediate removal by the principal.
6. Maximum length of expulsion.
7. Suspension of the enforcement of expulsion.
8. Reports to law enforcement.
9. Release to peace officer.
10. Coordination with other district policies.

If you wish to have a copy of Board of Education policy 5101 "conduct: Student Discipline Procedures" in its entirety, please contact the principal. The Board of Education requires that each and every student maintain a standard of conduct above reproach in school, on school property, and at any school sponsored activity or event. Students shall be expected to conduct themselves in such a way that the rights and privileges of others are not violated. They shall be required to respect constituted authority, to conform to school rules and regulations and to those provisions of law that apply to the conduct of minors and adults.

Any of the following actions in school, on school property including school vehicles, at any interscholastic activity, or during the course of any field trip or other trip or activity sponsored by the Board of Education or its authorized agents shall subject a student to in-school or out of school suspension, loss of membership in that particular organization or activity unless the activity meets as a regular class. The student

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will not be allowed to participate in any school- sponsored trip for the remainder of the school year or such other activities as the principal may determine:

1. Smoking, vaping (electronic nicotine delivery systems), or chewing tobacco
2. Possessing, consuming, purchasing, or distributing any alcoholic beverage, tobacco product, drug or narcotic. (The police department will be called and the parents notified of such action.)
3. Possessing, consuming, purchasing or distributing an electronic delivery system for nicotine or drugs (the device will be confiscated and destroyed regardless of ownership).
4. Knowing, aiding, abetting, assisting, or concealing the possession, consumption, purchase, or distribution of any alcoholic beverage, tobacco product (including electronic nicotine delivery systems), drug, or narcotic by any other student or students. (The police department will be called and the parents notified of such action.)
5. Stealing or unauthorized possession of school property.
6. Fighting or provoking a fight.
7. Possessing any weapons.
8. Forging or presenting false papers.
9. Willful disobedience. Intentionally defying the valid authority of teachers, sponsors, chaperones, or administrators who are in charge; their instructions must be followed by all students.
10. Disruptive or disrespectful language.
11. Profanity or obscene language.
12. Gambling or extortion.
13. Public display of affection.
14. Verbal abuse to a member of the school faculty or staff.
15. Illegal driving or parking of a vehicle on school campus.
16. The student dress code for regular school attendance must be followed on school-sponsored trips unless changes have been authorized by the school administration and sponsors of the trip.
17. Students will not be allowed to use private cars on school-sponsored trips in going to or returning from the site of the activity. School vehicles only are to be used.
18. At no time on school-sponsored trips will students be permitted to ride around in private cars while in the town where the activity is taking place unless permission has been granted by the sponsors.

### CLASSROOM CONDUCT:

In the classroom, discipline problems will be the responsibility of the teacher. However, discipline problems with which he or she feels unable to cope will be referred to the Principal. Exclusion from the class may be necessary while conferences between principal and teacher or teacher, principal, and parents are held in regard to a solution of the problem.

### CRIMINAL OFFENSES DEFINED:

The following acts are among those defined as criminal offenses under the laws of the State of Nebraska. When criminal offenses are known or suspected on the part of students the administration will notify appropriate law enforcement officials. Students involved in criminal acts are subject to prosecution whether these acts occur in the community, school, or at school related functions.

Appropriate action will be taken by school authorities if the incident is school related, regardless of whether or not criminal charges result.

ALCOHOLIC BEVERAGE OR ILLEGAL USE OF DRUGS: The sale, use, or possession of alcoholic beverage or illegal drugs.

ARSON: The intentional setting of fire.

ASSAULT: Physical threats or violence to persons.

BOMB THREAT: Threatening damage to persons or property from exploding bombs, whether real or imagined.

BURGLARY: Illegally entering with the intent to steal school or personal property.

EXPLOSIVES: Illegal possession or use of explosive substance that could cause injury or damage.

EXTORTION, BLACKMAIL, OR COERCION: Obtaining money or property by violence or by forcing someone to do something against their will by force or threat of force.

DANGEROUS WEAPONS: Illegal possession or use of firearms or dangerous weapons (for purposes of this policy, the term "dangerous weapon" includes any personal safety or security device [such as tasers, mace and pepper spray]) that could cause bodily harm to an individual.

FALSE FIRE ALARMS: Setting off false alarms.

FORGERY: Fraudulent imitation of a signature or document.

LARCENY: Stealing of school or personal property.

MALICIOUS MISCHIEF: Willful damage or destruction of school or personal property.

TRESPASS: Being present in an unauthorized place or refusing to leave when ordered to do so.

UNLAWFUL INTERFERENCE WITH SCHOOL AUTHORITIES: Interfering with administrators or teachers by force or violence, or threat of force.

School Offenses Defined:

The following acts are among those that violate Arapahoe School District Policies or individual school rules and regulations. Students at school sponsored, off campus events shall be governed by school district policies and regulations and are subject to the direction of school district authorities. Failure to obey the rules and regulations and/or failure to obey the lawful instructions of school district authorities shall result in appropriate disciplinary action.

TRANSPORTATION: (Policy No. 5506)

All students riding on school transportation vehicles are subject to the policies governing student conduct within the discipline code. Riding on school transportation vehicles is an extension of the normal school day. Students who violate the conduct code while riding on a school transportation vehicle may be denied bus privileges from one (1) day to permanent removal from the school transportation vehicle.

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STUDENTS INVOLVED IN ANY OF THE FOLLOWING DISCIPLINARY INFRACTIONS ON SCHOOL PROPERTY INCLUDING SCHOOL BUILDING AND GROUNDS, ON TRANSPORTATION VEHICLES, OR AT ANY SCHOOL ACTIVITY, HOME OR AWAY, MAY BE SUBJECT TO DISCIPLINARY ACTIONS AS FOLLOWS:

### INAPPROPRIATE DRESS OR APPEARANCE:

Good personal appearance is conducive to a positive learning atmosphere. It is each student's responsibility to come to school wearing appropriate attire. Wearing apparel shall be neat, clean, safe, and should not disrupt the instructional process.

Wearing apparel that is sexually suggestive or that features crude, vulgar or profane language or pictures that depict tobacco (including electronic nicotine delivery systems), alcohol, or other drugs, racial or ethnic slurs, double-meaning or gang affiliations is not allowed (e.g. Big Johnson T-Shirts, Co-ed Naked Apparel, Lucky Pub & Brewery attire, tobacco, alcohol or drug ads and logo, or Romie T-Shirts).

Clothing which is unnecessarily distracting to the learning environment is not permitted. (e.g. cut-up jeans, clothing or articles which are excessively soiled, torn, or ragged, no shoes, mesh shirts with no undergarments, half shirts, bare midriff, tank tops, hats on in the building, shirts that are too short, shirts that are cut too low as to allow for the showing of cleavage, biker pants, etc.).

The school environment shall be free from threats or the harmful influence of any groups that advocate drugs or disruptive behavior. The presence of any apparel, jewelry, accessory, notebook, or manner of grooming which by the nature of its color, arrangement, trademark, or any other attribute, denotes membership in such groups will not be permitted. Such group's clothing may vary from school to school and may change from year to year. Therefore, it is the responsibility of the administration to determine the appropriateness of clothing or accessories.

No student on or about school property or at any school activity:

Shall wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, badge, symbol, sign or other thing which is evidence or membership in or affiliation with any gang.

Shall commit any act or omission or use any speech, either verbal or nonverbal (gestures, handshakes, etc.) showing membership in or affiliation in a gang.

Shall use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity, including, but not limited to:

1. soliciting others for membership in any gangs;
2. requesting any person to pay for "protection" or otherwise intimidating or threatening any person;
3. committing any illegal act or violation of school district policies; or
4. inciting another person to act with physical violence upon any other person.
5. Wallet chains are not permitted and will be confiscated.
6. Electronic devices such as beepers and cellular phones will be confiscated if misused.
7. Piercings that become a disruption to the school environment.
8. Bagging and Sagging Pants are not allowed in Arapahoe Public School. Clothing worn in this manner can present a threat to the safe and orderly learning environment of the school.
9. Students will be asked to correct inappropriate attire and the administration may provide clothing that is appropriate for the school environment. Clothing that is determined to be inappropriate may be held by the administration until a parent conference is held. Continuing to violate dress code will result in disciplinary action being taken.
10. Some school activities require semi-formal (dress slacks, shirt or dress) or formal dress (suit and tie, tuxedos or gown). Sponsors may determine what is appropriate for their activity. Listed below are some activities for which the administration has set dress code guidelines.

Homecoming	Semi-Formal
Sweetheart Dance or Mid-Winter Ball	Semi-Formal
Club or Activity Dances	Casual to Formal
Prom / Graduation	Formal

In of the situations described above, the implications are not conducive to a positive learning climate. A proactive response to what may be negative or divisive is appropriate for all circumstances that could place the safe and orderly learning environment of the school in jeopardy.

Students may be asked to leave activity if dress is inappropriate.

**The final decision regarding any dress code issue will be made by the administration.**

### STUDENT EXPECTATIONS AT AHS DANCES:

Our hope is that our school dances are very special events for our students as they interact in positive ways in a safe and supervised environment. Parents, sponsors, and chaperones have invested countless hours in assuring that school dances are memorable events. Our students also invest time, energy, and money in preparation for the evening. We have had very few problems with school dances over the years. Our hope is that AHS school dances will continue to be part of the high school experience, and that each student will have a fun and safe night.

Inappropriate dancing is prohibited at all AHS dances.

When a dancer exhibits any of these inappropriate motions, they will be warned or removed. If a student is removed, a staff member will notify the parents/guardian regarding arrangements for transportation. Other consequences could be determined by the school or school district including restrictions from other dances and similar activities.

All other AHS rules and student responsibilities apply at school dances. This includes Code of Conduct rules, appropriate behavior and dress rules.

We are looking forward to a fun and safe dances with our student body. Arapahoe Public Schools has always appreciated the support of our parents and guardians in these matters.

### INSUBORDINATION:

Insubordination is defined as refusal to obey a school rule, regulation or request of a teacher or school official. A suspension of up to three (3) days may be given to a student for any act of insubordination. Repeat offenders may also be referred to the Board of Education for review and disciplinary action.

### DISMISSAL FROM CLASS OR STUDENT ADVISORY FOR DISCIPLINARY REASONS:

If a student's conduct in a class or student advisory becomes so disruptive that other students are adversely affected, a teacher may as a last resort ask the student to leave the class and report to the Principal's office. This action is considered a serious offense and will be dealt with as follows:

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1. **First Offense** – Parents will be notified. Student will serve detention with the teacher at the end of the school day.
2. **Second Offense** – Parents will be notified. Student will receive a one-day in school suspension (8 class periods), commencing immediately.
3. **Third Offense** – Parents will be notified. Student will receive a two-day in or out of school suspension. Parents must accompany student upon readmission to school. If all three offenses occurred in the same class, the student may be dropped from that class with a failing grade.

**Note** – During any in-school or out-of-school suspension, a student may not take part in or attend any school-sponsored activity.

### ABUSIVE LANGUAGE AND DISRUPTIVE BEHAVIOR:

Students using profane or obscene language or hand gestures relative to the same, demonstrating behavior, which is disruptive to the regular learning atmosphere, may be subject to disciplinary action as follows:

1. The student may be suspended up to three (3) days in school or out of school. Repeat offenders may be suspended.

### VANDALISM: (Policy No. 5407)

Vandalism is the willful and pointless destruction or defacing of school property. Any student found guilty of such activity will be held liable for any damage and be subject to further disciplinary action as follows:

1. **First Offense** – The student may be suspended for one (1) to three (3) days in school and parents will be notified.
2. **Second Offense and All Subsequent Offenses** – The student may be suspended from three (3) to five (5) days out of school.

### FIGHTING/VIOLENCE:

A student may be suspended in school or out of school for up to three (3) days for fighting on school property, including school buildings and grounds, at school activities home or away, or on school transportation vehicles. The aggressor may receive the more severe penalty. Repeat offenders may be referred to the Board of Education for review and disciplinary action.

### STEALING AND EXTORTION:

Students who steal, extort, or attempt to extort on school property, including buildings and grounds or school transportation vehicles, or at any school activity, home or away, may be subject to disciplinary action as follows:

1. **First Offense** – The student may be suspended for one (1) to three (3) days in school and parents will be notified. Law enforcement authorities may be notified.
2. **Second Offense and all Subsequent Offenses** – The student may be suspended from three (3) to five (5) days out of school. Law enforcement authorities may be notified.

### TELEPHONE REGULATIONS:

1. **In Calls:** The office will always cooperate with parents or guardians in order to get a message to students during school hours. Message will be written down and delivered to the students. Only in cases of extreme emergency will students be called out of class. Calls for students during school hours are disturbing to the school routine and should be held to a minimum.
2. **Out Calls:** The school telephone is primarily for school business and should not be used for personal calls. Pupils finding it necessary to make a local call should receive permission from the principal or designee before using the phone.

### FOOD AND DRINK REGULATIONS:

1. The school is meant to be an academic environment. Therefore, food, candy, and drink items are not to be brought into the school or kept in lockers unless the food is used for the student's noon lunch.
2. Teachers who wish to have food or drink in their rooms for special occasions must receive permission from the administration prior to the activity.
3. Gum chewing in the high school classroom is not allowed.

### LOCKERS:

Each student is assigned a locker. The locker is assigned to you on the basis that you keep it clean and in good condition. The safekeeping of personal items is the responsibility of each student.

### POSTERS:

The following guidelines will be used regarding the placing of posters in the school building:

1. All posters must be approved by the principal.
2. Posters may be placed only in designated areas.
3. Anyone putting up a poster has the responsibility of taking it down.

### POSSESSION OF A DANGEROUS WEAPON:

Including but not limited to Firearms, knife, club, stars, or other offensive or dangerous weapon (for purposes of this policy, the term "dangerous weapon" includes any personal safety or security device [such as Tasers, mace and pepper spray]).

1. **First Offense and All Subsequent Offenses** – As defined in the state statutes, the student will be immediately suspended and referred to the Superintendent or Board of Education for review and disciplinary action. Parents will be notified. Law enforcement authorities may be notified. (NOTE: This penalty could lead to a student being expelled for one full calendar year.)

In the event that 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

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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.

### STUDENT DUE PROCESS

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 long-term suspension or expulsion including a summary of the evidence to be presented against the student as submitted by the Principal or Principal's designee;
  - b. 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. statement explaining the student's right to a hearing upon request on the specified charges;
  - d. description of the hearing procedures provided by these policies along with procedures for appealing any decision rendered at the hearing;
  - e. 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; and
  - f. 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 (POLICY NO. 5103.7):

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 Arapahoe Public Schools 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. The student or the student's parents or guardian or both may be represented by legal counsel. 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 there-from. 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 that 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.

Final Decision of Board of Education: The final decision of the 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.

### EXTRACURRICULAR ACTIVITY

#### EXTRACURRICULAR ACTIVITY PHILOSOPHY:

Extracurricular activity programs enrich the curriculum of the school by making available a wide variety of activities in which a student can participate. Extracurricular activity programs are considered an integral part of the school's program of education that provide experiences that will help students physically, mentally and emotionally.

The element of competition and winning, though it exists, is controlled to the point it does not determine the nature or success of the program. This is considered to be educationally and psychologically sound because of the training it offers for living in a competitive society. Students are stimulated to want to win and excel, but the principles of good sportsmanship prevail at all times to enhance the educational values of contests. Participation in activities, both as a competitor and as a student spectator, is an integral part of the students' educational experiences. Such participation is a privilege that carries with it responsibilities to the school, team, student body, community and the students themselves. In their play and their conduct, students are representing all of these groups. Such experiences contribute to the knowledge, skill and emotional patterns that they possess, thereby making them better individuals and citizens.

#### SAFETY:

The District's philosophy is to maintain an activities program, which recognizes the importance of the safety of the participants. To ensure safety, participants are required to become fully familiar with the dangers and safety measures established for the activity in which they participate. The student needs to adhere to all safety instructions for the activity in which they participate, to inform their coach or sponsor when they are injured or have health problems that require their activities be restricted, and to exercise common sense.

#### WARNING FOR PARTICIPANTS AND PARENTS:

The purpose of this warning is to bring your attention to the existence of potential dangers associated with athletic injuries. Participation in any intramural or athletic activity may involve injury of some type. The severity of such injury can range from minor cuts, bruises, sprains and muscle strains; to more serious injuries to the body's bones, joints, ligaments, tendons, or muscles, to catastrophic injuries to the head, neck and spinal cord. On rare occasions, injuries can be so severe as to result in total disability, paralysis or death. Even with appropriate coaching, appropriate safety instruction, appropriate protective equipment and strict observance of the rules, injuries are still a possibility.

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**ARAPAHOE SCHOOL ACTIVITIES:**

Arapahoe High School has a wide and varied activity offering. Students are encouraged to participate and enjoy the benefits received in activity programs. The following is a list of the activities that are offered:

**ELIGIBILITY FOR EXTRA-CURRICULAR ACTIVITIES FOR ARAPAHOE PUBLIC SCHOOLS:**

Participation in extracurricular school activities is encouraged and desirable for all students. At the same time, the primary mission and responsibility for each student is to establish a firm academic foundation. An eligibility committee comprised of teachers, coaches, administrators, and school board members has established the following eligibility requirements. A student participating in extracurricular school activities must show evidence of sincere effort towards scholastic achievement. To be eligible for participation in extracurricular activities students must:

1. **Grading Period Eligibility:** A student who is not passing two or more classes at progress reporting times will be ineligible to participate in extracurricular activity contests or performances. The student will remain ineligible until the next grading period (semester).
2. **Weekly Eligibility:**  
Each Monday at 9:00 the building principal will check all grades for students in grades 7-12. If a student is **FAILING ONE** subject they will be required to call home and inform their parents/guardians they are failing a subject. The students failing one subject will be eligible to participate in activities for that week. However, the committee feels it's important that parents are made aware that your child is in danger of not being eligible in the near future.
  - a. A student is deemed ineligible for the week's activities if they are **FAILING TWO OR MORE** subjects on Monday during the weekly grade check. Students will be brought to the office to call home and let their parents/guardians know that they are ineligible for the coming week's activities. That student will remain on the ineligible list the entire week. The next chance for that student to become eligible is the next grade check which is the following Monday. If your child is ineligible several times they will continue to call you every Monday to make sure there is no miscommunication.
3. Academic requirements do not apply to:
  - a. Instructional field trips which are a part of the scheduled course learning experience.
  - b. Activities or events which are a part of the student's grade requirements.
4. Activities include all athletic contests, music programs (including the musical), band programs, speech contests, FFA activities, FCCLA activities, student council activities, dances, homecoming quiz bowl, and prom. Students will be allowed to practice during this time. However, the ineligible student will not be dismissed from school to travel with the team, and will not be allowed to sit on the bench or be on the sidelines with the team during away contest. The ineligible student should be required to sit on the bench or sideline during home contests to support their teammates. The committee strongly discourage students from attending any activities they are not eligible to participate.
5. If a student needs to work with a teacher directly, the student will need to arrange a time to meet with that respective teacher. If the student is having difficulty arranging a time, they will need to arrange a time through the Principal, who will make sure a time gets set up.

**ATHLETIC COMPETITIONS:**

Football	Boys & Girls Basketball	Wrestling
Volleyball	Boys & Girls Track	Golf
Bowling	Cross Country	

**NON-ATHLETIC/COMPETITIONS:**

Instrumental Music	Vocal Music	Speech Team
Cheerleading	National Honor Society	Student Council
FCCLA	FFA	Flag Team
Class Competitions	Academic Decathlon/Quiz Bowl Team	Quiz Bowl

**TRIPS, CLUBS, AND PERFORMANCES:**

School Plays/Musical	Class Field Trips	Prom Activities
Homecoming Activities	National Honor Society	School Dances
Homecoming	Senior Sneak	Prom
Trap (Shooting) Club	Bowling Club	

Class Field Trips and/or Competitions (if graded, alternative class-work will be assigned for students who are ineligible for class trip or competition).

**EXTRACURRICULAR ACTIVITY CODE OF CONDUCT: POLICY NO. 5103.2**

**PURPOSE OF THE CODE OF CONDUCT:** Participation in extracurricular activities is a privilege not a right. The privilege carries with it responsibilities to the school, team, student body, and the community. Participants are not only representing themselves, but also their school and community in all of their actions. Others judge our school on the student participants' conduct and attitudes, and how they contribute to our school spirit and community image.

The student participants' performance and devotion to high ideals and values make their school and community proud. Consequently, participation is dependent upon adherence to this Code of Conduct and the school district's policies, procedures and rules.

### SCOPE OF THE CODE OF CONDUCT:

*Activities Subject to the Code of Conduct:* The Code of Conduct applies to all extracurricular activities. Extracurricular activities means student activities or organizations which are supervised or administered by the school district which do not count toward graduation or grade advancement and in which participation is not otherwise required by the school.

Extracurricular activities include but are not limited to all sports, cheerleading, dance team, Pep Club, Pep Band, vocal, band, speech and drama, One-Act, Quiz Bowl, FCCLA, Spanish Club, Art Club, Student Council, Student Advisory Board, National Honor Society, and other school sponsored organizations and activities. The Code of Conduct also applies to participation in school-sponsored activities such as school dances and royalty for such activities.

A participant means a student who participates in, has participated in, or will participate in an extracurricular activity.

#### *When:*

The Code of Conduct rules apply to conduct which occurs at any time during the school year, and also includes the time frame which begins with the official starting day of the fall sport season established by the NSAA and extends to the last day of the spring sport season established by the NSAA, whether or not the student is a participant in an activity at the time of such conduct.

The rules also apply when a student is participating or scheduled to participate in an extracurricular activity that is held outside the school year or the NSAA season. For example, if a FCCLA student plans to participate in a conference in July and commits a Code of Conduct infraction in June, the student may be suspended from participating in the conference. Conduct during the summer months may also affect a student's participation under the team selection and playing time guidelines.

#### *Where:*

The Code of Conduct rules apply regardless of whether the conduct occurs on and off school grounds. If the conduct occurs on school grounds, at a school function or event, or in a school vehicle, the student may also be subject to further discipline under the general student code of conduct. A student who is suspended or expelled from school shall not be permitted to participate in activities during the period of the suspension or expulsion, and may receive an extended activity suspension.

### GROUND FOR EXTRACURRICULAR ACTIVITY DISCIPLINE (POLICY NO. 5103.3)

Students who participate in extracurricular activities are expected to demonstrate cooperation, patience, pride, character, self-respect, self-discipline, teamwork, sportsmanship, and respect for authority. The following conduct rules have been determined by the Board of Education to be reasonably necessary to aid students, further school purposes, and prevent interference with the educational process. Such conduct constitutes grounds for suspension from participation in extracurricular activities and grounds for other restrictions or disciplinary measures related to extracurricular activity participation:

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, bullying, harassment or similar conduct in a manner that constitutes a substantial interference with school or extracurricular activity purposes or making any communication that a reasonable person 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, 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 a 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 another person shall not constitute a violation.
5. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from a 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, on school grounds or at a school function or event, or in a manner that is unlawful or contrary to school activity rules.
7. Selling, using, possessing or dispensing alcohol, tobacco (including electronic nicotine delivery systems), narcotics, drugs, a 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. (Note: Refer to "Drug and Alcohol Violations" [Policy No. 5103.4] for further information).
8. Public indecency.
9. Sexual assault or attempting to sexually assault any person. Engaging in sexual conduct, even if consensual, on school grounds or at a school function or event. Engaging in any activity forbidden by law, which constitutes a danger to other students, interferes with school purposes or an extracurricular activity, or reflects a lack of high ideals.
10. Repeated violation of any of the school rules.
11. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school (arriving 15 minutes after the start of school), assigned classes or assigned activities.
12. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to a school employee, school volunteer, or student. 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 an individual's protected status.
13. 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 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 or of an extracurricular activity; dressing, grooming, or engaging in speech that a reasonable observer would interpret as advocating illegal drug use.
14. Willfully violating the behavioral expectations for those students riding Arapahoe Public Schools buses or vehicles used for activity purposes.

15. Failure to report for the activity at the beginning of the season. Reporting for one activity may count as reporting on time if there is a change in activity within the season approved by the coach or the supervisor.
16. Failure to participate in regularly scheduled classes on the day of an extracurricular activity or event.
17. Failure to attend scheduled practices and meetings. If circumstances arise to prevent the participant's attendance, the validity of the reason will be determined by the coach or sponsor except when the player is representing the school at another school sponsored activity. In each case every reasonable effort should be made to notify the coach or sponsor prior to any missed practice or meeting.
18. All other reasonable rules or regulations adopted by the coach or sponsor of an extracurricular activity shall be followed, provided that participants shall be advised by the coach or sponsor of such rules and regulations by written handouts or posting on bulletin boards prior to the violation of the rule or regulation.
19. Failure to comply with any rule established by the Nebraska School Activities Association, including, but not limited to, the rules relating to eligibility.  
All terms used in the Code of Conduct have a less strict meaning than under criminal law and are subject to reasonable interpretation by school officials.

### DRUG AND ALCOHOL VIOLATIONS:

Student tobacco, vaping, alcohol, drug and mind-altering substance use results in negative effects on behavior, learning, and social and physical development. The Board believes that tobacco, vaping, alcohol, drug, and mind-altering substance use can result in dependency and misuse; we believe that early intervention in adolescent substance abuse can benefit the student before significant harm or dependency results. The Board believes that we have the obligation to address what we consider to be detrimental influences on student's performance, achievement, and development, the following substance abuse/activity participation policy was developed. It is a part of a total effort in discouraging the use of tobacco, alcohol, and other illegal drugs by the young people of our school community

### Meaning of Terms:

*Use or Consumption* – includes any level of consumption or use of alcohol, a controlled substance or mind-altering substance). Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation.

*Under the Influence* – means any level of impairment and includes even the odor of alcohol on the breath or person of a student, or the odor of an illicit drug on the student. It also includes being impaired by reason of the abuse of any mind-altering substance.

*Possession* – includes having control of alcohol, a controlled substance or a mind-altering substance and includes being in the same area where the substance is present with no responsible adult present and responsible for the substance. Possession includes situations where, for example:

- a. \*Alcohol is in a vehicle in which the student is present. The student is considered to be in possession if the student is aware that the alcohol is in the vehicle, even though the student has not touched or consumed the alcohol; and
- b. \*Alcohol is present at a party attended by the student. The student is considered to be in possession if the student is aware that alcohol is at the party and fails to immediately leave the party, even though the student has not touched or consumed the alcohol.

\*In these situations, a violation would not exist if the alcohol is in the control of a parent or guardian or other responsible adult (age 21 or older) such that students are not allowed to access the alcohol. A violation would also not exist if the student did not know or have a reasonable basis to know that alcohol would be present, and the student leaves the location where the alcohol is present as soon as the student could safely do so. (Students are expected to leave immediately, but are not to do so in a manner that would endanger them. For example, you are not to leave in a car being driven by a person who has been drinking just to get away from the alcohol party immediately when there is no other way to get home. Instead, you should call for a safe ride home and, while waiting, clearly distance yourself from the alcohol).

### DRUG AND ALCOHOL POLICY VIOLATION CONSEQUENCES

1. Students will be suspended from practices and participation in interscholastic competition or participation in co-curricular activities for violations of the Code of Conduct. The period of suspension or other discipline for such offenses will be determined by school policy.
2. The disciplinary consequence and level of the violation is set in Board Policy No. 5103.5 and any prior violations committed by the student and/or if the student complied with the self-reporting obligations.
3. Because of the significance of drug and alcohol violations on the student participants, other students and the school, the following consequences are established for such violations:

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

- a. First Violation: 21 days.
- b. Second or Any Subsequent Offense: One calendar year.
- c. Reduction for Self-Reporting: If the student has self-reported, the first violation shall be reduced to 14 days for the first violation. A commensurate reduction (approximately seventy-five percent (75%) as determined by the administration) for a second or subsequent violation shall be given for self-reporting.
- d. Reduction for Participation in Chemical Dependency Program:  
If the student and parents agree to participate in a school-approved program for chemical dependency the consequence will be reduced to only the next activity in which the student was to participate (including at least one contest) in the case of a first violation, and to a commensurate reduction (approximately twenty-five (25%), as determined by the administration, for a second or subsequent violation).
  - i. The program must be administered by a certified alcohol and drug abuse counselor and be approved by the school authorities. The student will need to successfully complete the approved chemical dependency program. Proof of successful completion of program must be submitted in writing to the Principal or Principal's Designee. Failure to participate and successfully complete the approved chemical dependency program may cause the participating student to be suspended from extracurricular activities for one calendar year. All costs associated with the program are to be borne by the student/parent or guardian.
- e. More Serious Violations:  
In the event of more serious drug or alcohol violations, such as students engaging in use of especially serious drug offenses (cocaine, meth, etc.) or procuring alcohol for minors, the consequence of the violation is not restricted by the foregoing, and may be established in the good discretion of the administration.

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### STEROID OFFENSES:

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

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

### WHEN SUSPENSIONS BEGIN:

All suspensions begin with the next scheduled activity in which the student is a participant, after the determination by school officials of the sanction to be imposed; provided that the school officials shall have the discretion to establish a time period for the suspension that makes the suspension have a real consequence for the student. During a suspension, participants may be required or permitted to practice at the sole discretion of the coach or activity sponsor. Suspensions in the spring will be carried over to the fall when the suspension has not been fully served or when determined appropriate for the suspension to have a real consequence for the student.

### LETTERS AND POST-SEASON HONORS:

A student who commits a Code of Conduct violation is:

1. Eligible to letter, provided the student meets the criteria of the coach or sponsor.
2. Not eligible to receive honors during the sport or activity in which they are participating at the time of the offense and/or in sports or activities in which they have been suspended due to a code violation. The coach/sponsor, with the approval from the Principal or the Principal's Designee, may make an exception where the student has self-reported or otherwise demonstrated excellence in character allowing for such honors (e.g. completes the season in good standing).

### SELF-REPORTING:

A student who violates the Code of Conduct must self-report. A failure to self-report will lead to a longer suspension or other discipline. The self-report must be made to: the principal, athletic director, or the head coach or sponsor of an activity in which the student participates. The student's parent or guardian may initiate the self-reporting process, but the student will be later required to give a written statement of the self-report. The self-report must be made within twenty-four hours after the parents/guardians are notified of the charge and that an investigation has begun.

In making a self-report, the student must voluntarily come forward and identify the events that took place, what conduct the student engaged in, and any witnesses to the student's conduct, and will be required to put this information in a written statement. In the event the student has received a criminal citation, charge, or ticket, and proclaims innocence of a violation, the student will be required to self-report such offense. The student can provide information as to why they should be found innocent, not as it relates to the criminal offense, but as it relates to the Code of Conduct. All students are expected to be honest and forthright with school officials. In the event the coach or activity sponsor or any school administrator asks a student participant for information pertaining to compliance (or lack of compliance) by the student or other student participants with the Code of Conduct or eligibility conditions for participation in activities, the student is expected to fully, completely, and honestly provide the information. Students may be disciplined for a failure to be honest and forthright.

### DETERMINING A VIOLATION HAS OCCURRED:

A violation of the Code of Conduct will be determined to have occurred based on any of the following criteria:

1. When a student receives a citation from law enforcement.
2. When a student is convicted of a criminal offense. Conviction includes, without limitation, a plea of no contest, an adjudication of delinquency by the juvenile court or plea-bargain that defers adjudication and/or includes expungement.
3. When a student admits to violating one of the standards of the Code of Conduct.
4. When a student is accused in writing by a staff member of violating one of the standards of the Code of Conduct and Principal determine that such information is reliable.
5. When school officials otherwise find sufficient evidence to support a determination that a violation has occurred.

### PROCEDURES FOR EXTRACURRICULAR DISCIPLINE (POLICY NO 5103.6):

The following procedures are established for suspensions from participation in extracurricular activities related to violations of the "Drug and Alcohol Free Policy" (Policy No. 5104):

#### ENFORCEMENT PROCEDURE FOR DRUG AND ALCOHOL VIOLATIONS – DISTRICT RELATED:

Any violation of the Drug and Alcohol free Policy on any District's grounds, in any District's vehicles, or at any District's activities will be handled directly with the student(s). Following the student's consult with the school administrator, the administrator will determine if, when and who may need contacted. Possible contacts include parents/guardians, law enforcement, and/or any other party deemed necessary by administration.

#### ENFORCEMENT PROCEDURE FOR DRUG AND ALCOHOL VIOLATIONS – NON-DISTRICT RELATED:

Any violation of the Drug and Alcohol Free Policy that do NOT occur on any District's property, NOT in any District's vehicle, and NOT at any District's activity will only be addressed when the student receives a legal citation or a written report has been filed with administration claiming the student violated Policy No. 5104. These violations will be addressed in the following manner:

1. When the administrations becomes aware of a citation or a written accusation has been made against a student, the administrator will notify the parents/guardians of the possible violation, that an investigation will begin and information on both the self-reporting guidelines and the sanctions the student can receive.
2. The school official(s) investigating the legal citation or written accusation will conduct a reasonable investigation of the facts and circumstances
3. The student will have 24 hours to self-report after parents/guardians have been notified.
4. If a student is found to be in violation of Policy No. 5104, disciplinary actions will follow District Policy No. 5103.5.

#### INVESTIGATION:

The school official(s) considering the suspension will conduct a reasonable investigation of the facts and circumstances.

#### Meeting:

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Prior to commencement of the suspension, the school official considering the suspension or their designee will provide the student an opportunity to give the student's side of the story. The meeting for this purpose will be held in person or via a telephone conference.

1. The student will be given oral or written notice of what the student is accused of having done, an explanation of the evidence the school has, and the opportunity to explain the student's version. Detail is not required where the activity participant has made a self-report or otherwise admits the conduct. Names of informants may be kept confidential where determined to be appropriate.
2. The suspension will be imposed prior to the meeting if the meeting cannot reasonably be held before the suspension is to begin. If the meeting has to be delayed, the meeting will occur as soon as reasonably practicable. The student is responsible for cooperating in the scheduling of the meeting.

### NOTICE LETTER:

Within two school days (two business days if school is not in session), or such additional time as is reasonably necessary following the suspension, the Principal or Principal's Designee will send a written statement to the student and the student's parents or guardian. The statement will describe the student's conduct violation and the discipline imposed. The student and parents or guardian will be informed of the opportunity to request a hearing.

### INFORMAL HEARING BEFORE SUPERINTENDENT:

When the student or student's parent/guardian disagrees with the Principal's decision, the student or student's parents/guardians must request an informal hearing before the Superintendent. The Superintendent may designate the Athletic Director or another administrator not responsible for the suspension decision as the Superintendent's designee to conduct the hearing and make a decision.

1. A form (Policy No. 5103.F1) is available to request such a hearing and must be signed by the parent or guardian. The form will be provided with the notice letter or otherwise be made available by request from the Principal's office.
2. The request for a hearing must be received by the Superintendent's office within five days of receipt of the notice letter.
3. If a hearing is requested:
  - a. The hearing will be held within ten calendar days of receipt of the request; subject to extension for good cause as determined by the Superintendent or the Superintendent's designee.
  - b. The Superintendent or the Superintendent's designee will notify the participants of the time and place of the hearing a reasonable time in advance to allow preparation for the hearing.
  - c. Upon conclusion of the hearing, a written decision will be rendered within five school days (ten calendar days if school is not in session). The written decision will be mailed or otherwise delivered to the participant, parents or guardian.
  - d. A record of the hearing (copies of documents provided at the hearing and a tape recording or other recordation of the informal hearing) will be kept by the school if requested sufficiently in advance of the hearing by the parent/guardian.
4. No Stay of Penalty: There will be no stay of the penalty imposed pending completion of the due process procedures
5. Opportunity for Informal Resolution: These due process procedures do not prevent the student or parent/guardian from discussing and settling the matter with the appropriate school officials at any stage.

### ATTENDANCE:

Student participants are expected to meet the following attendance expectations:

1. Attend school regularly. Students who have "excessive absences" as determined under the schools' attendance policy are ineligible to participate in extracurricular activity contests or performances. Students who have four or more unexcused absences in the semester of participation will be ineligible to participate in extracurricular activity contests or performances.
2. Be on time for all scheduled practices, contests and departure for contests. In the event a participant is unable to attend a practice or contests the participant should contact the coach or sponsor in advance.
3. On the day of a contest, performance or other activity, be in attendance for the full day (arriving 15 minutes after the start of school going home sick during the day). A student who is not in attendance the full day is ineligible for the contest, performance, or activity. Exceptions may be made for extenuating circumstances, such as doctor/dentist appointments or family emergencies. The exception must be approved by the by the Principal or Superintendent.
4. Every attempt should be made to be in attendance the day of a contest. Sleeping in to rest up for the game will not be considered an extenuating circumstance, nor will going home ill and then returning to play in the contest later that day.

### ACADEMIC STANDARDS:

Participation in extracurricular school activities is encouraged and desirable for all students. At the same time, the primary mission and responsibility for each student is to establish a firm academic foundation. A student participating in extracurricular school activities must show evidence of sincere effort towards scholastic achievement. To be eligible for participation in extracurricular activities students must:

1. Be enrolled in at least one course semester of participation.
2. Grading Period Eligibility (SEMESTER). A student who is not passing two or more classes at progress reporting times will be ineligible to participate in extracurricular activity contests or performances. The student will remain ineligible until the next grading period (semester).
3. Weekly Eligibility: Each Monday at 9:00 a.m., the building principal will check all grades for students in grades 7-12. If a student is FAILING ONE subject they will be required to call home and inform their parents/guardians they are failing a subject. The students failing one subject will be eligible to participate in activities for that week. However, the committee feels it is important that parents are made aware that your child is in danger of not being eligible in the near future.
  - a. A student is deemed ineligible for the week's activities if they are FAILING TWO OR MORE subjects on Monday during the weekly grade check. Students will be brought to the office to call home and let their parents/guardians know that they are ineligible for the coming week's activities. That student will remain on the ineligible list the entire week. The next chance for that student to become eligible is the next grade check which is the following Monday. If your child is ineligible, several times they will continue to call you every Monday to make sure there is no miscommunication.
4. Academic requirements do not apply to:
  - c. Instructional field trips which are a part of the scheduled course learning experience.

- d. Activities or events which are a part of the student's grade requirements.

### STUDENT ATTENDANCE

#### ATTENDANCE:

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.

#### CIRCUMSTANCES OF 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.

#### 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:

- a. 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.
- b. Other absences as determined by the principal or the principal's designee.

#### 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.

#### 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.

1. 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.

#### MANDATORY AGE OF ATTENDANCE (POLICY NO. 5008.1):

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 (Appendix III) 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 Arapahoe Public Schools or resides in the Arapahoe Public School District and is enrolled in a private, denominational, or parochial school. The exit interview shall be personally attended by:

1. The child, unless the withdrawal is being requested due to an illness of the child making attendance at the exit interview impossible or impracticable;
2. the person who has legal or actual charge or control of the child who requested the exit interview;
3. the Superintendent or Superintendent's designee;
4. 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
5. 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:

1. the person has legal or actual charge or control of the child and

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2. the child would be withdrawing due to either:
  - a. financial hardships requiring the child to be employed to support the child's family or one or more dependents of the child, or
  - b. 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:

1. 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
2. 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
  - a. financial hardship, or
  - b. 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.

### EXCESSIVE ABSENTEEISM (Policy No. 5008.2):

Students who accumulate five (5) unexcused absences in a quarter which are Not School Excused shall be deemed to have "excessive absences." Such absences shall be determined on a per day (or hourly equivalent) basis for elementary students and on a per class basis for secondary students. When a student has excessive absences, school officials will have verbal or written communication with the person or persons who have legal or actual charge or control of any child.

When a student continues thereafter to have absences which are Not School Excused and the absences are of concern due to the effect of the absences on the student's academics, the student's attendance history, the time of the school year, the reasons for the absences, or other circumstances; one or more meetings will be held 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 (see Appendix I). 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:

1. Illness related to physical or behavioral health of the child.
2. Educational counseling;
3. Educational evaluation;
4. Referral to community agencies for economic services;
5. Family or individual counseling; and
6. Assisting the family in working with other community services.

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

### REPORTING AND RESPONDING TO EXCESSIVE ABSENTEEISM (POLICY NO. 5008.3):

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."

### REPORTING EXCESSIVE ABSENTEEISM TO THE COUNTY ATTORNEY:

The school may report to the county attorney of the county in which the person having control of the student 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 ten (10) absences per semester or twenty (20) absences per year. The school shall notify the child's family in writing prior to making the referral 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.

### NO CREDITS FOR OVER 25 ABSENCES:

Students may make up absences by serving "seat time". Prior arrangements with the student, Principal and parents will be made. Students will work on material missed during their excessive absences. Internet Based Instruction will be used to cover the material that should have been obtained with regular attendance.

Prolonged illness, injury or emergency supported by a doctor's statement will be dealt with on an individual basis. It will be up to the principal to make judgments pertaining to whether an absence will be excused or unexcused. The parent(s) or guardian may appeal a credit deduction decision by giving the principal a written appeal request within ten (10) calendar days after notice of the credit deduction is given. A Credit Appeal Committee

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will review any appeal. The procedures for the appeal shall be informal, and may consist of receipt of written information only. The Credit Appeal Committee shall consist of the three individuals to be selected by the principal, and may include the principal in the principal's discretion. The Credit Appeal Committee may approve increased credits based on a determination that both of the following conditions are met:

1. the student's absences should be excused for the reason that the absences were unavoidable without fault of the student or the parent(s) or guardian and
2. the student received educational benefit commensurate with the credits to be awarded notwithstanding the absences. An appeal may be denied in the event the Credit Appeal Committee requests further information relevant to its decision and the parent(s) or guardian fails to timely provide the requested information

Students are responsible for attending all assignments on their schedules. Any failure to fulfill these obligations without prior permission constitutes a violation of school rules (usually truancy). Any student who has 10 or more unexcused absences from a class in any one semester shall not receive full credit for that course. Credit will be deducted from the standard five credits according to the following scale:

- 0.5 credits for absences of 11 to 15 class periods.
- 1.0 credits for absences of 16 to 20 class periods.
- 2.0 credits for absences of 20 to 25 class periods.

### REPORTING ABSENCES:

If a student is absent from school, a parent/guardian must call the school (962-5458) between the hours of 7:30 a.m. and 8:30 a.m. This phone call serves several purposes. It allows the school to keep informed as to the reason for the absence and proves that the parent knows that their son/daughter is not in attendance. A phone call could save valuable time in the case of potential problems that might arise.

**A note from the parent/guardian will be adequate excuse for the student's return to school.** Make-up work is the responsibility of the individual student. Make-up slips will be required after the student's return to school. Make-up slips must be signed by student's teachers and returned to office within one week of being issued.

Each day that a student is absent from class they will be given two days to make-up work unless it is under an in- or out-of-school suspension. Maximum total of ten (10) days allowed for make-up work. If a student is ill and absent from school for five successive days, verification from a medical doctor may be required for admittance (Policy No. 5207).

### PLANNED ABSENCES/SCHOOL ACTIVITIES:

Any extended absence from school means educational loss to the student. All absences should be for genuinely good reasons. Learning is not confined to the classroom, and valuable learning may come from work experience or travel during the regular school year that would necessitate absence from school.

However, the student must assume responsibility for making up work that will be missed BEFORE he/she leaves.

### **EXTRACURRICULAR ATTENDANCE ELIGIBILITY (POLICY NO. 5103.8):**

Student must be in school the entire day of an activity/practice to participate in said activity/practice unless special conditions and advanced notification indicated this rule should be waived. Any student not in school at the beginning is considered tardy until second period starts. Student participants are expected to meet the following attendance expectations:

1. Attend school regularly. Students who have "excessive absences" as determined under the schools' attendance policy are ineligible to participate in extracurricular activity contests or performances. Students who have four or more unexcused absences in the semester of participation will be ineligible to participate in extracurricular activity contests or performances.
2. Be on time for all scheduled practices, contests and departure for contests. In the event a participant is unable to attend a practice or contests the participant should contact the coach or sponsor in advance.
3. On the day of a contest, performance or other activity, be in attendance for the full day. A student who is not in attendance the full day (no later than 15 minutes after the school day begins) is ineligible for the contest, performance, or activity. Only the principal or superintendent can grant a waiver. (Example of excused absences that have been approved prior to the absence are doctor/dental appointments, physical therapy, funerals, weddings, court appearances, family member graduation ceremony, etc.)
4. Exceptions may be made for extenuating circumstances, such as doctor/dentist appointments or family emergencies. The exception must be approved by the Principal or Athletic Director.
5. Every attempt should be made to be in attendance the day of a contest. Sleeping in to rest up for the game will not be considered an extenuating circumstance, nor will going home ill and then returning to play in the contest later that day. Clarification: this means any student who arrives after second period begins may not attend activities or practice.

### **ARAPAHOE PUBLIC SCHOOL TARDY OFFENSE POLICY (Policy No. 5008.4)**

Tardiness is rarely excusable. Promptness is a habit that school encourage. Habits and attitudes that you develop regarding your attendance and promptness have a great bearing on your opportunities after graduation. Students who are not where they are supposed to be when the tardy bell rings may be judged tardy. In most cases, this means that students should be in their assigned seats when the bell rings. A tardy requires an admit slip will be the only ones recorded on attendance sheets. Students who are tardy other periods are to report back to their previous teacher for a tardy slip. If the student has been held over in class, the slip will be marked excused. If the student left the previous class on time, the slip will be marked unexcused. Detention may be required by the individual teacher.

### TARDY VIOLATIONS:

The student will serve a 30-minute detention at the end of the school day or the next morning. If the student fails to stay in, the student will serve 60 minute detention with the teacher. Students who fail to serve their 60 minute detention will be assigned one day in-school suspension.

### **MAKE-UP WORK DURING SUSPENSION (Policy No. 5207)**

A student that has been suspended may make up work and receive credit if it is completed and turned in on the day the student returns to school and class. The student should receive full credit for homework during an out of school suspension. It is the student's responsibility to obtain assignments from his/her classmates and complete them while he/she is at home. Students on suspension are not allowed to be on school grounds or participate in any school related activities while on suspension. School missed while a student is on suspension will not be waived in regard to the attendance policy.

## **ADVISOR BASE PERIOD**

All students will report to their Advisor Base teacher for 5th period. Advisor Base Period will be treated like all other regular classes in regards to discipline, attendance and the like. There will be NO practices or the like during the Advisor base Period, this time will be used strictly for organizational meetings and academic purposes. During the Advisor Base Period students will work on their homework or missed assignments. Teachers will have the opportunity to have students report to their class to make up any missed assignments/projects or to complete assignments/projects. No student will leave the Advisor Base period classroom unless requested by another teacher or given permission from the receiving teacher. Each Monday, the Student Advisory teacher will do grade checks with each of their students. In addition, the Student Advisory teacher will work with each student to develop short term (weekly) and long term (quarterly & semester) academic goals.

VIOLETIONS OF THE ARAPAHOE PUBLIC SCHOOL'S RULES AND POLICIES WILL RESULT IN DISCIPLINARY ACTION.

## **DISCIPLINARY ACTION**

### DEVELOPMENT OF UNIFORM DISCIPLINE SYSTEM:

It shall be the responsibility of the Superintendent to develop and maintain a system of uniform discipline. The discipline which may be imposed includes actions which are determined to be reasonably necessary to aid the student, to further school purposes, or to prevent interference with the educational process, such as (without limitation) counseling and warning students, parent contacts and parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling upon written consent of the parent or guardian, or in-school suspension. The discipline may also include out of school suspension (short-term or long-term) and expulsion.

### SEARCH AND SEIZURES:

When it is determined based on searches that a person has violated a Board policy, administrative regulation, building rule, student conduct rule or personnel expectation, or the law, the person shall be subject to appropriate disciplinary action and a report to law enforcement may be made.

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

The following procedures will be used for conducting searches:

1. School officials may conduct a search if there is a reasonable basis to believe that the search will uncover evidence of a crime or rule violation. The search must be conducted in a reasonable manner under the circumstances.
2. Random searches of student lockers, desks, and other similar school property provided for use by students may be conducted in the discretion of the administration.
3. 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.
4. Searches of the District's computer system may be conducted in the discretion of the administration at any time.

The following procedures will be used for the removal of personal property:

1. Illegal items or other items reasonably determined to be a threat to the safety of others or a threat to educational purposes may be seized by school officials. Any illegal drugs, firearm or dangerous weapon (for purposes of this policy, the term "dangerous weapon" includes any personal safety or security device [such as Tasers, mace and pepper spray]) shall be confiscated and delivered to law enforcement as soon as practicable. Electronic drug or nicotine delivery devices shall be confiscated and destroyed regardless of ownership.
2. Items which have been or are reasonably expected to be used to disrupt or interfere with the educational process may be removed from student possession.
3. The District is not responsible for the security or safety of personal property which employees, students, or other building users may bring to school.

### SHORT-TERM SUSPENSION:

Students may be excluded by the Principal or the Principal's 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 that constitutes grounds for expulsion, whether the conduct occurs on or off school grounds; or
2. Other violations of rules and standards of behavior adopted by the Board of Education or the administrative or teaching staff of the school, which occur on or off school grounds, if such conduct interferes with school purposes or there is a nexus between such conduct and school.

The following process will apply to short-term suspensions:

1. The Principal or the Principal's designee will make a reasonable investigation of the facts and circumstances. A short-term suspension will be made upon 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.
4. 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.

5. A student who on a short-term suspension shall not be permitted to be on school grounds without the express permission of the Principal.

### DETENTION:

Detention period is a time when the student is assigned to stay after school (3:40 pm to 4:10 pm), come in before school (7:30 am to 8:00 am), or another arranged time, for an infraction of unacceptable behavior, including attendance. Detention time is set at the discretion of the teacher or principal.

### LONG-TERM SUSPENSION:

A long-term suspension means an exclusion from school and any school functions for a period of more than five school days but less than twenty school days. A student who is on a long-term suspension shall not be permitted to be on school grounds without the express permission of the Principal. A notice will be given to the student and the parents/guardian when the Principal recommends a long-term suspension. The notice will include a description of the procedures for long-term suspension; the procedures will be those set forth in the Student Discipline Act.

### EXPULSION:

Meaning of Expulsion. Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period. A student who has been expelled shall not be permitted to be on school grounds without the express permission of the Principal. A notice will be given to the student and the parents/guardian when the Principal recommends an expulsion. The notice will include a description of the procedures for expulsion; the procedures will be those set forth in the Student Discipline Act.

### SUSPENSIONS PENDING HEARING:

When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect. If no hearing is requested or, if a hearing is requested using Form Policy No. 5103.F1, 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. 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.

### 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 in accordance with law.

### 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. As a condition of such suspended action, the student and parents will be required to sign a discipline agreement.

### ALTERNATIVE EDUCATION:

Students who are expelled may be provided an alternative education program that will enable the student to continue academic work for credit toward graduation. In the event an alternative education program is not provided, a conference will be held with the parent, student, the Principal or another school representative assigned by the Principal, and a representative of a community organization that assists young people or that is involved with juvenile justice to develop a plan for the student in accordance with law.

### 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, and 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. These conditions 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.

### EMERGENCY EXCLUSION:

A student may be excluded from school in the following circumstances:

- a. If the student has a dangerous communicable disease transmissible through normal school contacts and poses an imminent threat to the health or safety of the school community; or
- b. 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 temporary removal necessary to preserve the rights of other students to pursue an education.

Any emergency exclusion shall be based upon a clear factual situation warranting it and shall last no longer than is necessary to avoid the dangers described above.

If the emergency exclusion will be for five school days or less, the procedures for a short-term suspension shall be followed. If the Superintendent or his or her designee determines that an emergency exclusion shall extend beyond five days, a hearing is to be held and a final determination made

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within ten school days after the initial date of exclusion. Such procedures shall substantially comply with the procedures set forth in this policy for a long-term suspension or expulsion, and be modified only to the extent necessary to accomplish the hearing and determination within this shorter time period.

### 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 are not be limited to, counseling of students, parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation. The actions may also include in-school suspensions. When in-school suspensions, after-school assignments, or other disciplinary measures are assigned, the student is responsible for complying with such disciplinary measures. A failure to serve such assigned discipline as directed will serve as grounds for further discipline, up to expulsion from school.

### STUDENT CONDUCT EXPECTATIONS:

Students are not to engage in conduct which causes or which creates a reasonable likelihood that it will cause a substantial disruption in or material interference with any school function, activity or purpose or interfere with the health, safety, well-being or rights of other students, staff or visitors.

### GROUND 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 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 while on any District's property, in any District's vehicle or any District's activity or 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 while on any District's property, in any District's vehicle or any District's activity. 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; it also 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 that 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 an individual's protected status.
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

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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 engage 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.
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 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.
19. 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 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.

For purposes of this policy, the term "dangerous weapon" includes any personal safety or security device (such as Tasers, mace and pepper spray). In the event that 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.

### ADDITIONAL STUDENT CONDUCT EXPECTATIONS AND GROUNDS FOR DISCIPLINE:

The following additional student conduct expectations are established. Failure to comply with such rules is grounds for disciplinary action. When such conduct occurs on school grounds; in a vehicle owned, leased, or contracted by a school being used for a school purpose; or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event, the conduct is grounds for long-term suspension, expulsion or mandatory reassignment.

### STUDENT APPEARANCE:

Students are expected to dress in a way that is appropriate for the 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:

1. Clothing that shows an inappropriate amount of bare skin or underwear (midriffs, spaghetti straps, sagging pants) or clothing that is too tight, revealing or baggy, or tops and bottoms that do not overlap or any material that is sheer or lightweight enough to be seen through, or otherwise of an appropriate size and fit so as to be revealing or drag on the ground.
2. Shorts, skirts, or skorts that do not reach mid-thigh or longer.
3. Clothing or jewelry that advertises or promotes beer, alcohol, tobacco, or illegal drugs.
4. Clothing or jewelry that could be used as a weapon (chains, spiked apparel) or that would encourage "horse-play" or that would damage property (e.g. cleats).
5. Head wear including hats, caps, bandannas, and scarves.
6. Clothing or jewelry which exhibits nudity, makes sexual references or carries lewd, indecent, or vulgar double meaning.
7. Clothing or jewelry that is gang related.
8. Piercings that become a disruption of the school environment.

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 Principal or Superintendent will make the final decision regarding attire and grooming. 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 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 more stringent disciplinary actions, up to and including expulsion. Further, in the event the dress code violation is determined to 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 more stringent discipline, up to and including expulsion.

### ACADEMIC INTEGRITY

Students are expected to abide by the standards of academic integrity established by their teachers and school administration. Standards of academic integrity are established in order for students to learn as much as possible from instruction, for students to be given grades that accurately reflect the student's level of learning and progress, to provide a level playing field for all students, and to develop appropriate values. Cheating and plagiarism violate the standards of academic integrity. Sanctions will be imposed against students who engage in such conduct.

#### DEFINITIONS:

The following definitions provide a guide to the standards of academic integrity:

1. "Cheating" means intentionally misrepresenting the source, nature, or other conditions of academic work so as to accrue undeserved credit, or to cooperate with someone else in such misrepresentation. Such misrepresentations may, but need not necessarily, involve the work of others. Cheating includes, but is not limited to:
  - 1 Tests: (includes tests, quizzes and other examinations or academic performances):
  - 2 Advance Information: Obtaining, reviewing or sharing copies of tests or information about a test before these are distributed for student use by the instructor. For example, a student engage in cheating if, after having taken a test, the student informs other students in a later section of the questions that appear on the test.
  - 3 Use of Unauthorized Materials: Using notes, textbooks, textbooks, pre-programmed formulae in calculators, or other unauthorized material, devices for information while taking a test except as expressly permitted. For example, except for "open book" tests, a student engage in cheating if the student looks at personal notes or the textbook during the test.
  - 4 Use of Other Student Answers: Copying or looking at another student's answers or work, or sharing answers or work with another student, when taking a test, except as expressly permitted. For example, a student engage in cheating if the student looks at another student's paper during a test. A student also engage in cheating if the student tells another student answers during a test or while exiting the testing room, or knowingly allows another student to look at the student's answers on the test paper.
  - 5 Use of Other Student to Take Test: Having another person take one's place for a test, or taking a test for another student, without the specific knowledge and permission of the instructor.
  - 6 Misrepresenting Need to Delay Test: Presenting false or incomplete information in order to postpone or avoid the taking of a test. For example, a student engage in cheating if the student misses class on the day of a test, claiming to be sick, when the student's real reason for missing class was because the student was not prepared for the test.
  - 7 Papers: (includes papers, essays, lab projects, and other similar academic work):
  - 8 Use of Another's Paper: Copying another student's paper, using a paper from an essay writing service, or allowing another student to copy a paper, without the specific knowledge and permission of the instructor.
  - 9 Re-use of One's Own Papers: Using a substantial portion of a piece of work previously submitted for another course or program to meet the requirements of the present course or program without notifying the instructor to whom the work is presented.
  - 10 Assistance from Others: Having another person assist with the paper to such an extent that the work does not truly reflect the student's work. For example, a student engage in cheating if the student has a draft essay reviewed by the student's parent or sibling, and the essay is substantially re-written by the student's parent or sibling. Assistance from home is encouraged, but the work must remain the student's.
  - 11 Failure to Comply with Group Projects: Accepting credit for a group project in which the student failed to contribute a fair share of the work.
  - 12 Misrepresenting Need to Delay Paper: Presenting false or incomplete information in order to postpone or avoid turning in a paper when due. For example, a student engage in cheating if the student misses class on the day a paper is due, claiming to be sick, when the student's real reason for missing class was because the student had not finished the paper.
  - 13 Alteration of Assigned Grades: Any unauthorized alteration of assigned grades by a student in the teacher's grade book or the school records is a serious form of cheating.
  - 14 "Plagiarism" means to take and present as one's own a material portion of the ideas or words of another or to present, as one's own an idea or work derived from an existing source without full and proper credit to the source of the ideas, words, or works. Plagiarism includes, but is not limited to:
    - a. Failure to Credit Sources: Copying work (words, sentences, and paragraphs or illustrations or models) directly from the work of another without proper credit. Academic work frequently involves use of outside sources. To avoid plagiarism, the student must either place the work in quotations or give a citation to the outside source.
    - b. Falsely Presenting Work as One's Own: Presenting work prepared by another in final or draft form as one's own without citing the source, such as the use of purchased research papers or use of another student's paper.
    - c. "Contributing" to academic integrity violations, means to participate in or assist another in cheating or plagiarism. It includes but is not limited to allowing another student to look at your test answers, to copy your papers or lab projects, and to fail to report a known act of cheating or plagiarism to the instructor or administration.
  - 15 Sanctions: The following sanctions will occur when a student engage in cheating, plagiarism, or contributing to an academic integrity offense:
    - a. Academic Sanction: The instructor will refuse to accept the student's work in which the academic integrity offense took place, assign a grade of "F" or zero for the work, and require the student to complete a test or project in place of the work within such time and under such conditions as the instructor may determine appropriate. In the event the student completes the replacement test or project at a level meeting minimum performance standards, the instructor will assign a grade that the instructor determines to be appropriate for the work.
    - b. Report to Parents and Administration: The instructor will notify the Principal of the offense and the instructor or Principal will notify the student's parents or guardian.
    - c. Student Discipline Sanctions: Academic integrity offenses are a violation of school rules. The Principal may recommend sanctions in addition to those assigned by the instructor, up to and including suspension or expulsion. Such additional sanctions will be given strong consideration where a student has engaged in serious or repeated academic integrity offense or other rule violations, and where the academic sanction is otherwise not a sufficient remedy, such as for offenses involving altering assigned grades or contributing to academic integrity violations.

#### INAPPROPRIATE PUBLIC DISPLAYS OF AFFECTION (IPDA):

Students are not to engage in inappropriate public displays of affection on school property or at school activities. Such conduct includes kissing, touching, fondling or other displays of affection that would be reasonably considered to be embarrassing or a distraction to others. Students will face the following consequences for IPDA:

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1. 1st Offense: Student will be confronted and directed to cease.
2. 2nd Offense: Student will be confronted, directed to cease, and parents will be notified.
3. 3rd Offense: Student will be suspended from school for a minimum of 1 day, and parents and student will need to meet with Administrator(s) and/or counselor.

If this type of behavior continues, or if the IPDA is lewd or constitutes sexual conduct, the student could face long-term suspension or expulsion.

### SPECIFIC RULE ITEMS

The following conduct may result in disciplinary action which, in the repeated violations, may result in discipline up to expulsion:

1. Students in the hallway during class time must have a pass with them. Teachers are to follow the "5/10 Rule" (students should only be given a pass in the first five [5] minutes of class and the last ten [10] minutes) in order to protect the academic time.
2. Students are expected to bring all books and necessary materials to class. This includes study halls.
3. No student is to leave school during the day without permission from the office. Failure to do so will result in disciplinary action. In an emergency or in case of illness, students will not be sent home unless:
  - a. A parent or guardian has given permission for the student to be sent home.
4. Assignments for all classes are due as assigned by the teacher.
5. Students are not to operate the mini-blinds or the windows.
6. 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.
7. Students are to be in their seats and ready for class on the tardy bell.
8. Special classes such as Industrial Technology, Art, P.E., and computers courses will have other safety or clean-up rules that will be explained to you by that teacher which must be followed.
9. Students are not to bring "nuisance items" to school. A nuisance item is something that is not required for educational purposes and which would cause a distraction to the student or others.
10. 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.
11. Snow balling is prohibited.

### CELL PHONE POLICY

#### STUDENT IN GRADES 6 AND BELOW

Students in 6<sup>th</sup> grade or below will not be allowed to use cell phones during the school day. We encourage parents not to send electronic devices to school with their child(ren).

#### STUDENTS IN GRADES 7-12

**CELL PHONES:** May be used during the following:

- ❖ Before school, until classes commence.
  - Cell Phones will not be allowed in the breakfast eating area.
- ❖ At lunch in the cafeteria.
  - Fridays will be PHONE-FREE Fridays and cell phones will not be allowed during lunch. We want students to utilize this time to converse with each other.
- ❖ After school when dismissed from class by the classroom teacher.

**VIOLATIONS:**

- ❖ Any alarm or ringer going off during class.
- ❖ Use of cell phone at times other than those authorized.

**CONSEQUENCES:**

- ❖ 1<sup>st</sup> Violation – Staff member turns cell phone in to office and student may pick it up after school. Warning no detention.
- ❖ 2<sup>nd</sup> Violation – Staff member turns cell phone in to office and student may pick it up after serving 30 minute office detention. Parent is notified by student.
- ❖ 3<sup>rd</sup> Violation - Staff member turns cell phone in to office and student may pick it up after serving 60 minute office detention. Parent is notified by student.

Any further violations will result in the assignment of In School Suspension.

### 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 person 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.

#### LAW VIOLATIONS: (POLICY NO. 5410)

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 Nebraska Criminal Code will be reported to law enforcement 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

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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.

### CONDUCT IN THE BUILDING:

Any activity that can be defined as rowdy or a threat to other people's welfare is prohibited in the school building. Examples would be running in the halls, throwing an object, fighting or shoving, swearing, and vulgarity.

### CONDUCT AT SCHOOL EVENTS:

Codes of conduct for students are the same at after school events as they are during the school day. School sponsored events such as pep rallies, plays, musicals, athletic events, concerts, etc. are a continuation of the classroom and school day. The same rules, regulations, and restrictions apply.

### CONDUCT ON ACTIVITY TRIPS:

On all activity trips, students shall ride both ways on the bus assigned, unless previous arrangements have been made with the principal or sponsor. A note from the parent is required. School rules, regulations, and restrictions apply.

### SNOWBALLING:

Snowballing on school property is prohibited.

### CARE OF BUILDING AND EQUIPMENT:

Pride in our building, the grounds, and our facility is the responsibility of each student and faculty member. All trash and debris should be thrown in trash receptacles available.

Intentional destruction of school property will not be tolerated. Students will be required to pay replacement costs in destruction cases. Possible suspension or expulsion might also be forthcoming. If you break something unintentionally, report it to the principal immediately.

### LEAVING SCHOOL WHILE SCHOOL IS IN SESSION: (POLICY NO. 5009)

If a student wishes to confer with a teacher or counselor during a period, he/she should have that teacher issue a pass prior to the period to present to the teacher. This will allow the student to check out of class to confer with the teacher.

## **STUDENT FEE POLICY**

The Board of Education of Arapahoe Public Schools adopts the following student fees policy in accordance with the Public Elementary and Secondary Student Fee Authorization Act.

The District's general policy is to provide for the free instruction in school in accordance with the Nebraska Constitution and state and federal law. This generally means that the District's policy is to provide free instruction for courses that are required by state law or regulation and to provide the staff, facility, equipment, and materials necessary for such instruction, without charge or fee to the students.

The District does provide activities, programs, and services to children, which extend beyond the minimum level of constitutionally required free instruction. Students and their parents have historically contributed to the District's efforts to provide such activities, programs, and services. The District's general policy is to continue to encourage and, to the extent permitted by law, to require such student and parent contributions to enhance the educational program provided by the District.

Under the Public Elementary and Secondary Student Fee Authorization Act, the District is required to set forth in a policy its guidelines or policies for specific categories of student fees. The District does so by setting forth the following guidelines and policies. This policy is subject to further interpretation or guidance by administrative or Board regulations that may be adopted from time to time. The Policy includes Appendix "XIV," which provides further specifics of student fees and materials required of students for the 2020-2021 school year. Parents, guardians, and students are encouraged to contact their building administration or their teachers or activity coaches and sponsors for further specifics.

### MEAL CHARGE POLICY:

Each school will notify the student, parent, or guardian that the balance is getting low when the balance is close to a negative \$10. If the balance becomes a negative \$20, no further regular breakfasts or lunches will be offered. Rather an alternate meal will be provided to the student as approved by the Nebraska Department of Education Nutrition Services, or a sack lunch may be brought from home.

Students who qualify for free meals will not be denied a reimbursable meal, even if they have accrued a negative balance from other food purchases.

School staff may prohibit any students from charging a la carte or extra items if they do not have cash in hand or their account has a negative balance. If a student repeatedly lacks funds to purchase a meal, has not brought a meal from home, and is not enrolled in a free meal program, the district will use its resources and contacts to protect the health and safety of the student. Failure or refusal of parents or guardians to provide meals for students may require mandatory reporting to child protection agencies as required by law.

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### COLLECTION OF DELINQUENT MEAL CHARGE DEBT:

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

### GUIDELINES FOR NON-SPECIALIZED ATTIRE:

Students have the responsibility to furnish and wear non-specialized attire meeting general District grooming and attire guidelines, as well as grooming and attire guidelines established for the building or programs attended by the students or in which the students participate. Students also have the responsibility to furnish and wear non-specialized attire reasonably related to the programs, courses and activities in which the students participate where the required attire is specified in writing by the administrator or teacher responsible for the program, course, or activity.

The District will provide or make available to students such safety equipment and attire as may be required by law, specifically including appropriate industrial-quality eye protective devices for courses of instruction in vocational, technical, industrial arts, chemical or chemical-physical classes which involve exposure to hot molten metals or other molten materials, milling, sawing, turning, shaping, cutting, grinding, or stamping of any solid materials, heat treatment, tempering, or kiln firing of any metal or other materials, gas or electric arc welding or other forms of welding processes, repair or servicing of any vehicle, or caustic or explosive materials, or for laboratory classes involving caustic or explosive materials, hot liquids or solids, injurious radiations, or other similar hazards. Building administrators are directed to assure that such equipment is available in the appropriate classes and areas of the school buildings; teachers are directed to instruct students in the usage of such devices and to assure that students use the devices as required, and students have the responsibility to follow such instructions and use the devices as instructed.

### PERSONAL OR CONSUMABLE ITEMS & MISCELLANEOUS:

#### *Extracurricular Activity:*

Students have the responsibility to furnish any personal or consumable items for participation in extracurricular activities.

#### COURSES:

##### General Course Materials.

Items necessary for students to benefit from courses will be made available by the District during the school day. Students may be encouraged, but not required, to bring items needed to benefit from courses including, but not limited to, pencils, paper, pens, erasers, notebooks, trappers, protractors and math calculators. A specific class supply list will be published annually in a Board-approved student handbook or supplement or other notice. The list may include refundable damage or loss deposits required for usage of certain District property.

#### DAMAGED OR LOST ITEMS:

Students are responsible for the careful and appropriate use of school property. Students and their parents or guardian will be held responsible for damage to school property where such damage is caused or aided by the student and will also be held responsible for the reasonable replacement cost of school property which is placed in the care of and lost or damaged by the student.

#### MATERIALS REQUIRED FOR COURSE MATERIALS:

Students are permitted to and may be encouraged to supply materials for course projects. Some course projects, such as projects in art and shop classes, may be kept by the student upon completion. In the event the completed project has more than minimal value, the student may be required, as a condition of the student keeping the completed project, to reimburse the District for the reasonable value of the materials used in the project. Standard project materials will be made available by the District. If a student wants to create a project other than the standard course project, or to use materials other than standard project materials, the student will be responsible for furnishing or paying the reasonable cost of any such materials for the project.

#### MUSIC COURSE MATERIALS:

Students will be required to furnish musical instruments for participation in optional music courses. Use of a musical instrument without charge is available under the District's fee waiver policy. The District is not required to provide for the use of a particular type of musical instrument for any student.

#### PARKING:

Students may be required to pay for parking on school grounds or at school-sponsored activities, and may be subject to payment of fines or damage for damage caused with or to vehicles or for failure to comply with school parking rules.

#### EXTRACURRICULAR ACTIVITIES:

Specialized equipment or attire. Extracurricular activities means student activities or organizations which are supervised or administered by the District, which do not count toward graduation or advancement between grades, and in which participation is not otherwise required by the District. The District will generally furnish students with specialized equipment and attire for participation in extracurricular activities. The District is not required to provide for the use of any particular type of equipment or attire. Equipment or attire fitted for the student and which the student generally wears exclusively, such as dance squad, cheer leading, and music/dance activity (e.g. choir or show choir) uniforms and outfits, along with T-shirts for teams or band members, will be required to be provided by the participating student. The cost of maintaining any equipment or attire, including uniforms, which the student purchases or uses exclusively, shall be the responsibility of the participating student. Equipment that is ordinarily exclusively used by an individual student participant throughout the year, such as golf clubs, softball gloves, and the like, are required to be provided by the student participant. Items for the personal medical use or enhancement of the student (braces, mouthpieces, and the like) are the responsibility of the student participant. Students have the responsibility to furnish personal or consumable equipment or attire for participation in extracurricular activities or for paying a reasonable usage cost for such equipment or attire. For musical extracurricular activities, students may be required to provide specialized equipment, such as musical instruments, or specialized attire, or for paying a reasonable usage cost for such equipment or attire. Any fees for participation in extra-curricular activities for the 2020-2021 school year are further specified in Appendix XIV Admission fees are charged for extracurricular activities and events.

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### POSTSECONDARY EDUCATION COSTS:

Students are responsible for post-secondary education costs. The phrase "post-secondary education costs" means tuition and other fees only associated with obtaining credit from a post-secondary educational institution. For a course in which students receive high school credit and for which the student may also receive post-secondary education credit, the course shall be offered without charge for tuition, transportation, books, or other fees, except tuition and other fees associated with obtaining credits from a post-secondary educational institution.

### TRANSPORTATION COSTS:

Students are responsible for fees established for transportation services provided by the District as and to the extent permitted by federal and state laws and regulations.

### COPIES OF STUDENT FILES OR RECORDS:

The Superintendent or the Superintendent's designee shall establish a schedule of fees representing a reasonable cost of reproduction for copies of a student's files or records for the parents or guardians of such student. A parent, guardian or student who requests copies of files or records shall be responsible for the cost of copies reproduced in accordance with such fee schedule. The imposition of a fee shall not be used to prevent parents of students from exercising their right to inspect and review the students' files or records and no fee shall be charged to search for or retrieve any student's files or records. The fee schedule shall permit one copy of the requested records be provided for or on behalf of the student without charge and shall allow duplicate copies to be provided without charge to the extent required by federal or state laws or regulations.

### PARTICIPATION IN BEFORE-AND-AFTER-SCHOOL OR PRE-KINDERGARTEN SERVICES:

Students are responsible for fees required for participation in before-and-after- school or pre-kindergarten services offered by the District, except to the extent such services are required to be provided without cost.

### PARTICIPATION IN SUMMER SCHOOL OR NIGHT SCHOOL:

Students are responsible for fees required for participation in summer school or night school. Students are also responsible for correspondence courses.

## **Breakfast and Lunch Programs**

Students shall be responsible for items which students purchase from the District's breakfast and lunch programs. The cost of items to be sold to students shall be consistent with applicable federal and state laws and regulations. Students are also responsible for the cost of food, beverage, and personal or consumable items, which the students purchase from the District or at school, whether from a "school store," a vending machine, a booster club or parent group sale, a book order club, or the like. Students may be required to bring money or food for field trip lunches and similar activities. No foods in competition with the school lunch or breakfast program shall be sold or otherwise made available to students anywhere on school premises during the period of one-half hour prior to after serving breakfast or lunch.

### FEE WAIVER POLICY:

The District's policy is to provide fee waivers in accordance with the Public Elementary and Secondary Student Fee Authorization Act. Students who qualify for free or reduced price lunches under United States Department of Agriculture child nutrition programs shall be provided a fee waiver (Policy No. 5416.F1) or be provided the necessary materials or equipment without charge for:

1. participation in extracurricular activities and
2. use of a musical instrument in optional music courses that are not extracurricular activities. Participation in a free-lunch program or reduced price lunch program is not required to qualify for free or reduced price lunches for purposes of this section.

Students or their parents must request a fee waiver prior to participating in or attending the activity, and prior to purchase of the materials.

### DISTRIBUTION OF POLICY:

The Superintendent or the Superintendent's designee shall publish the District's student fee policy in the Student Handbook or the equivalent (for example, publication may be made in an addendum or a supplement to the student handbook). The Student Handbook or the equivalent shall be provided to every student of the District or to every household in which at least one student resides, at no cost.

### 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. post-secondary education costs, and
3. summer school or night school.

## **INSUFFICIENT FUNDS**

When a check is returned for insufficient funds or payment on a credit or debit card is rejected, the Superintendent's designee shall attempt to contact the person a minimum of two times to collect the amount that remains due and owing. At least one attempt shall be in writing, either via letter or email.

In the event that an individual's method of payment is rejected, such person shall be required to pay the amount that remains due and owing by cash, cashier's check or money order, plus a returned check fee of \$10.00 to cover the administrative expense of having to address the matter. In addition, whenever said person wishes to make a payment in the future, said person may be required to pay only by cash, cashier's check or by money order.

Notice of this returned check fee policy will be given annually to students and parents via the school website, and may be included in newsletters, student handbooks, or postings.

Any individual who attempts to pay any amount to the District by check or credit card agrees to the terms of the Policy and the returned check fee. In the event that an individual does not agree with this Policy or is unwilling to pay the returned check fee, then such individual must pay by cash, cashier's check or money order.

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### Certification:

On the 8th day of June 2020, the school board held a public hearing at a meeting of the school board on a proposed student fee policy. Such public hearing followed a review of the amount of money collected from students pursuant to, and the use of waivers provided in, the student fee policy for the 2020-2021 school year. The foregoing student fee policy was adopted after such public hearing by a majority vote of the school board at an open public meeting in compliance with public meeting laws.

### Superintendent or Other Authorized School Official Legal References:

- Neb. Rev. Stat. §§79-2,125 to 79-2,135 and Laws 2003, LB 249 (The Public Elementary and Secondary Student Fee Authorization Act)
- Neb. Constitution, Article VII, section 1.
- Neb. Rev. Stat. §§79-241, 79-605, and 79-611(transportation) Neb. Rev. Stat. §79-2,104 (student files or records)
- Neb. Rev. Stat. §79-715 (eye protective devices)
- Neb. Rev. Stat. §79-737 (liability of students for damage to school books) Neb. Rev. Stat. §79-1104 (before-and-after-school or pre-kindergarten services)
- Neb. Rev. Stat. §§79-1106 to 79-1108.03 (accelerated or differentiated curriculum program)

### **NOTIFICATION OF RIGHTS UNDER FERPA Policy No. 5202**

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 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 and effectively provide the function or service for which they are responsible. Contractors, consultants and volunteers are permitted to have access to education records where they are performing a function or service that would otherwise be done by a school employee. Their access is limited to education records in which they have a legitimate educational interest; which means records needed to effectively provide the function or service for which they are responsible. The District forwards education records (may include academic, health and discipline records) to schools that have requested the records and in which the student seeks or intends to enroll, or where the student has already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer.
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:
  - Family Policy Compliance Office
  - U.S. Department of Education 400 Maryland Avenue, S.W.
  - Washington, D.C. 20202-4605

### MILITARY RECRUITERS (POLICY 5001):

The District will provide access to routine directory information to each student in a high school grade upon a request made by a military recruiter, unless the student's parent or guardian has submitted a written request that the student's information not be shared with a military recruiter. The District will provide military recruiters with the same access to a student in a high school grade as the District provides to postsecondary educational institutions or to prospective employers of such students.

If a parent or guardian does not want his or her student's information to be provided to a military recruiter, the parent must submit a written request to the Superintendent.

### NOTICE CONCERNING DIRECTORY INFORMATION: (POLICY NO. 5202.2)

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 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.
2. School and dates of attendance;
3. Student's current grade level;
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 achievements honors or awards received;
8. Student weight and height if a member of an athletic team;
9. Student's photograph; and
10. School or district the student attended before he or she enrolled in [Name] Public Schools.

## Parent-Student Handbook

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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. These potential risks including but are 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.

### ADDITIONAL NOTICE CONCERNING DIRECTORY INFORMATION:

The district's policy is for education records to be kept confidential except as permitted by the FERPA law, and the district does not approve any practice which involves an unauthorized disclosure of education records. In some courses, student work may be displayed or made available to others. In addition, some teachers may have persons other than the teacher or school staff, such as volunteers or fellow students, assist with the task of grading student work and returning graded work to students. The District designates such student work as directory information and as non-education records. Each parent and eligible student shall be presumed to have accepted this designation in the absence of the parent or eligible student giving notification to the District in writing in the manner set forth above pertaining to the designation of directory information. Consent will be presumed to have been given in the absence of such a notification from the parent or eligible student.

### NOTICE CONCERNING DESIGNATION OF LAW ENFORCEMENT UNIT:

The District designates the Furnas County Sheriff as the District's "law enforcement unit" for purposes of:

1. enforcing any and all federal, state or local law,
2. maintaining the physical security and safety of the schools in the District, and
3. maintaining safe and drug free schools.

### **STUDENT AND ATHLETIC INSURANCE**

Student Insurance – A packet of information will be distributed to each student at the beginning of the school year. The coverage is explained on the policy. Those students who desire to take this insurance should fill out the information required and return it with the correct amount of money to FNB Assurance. In order to reduce the chance of error, separate checks for each student would be appreciated.

Athletic Insurance – Students are required to provide their own medical insurance in case of injury during an athletic practice or event. Injuries and accidents do occur at school, and it is best if the students and their parents are prepared to meet financial responsibilities.

### **SEVERE WEATHER**

In case of severe weather, it might be necessary to cancel school. This information will be broadcast over radio station KRVN (880) in Lexington, KICX (96.1) in McCook, over television stations NTV (channel 13), over NTV's website at <http://nebraska.tv/weather/closings> under weather closings, and via the schools instant messaging system "School Beacon". If inclement weather develops during the day, the buses will be sent out to take students home early. The decision will be broadcast over the above stations. Parents are urged to develop plans with their children so they will know what to do and where to go when school is dismissed early.

### **TELEPHONE ANNOUNCEMENT LINE (308) 962-7799**

Parents are encouraged to use the telephone announcement line for getting weekly updates about school breakfast, lunch, scheduled events and emergency information. Information is updated weekly or as weather demands.

### **LUNCH PROCEDURES**

The Arapahoe School has an automated lunch program. Parents are to send money in advance each month for their children. A minimum of \$10.00 must be sent per family account. A family account will keep track of all lunches and/or breakfasts purchased by the children in their family. Students are issued an ID number and they will key the number into the computer in the lunch line. Parents will be notified when their family account balance is low (see: Lunch Charge Policy).

### **LOST AND FOUND ARTICLES**

A lost and found department is maintained in the principal's office in the elementary building and in the secretary's office in the high school building. Any article misplaced shall be taken to these offices for claim by identification. Parents are encouraged to label their children's personal belongings. This will aid in returning lost or misplaced articles.

### **DAILY ANNOUNCEMENTS**

All announcements are due to the office by 7:45 a.m. Make sure they have sponsor approval. All announcements must be approved by the building principal. They are available through PowerSchool.

### **REPORT CARDS**

Report cards will be sent home with students unless Parent/Teacher Conferences are scheduled. In that case, the parent may pick up their child/children's report card(s).

### **PROGRESS REPORTS**

Progress reports/Down Slips will be mailed to parents/guardians once per week as deemed necessary by the teacher. It is hoped that attention to a problem that might exist will improve performance. Please feel free to contact appropriate teachers in order to discuss any problems that might be present.

# Parent-Student Handbook

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## TEACHER ASSISTANCE

If you have an assignment, you do not understand or the work is too difficult, your teacher will be glad to help you before and after school. Teachers are in the building from 7:45 a.m. until 4:00 p.m. or later if necessary. Remember that you, the student, must take the initiative to seek help if you are having difficulty in class.

## ALL VISITORS (Policy No. 1010)

Parents are always welcome to visit school. Generally, contact with the school prior to a visitation helps the teacher to provide a more meaningful experience for the parents.

All visitors will be required to report to the main office upon entering the building. Students that wish to have a friend visit school must receive permission from the building principal before the visit is scheduled.

**STUDENT VISITS ARE LIMITED TO ONE DAY ONLY AND NOT DURING THE FIRST AND LAST TWO WEEKS OF A SEMESTER.**

## LIBRARY REGULATIONS

The following rules apply concerning the use of the library and materials:

1. All books will be checked out through the librarian or designee.
2. No one except the librarian or assigned personnel will be allowed in the librarian's office or in the stockroom beyond the office.
3. Fines will be paid to the librarian when a book or magazine is lost or not returned.
4. No book or magazine will leave the library without proper documentation by the librarian or designee.
5. The library will be open from 8:00 a.m. to 3:45 p.m. for student use.
6. All reference books or books on closed reserve will not be allowed to leave the library.
7. Students going to the library should go for the purpose of research only. There is to be no visiting in the library. It is an area designated for quiet study.

## EMERGENCY PROCEDURES (Policy No. 5610)

It is important that the school be able to contact parents in cases of illness, emergency or accident. Emergency information is on file at the school office and in the classrooms. Please be sure to update any changes of doctor, sitters, or contact that would be helpful if we needed to reach you. If a student develops symptoms of illness or is injured in school, parents, guardians, or the other person designated on the emergency card will be contacted. Parents will be requested to come to get the child. In case of emergency the physician listed on the emergency card may be called. When students require medication during the school day, the teacher should be informed. It is a State Law that all medications be kept in their original containers with dosage and directions attached. The school should also be advised of all allergies, chronic illnesses or serious physical problems of students. No medicines will be administered unless advised by the parents or guardians by a telephone call or a written note.

## THE SCHOOL WILL NOT ADMINISTER ASPIRIN AND TYLENOL.

### FIRE AND TORNADO REGULATIONS:

Two of the more serious activities in which you will participate during the school term are fire drills and tornado drills. It is important that each student know exactly what to do during any given time during the school day. Each of your teachers will give you instructions in the procedures. The method of exit from the building is posted in each room. Below are some general instructions that we will follow for all drills.

1. Walk rapidly, but orderly. Do not push, run, or talk. Be prepared to listen to emergency instructions.
1. Students will leave each room, one row at a time, starting with the row nearest the door and will proceed down the hallway and stairway in an orderly fashion.
2. The teacher will be the last person to leave the room.
3. The first two students reaching the outside doors are to hold them open until relieved by a custodian or faculty member.
1. In the event of an actual fire, it is important that students be far enough from the building so that the last students out can also reach the sidewalks that are parallel to the street. When the drill has been completed, and the all-clear signal has been given, students are to return to their classrooms in an orderly manner.
2. Tornado drill exit plans are posted in all classrooms.

## SCHOOL TRANSPORTATION

### TRANSPORTATION SAFETY (Policy No. 5501)

A crossing guard is provided at the Highway 283 crossing and in front of the elementary school before and after school. Please encourage children to take advantage of this safety feature. A school district employee supervises the loading of buses and departure of students, walking or riding, from the elementary building at the end of the school day. To ensure an even safer loading and unloading from cars and buses at the south entrance of the elementary building, the area from the bus loading zone to the east school ground boundary will be used exclusively for cars bringing students in the morning and picking them up after school. This plan will be more effective if drivers remember to approach the school from the east and depart to the west. The faculty parking area will be west of the bus loading area for the elementary building and immediately behind the high school building for the high school teachers. Students may ride bicycles to and from school. Bicycle storage racks are provided. Students who ride their bicycles to school do so at their own risk.

### BUS TRANSPORTATION:

Bus routes will be established only on improved and well-maintained county and state roads.

Bus routes during inclement weather, school vehicles will travel on storm routes only. Parents/Guardians are expected to meet the school vehicles at a pre-arranged site during this time.

### EXPECTATIONS FOR BUS RIDERS:

While riding on a school bus, students are expected to abide by the following rules:

1. Students shall be on time at the approved bus stop. Bus schedules will not permit waiting.
2. Students should stay clear of the path of the bus. Wait for the bus to come to a complete stop before attempting to load.
3. The driver is in full charge of the bus and the students. Passengers shall comply with his/her requests.
4. The driver may assign seats to passengers.
5. Students should throw all trash, etc., in the waste cans provided. Nothing is to be thrown out of the windows.

## Parent-Student Handbook

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6. Food and drink will not be allowed on the bus except for specific trips and with permission from the coach or sponsor.
7. No part of the body should be extended through the bus windows.
8. Students are required to be quiet while the bus is stopped for railroad crossings.
9. Students shall not leave the bus from the emergency door unless a real emergency exists.
10. Students unloading from the bus shall not cross in front of the bus until the driver gives the signal.
11. Students will be unloaded only at approved school bus stops unless arrangements have been made with school personnel beforehand.
12. Students and parents must assume that bus transportation is a privilege, not a right.
13. The riding privilege of a student may be revoked for violation of the rules or for conduct that is detrimental to the safe operation of the bus.

### STUDENT AUTOMOBILES

Students that drive a motor vehicle to school must know and obey the following rules:

1. Driving from the school grounds during school hours is not permitted without office permission (Policy No. 5507).
2. Speeding or careless driving on the school grounds and on streets bordering the school is not permitted.
3. Sitting in cars during the school day is not allowed. (This includes the noon period.) If students wish to get into their cars for any reason during the day, they should get permission from the principal or his/her designee.
4. Students must leave their cars after arrival at school.
5. Students will park in the designated parking area, northeast lot west of the football field the northwest parking lot is designated as staff parking. Entrance can be gained from the north before and after school. Students may NOT park south of the School building on Walnut St. Students that park so that other students may not safely and conveniently move their car from the parking lot will be issued a one-hour detention.
6. When school is dismissed, students are urged to drive with caution. Please remember that the elementary school children are walking home.
7. Students violating safe driving practices may be suspended and will be prohibited from driving their vehicles to school.
8. During school hours, students may only ride in cars driven by parents or with written permission that has been approved by the office.
9. Students may not drive behind the high school building between the hours of 7:30 a.m. and 4:30 p.m. Students must park in the designated parking lot.

**PLEASE REMEMBER THAT CHILDREN WILL BE WALKING HOME AFTER SCHOOL AND THEIR SAFETY IS OUR PRIMARY CONCERN.**

#### BEFORE SCHOOL-DURING LUNCH-AFTER SCHOOL:

Before School: Students may enter the building before school provided they go directly to the designated area, which is the gym. A pass from a teacher is required to access any other area before 8:00.

#### DURING LUNCH:

Senior High is a closed campus (Policy No. 5125).

The school campus will be closed from 8:00 am to 3:40 pm. All students will be expected to remain at school over the lunch period. Students may eat school lunch or bring their lunch. All lunches must be eaten in the lunchroom. Students are allowed to go home for lunch ONLY when a parent/guardian picks them up and returns them to school. Students are NOT allowed to drive or walk home for lunch. Students shall not leave school campus during the school day without permission from the principal. If a student becomes ill at school, the student must check with the principal or report to the office where arrangements will be made for the student to leave school.

Students may leave the building at other times during the school day with permission from a school administrator. A note or phone call from the student's parent or guardian will be required before permission to leave the campus will be granted.

Any student who leaves the school campus without administrator permission shall be subject to detention or other school disciplinary action (see Disciplinary Actions pg. 40).

Motor vehicles and the parking lots are off limits during the school day. Any students who need to go to their vehicles must have permission from the principal and enter and exit from the main entrance.

#### DRIVING TO APPOINTMENTS:

If a student has a medical appointment during the course of the school day, the student must bring a note signed by a parent or guardian (or a phone call from the parent or guardian) before leaving for the appointment.

### INTERNET/FIBER OPTIC USAGE BY STUDENTS

Before a student is given the privilege to be on internet or take a class in the fiber optic room an information sheet must be signed by the student and parent/guardian. The information sheet will be passed out to the student by the principal or teacher.

#### NETWORK, E-MAIL, INTERNET AND OTHER COMPUTER USE RULES:

1. 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.
2. 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.
3. Network storage areas shall be treated like school lockers for students. Network administrators may review files, information, equipment, message 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.

## Parent-Student Handbook

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4. 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.
5. 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 – 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 be under the direct supervision of the site or building administrator where located, sometimes herein called "network administrators."

1. 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 damage to the computer, information, files, programs or disks.
2. Users shall not let other persons use their name, account, log-on password, or files for any reason (except for authorized staff members).
3. Users shall not use or try to discover another user's account or password.
4. Users shall not use the computers or network for non-instructional or non-administrative purposes
5. Users shall not use the computer for unlawful purposes, such as illegal copying or installation of unauthorized software.
6. Users shall not copy, change, or transfer any software or documentation provided by teachers, or other students without permission from the network administrators.
7. 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.
8. Users shall not use the computer to annoy or harass others with language, image, or threats. Users shall not access, accept, create or send any obscene, vulgar, lewd, tasteless, or objectionable message, information, language, or image.
9. 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 damage to the computer, network, information, files, programs or disks.
10. Users shall not tamper with computers, networks, printers, or other associated equipment except as directed by the teacher or network administrator.
11. 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 administrator.

### **Policy and Rules – ETIQUETTE 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:

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

### PENALTIES FOR VIOLATION OF NETWORK AND POLICY 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.

1. 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.

## APPENDIX I

### ATTENDANCE IMPROVEMENT PLAN

This collaborative plan has been developed as a result of a meeting or meetings held on the following dates: \_\_\_\_\_

Those in attendance included: \_\_\_\_\_

The attendees considered the following actions to reduce barriers to improve regular attendance:

1. Illness related to physical or behavioral health of the child:

\_\_\_\_\_ It was determined that the physical or behavioral health of the child is not a barrier to improve regular attendance.

\_\_\_\_\_ The child's physical or behavioral health poses a barrier to regular attendance. The following actions will be taken in response: \_\_\_\_\_

2. Educational counseling (e.g. curriculum changes):

\_\_\_\_\_ It was determined that educational counseling is not needed to reduce barriers to improve regular attendance.

\_\_\_\_\_ Educational counseling \_\_\_\_\_ has been \_\_\_\_\_ will be provided, consisting of the following: \_\_\_\_\_

3. Educational evaluation:

\_\_\_\_\_ It was determined that an educational evaluation is not needed to reduce barriers to improve regular attendance.

An educational evaluation \_\_\_\_\_ has been \_\_\_\_\_ will be conducted to assist in determining the specific condition, if any, contributing to the problem of excessive absenteeism. The evaluation will include: \_\_\_\_\_

4. Referral to community agencies for economic services:

It was determined economic services are not needed to reduce barriers to improve regular attendance.

The family \_\_\_\_\_ has been \_\_\_\_\_ will be given information about community agencies which may have economic services available to the family, which includes:

5. Family or individual counseling:

\_\_\_\_\_ It was determined that family or individual counseling is not needed to reduce barriers to improve regular attendance.

\_\_\_\_\_ The family \_\_\_\_\_ has been \_\_\_\_\_ will be given information about family or individual counseling that is available pertaining to: \_\_\_\_\_

Assisting the family in working with other community services:

\_\_\_\_\_ It was determined that assistance in working with community services is not needed to reduce barriers to improve regular attendance.

\_\_\_\_\_ The family \_\_\_\_\_ has been \_\_\_\_\_ will be given assistance in working with community services pertaining to: \_\_\_\_\_

Other actions to be taken:

Action	Responsible Person	Date to Complete

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Plan completed by:

Signature	Title	Date

**APPENDIX II**

**SCHOOL FIGHT SONG**

WARRIORS, WARRIORS, HATS OFF TO THEE TO OUR COLORS, TRUE WE WILL ALWAYS BE, AND EVER ONWARD TO VICTORY  
RAH! RAH! ARAPAHOE  
RAH! RAH! ARAPAHOE FIGHT ON TO VICTORY!

REPEAT FIRST VERSE

W-A-R-R-I-O-R-S (CLAP-CLAP)

W-A-R-R-I-O-R-S (CLAP-CLAP)

W-A-R-R-I-O-R-S (CLAP-CLAP) WARRIORS, WARRIORS!

REPEAT FIRST VERSE



Students



APPENDIX IV

Department of Health and Human Services

WAIVER OF PHYSICAL EXAMINATION/VISUAL EVALUATION REQUIREMENT

School Name (if desired)

Note to Parent/Guardian: please complete and return to the school health office if you wish to have your child waived from these requirements as allowed by Nebraska law. If you have questions, please contact the school nurse or the school office. Thank you.

As a Parent/Guardian of - Student Name	Student ID#
School Name	Grade

I object to the following requirements for school entry as legislated in Nebraska Revised Statutes 79-214 and 79-220.

Check which apply:

Physical examination by a licensed physician, physician assistant or advance nurse practitioner within six months prior to school entry. (Applies to: Kindergarten or beginner grade, out of state transfers to any grade, and seventh grade).

Visual evaluation by a licensed physician, physician assistant, advanced nurse practitioner, or vision professional (optometrist or ophthalmologist) within six months prior to school entry. (Applies to: Kindergarten or entry grade and out of state transfer to any grade).

I understand that I may request information to assist me in receiving information about reduced-cost vision examination as required by NRS 79-220.

I understand provisions in the law allow me to waive the requirement for this examination by my signed statement.

SIGN HERE

Signature of Parent/Guardian

Date

Comments:

**APPENDIX V**

SUMMARY OF THE SCHOOL IMMUNIZATION RULES AND REGULATIONS 2020-2021

STUDENT AGE GROUP	REQUIRED VACCINES
Age 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 4th 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.
Student 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.

Source: Nebraska Immunization Program, Nebraska Department of Health and Human Services. . For additional information, call 402-471-6423. The School Rules & Regulations are available on the internet: <http://www.hhs.state.ne.us/reg/t173.htm> (Title 173: Control of Communicable Diseases [Policy No. 5409] - Chapter 3; revised and implemented 2011) Updated 1/26/2018



**APPENDIX VII**

**PARENT RELEASE (Age 16-17)**

(To Discontinue Enrollment)

The undersigned, being first duly sworn, states upon oath as follows:

I am the parent or guardian of \_\_\_\_\_ (Child's name). The Child's date of birth is \_\_\_\_\_. The Child has reached the age of 16, but was not age 16 as of July 16, 2016, and has not reached the age of 18.

I hereby release the Child from continued enrollment in school. The Child is unenrolled from school effective \_\_\_\_\_ (insert date; if none stated, disenrollment is effective immediately).

NOTICE: Once disenrollment occurs by Parent Release, any future enrollment or re-enrollment must be approved by the Superintendent.

IN WITNESS WHEREOF, this affidavit is signed and acknowledged this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Affiant \_\_\_\_\_  
Parent or Guardian

STATE OF NEBRASKA )  
 ) ss.  
COUNTY OF \_\_\_\_\_ )

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Notary Public

Students

APPENDIX VIII

Participation in School Public Relations Activities Consent Form

Students who attend school in Arapahoe Public Schools are occasionally asked to be a part of their school and the District's public relations activities. Some examples: student artwork is sometimes displayed to the public and photographs of students at school are used in school publications including the school webpage.

In order to ensure your consent for your student to participate in such activities, the District asks that you and the student sign and return this form to the school for each of your children.

Consent Form:

I consent to the Student (named below) participating in the Arapahoe Public School District's public relations activities. The District may use the Student's name, image (photograph or video), statements, works or performances (such as artwork, musical recordings and writings) and other such information in its public relations activities. This can be done in the current school year or in the future.

I understand that this means that such information will be made available to the public, including but not limited to in school buildings and at school functions, in public places in the community, in school publications and in local, state and national publications, and on the school's web page. I waive any claims of copyright or ownership to the information that is used and waive any right to be paid or otherwise compensated for use of the information. I release the District and its employees or agents from any liability related to using the Student's information in the public relations activities.

This Consent is given freely and voluntarily. If I wish to rescind this consent, I may do so at any time with written notice.

Date of Consent: \_\_\_\_\_

Student's Name: \_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Student's Signature)

\_\_\_\_\_  
(Parent/Guardian: Print Name)

\_\_\_\_\_  
(Parent/Guardian: Signature)

## Student Handbook Acknowledgement

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### APPENDIX IX

#### ACKNOWLEDGEMENT OF THE 2021-2022 STUDENT-PARENT HANDBOOK

Arapahoe Public School

This signed form acknowledges your understanding of the 2021-2022 Arapahoe Public School Parent/Student Handbook found on the District website, [arapahoewarriors.org](http://arapahoewarriors.org).

This acknowledges that it is understood that I have read and that I am familiar with the Parent/Student Handbook located online. I understand the handbook contains a disclaimer of contract and that the handbook includes the District's policies of non-discrimination and equity. I also understand the specific complaint and grievance procedures that exist in the handbook and how they should be used for responding to harassment or discrimination and the due process related to disciplinary actions. Parents wishing to have a hard copy of the district handbook my request one by emailing Kristine Deisley at [kristine.deisley@arapahoewarriors.com](mailto:kristine.deisley@arapahoewarriors.com).

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Parent's Signature

---

Student's Signature

---

Date

Return to:  
Handbook  
Arapahoe Public Schools  
P.O. Box 360  
Arapahoe, Nebraska 68922

## Parent-Student Acceptable Use Agreement

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### **Appendix X**

#### COMPUTER/INTERNET PARENT ACCEPTABLE USE AGREEMENT

##### PARENT'S AGREEMENT

In order to make sure that all members of Arapahoe Public Schools 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 Arapahoe Public Schools. 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 Arapahoe Public Schools responsible for materials acquired or sent via the network.

I agree not to hold the Arapahoe Public Schools, any of its employees, or any institution providing network access to Arapahoe Public Schools responsible for the performance of the system or the content of any material accessed through it.

Student's Name \_\_\_\_\_

Parent's Signature \_\_\_\_\_ Date: \_\_\_\_\_

#### COMPUTER/INTERNET STUDENT ACCEPTABLE USE AGREEMENT

##### Student Agreement

In order to make sure that all members of Arapahoe Public Schools community understand and agree to these rules of conduct, Arapahoe 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 Arapahoe Public Schools, and I understand and will abide by those district guidelines and conditions for the use of the facilities of Arapahoe Public Schools 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 Arapahoe Public Schools, any of its employees, or any institution providing network access to Arapahoe Public Schools responsible for the performance of the system or the content of any material accessed through it.

Student's Name \_\_\_\_\_

Student's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Students

APPENDIX XI

Request for Non-Disclosure of High School Student Personal Information

To Institutions of Higher Education or Military Recruiters (Policy No. 5202.3)

I hereby request that the name, address, and telephone listing of \_\_\_\_\_ (name of student), a high school student at Arapahoe Public Schools, not be released without prior parental consent to: (Check One or Both)
\_\_\_\_\_ Institutions of higher education
\_\_\_\_\_ Military recruiters

Signed by: \_\_\_\_\_ Student \_\_\_\_\_ Parent (Check One)

\_\_\_\_\_ Signature/Date

\_\_\_\_\_ Print Name

\_\_\_\_\_ Address

\_\_\_\_\_ City/State/Zip Code

Note to students/parents: This certificate can be signed by either student or a parent. The provision of this form does not reflect the position of Arapahoe Public Schools that the request for non-disclosure should or should not be made.

“SEC. 9528. ARMED FORCES RECRUITER ACCESS TO STUDENTS AND STUDENT RECRUITING INFORMATION.

(a) POLICY.

- (1) ACCESS TO STUDENT RECRUITING INFORMATION.—Notwithstanding section 444(a)(5)(B) of the General Education Provisions Act and except as provided in paragraph (2), each local educational agency receiving assistance under this Act shall provide, on a request made by military recruiters or an institution of higher education, access to secondary school students names, addresses, and telephone listings.
(2) CONSENT.—A secondary school student or the parent of the student may request that the student’s name, address, and telephone listing described in paragraph (1) not be released without prior written parental consent, and the local educational agency or private school shall notify parents of the option to make a request and shall comply with any request.
(3) SAME ACCESS TO STUDENTS.—Each local educational agency receiving assistance under this Act shall provide military recruiters the same access to secondary school students as is provided generally to post secondary educational institutions or to prospective employers of those students. 20 USC 7908.”

**APPENDIX XII**

**Complaint Form Discrimination, Harassment or Retaliation**

The Arapahoe Public School District does not discriminate on the basis of an individual's protected status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. This complaint form is to be used when a person has a complaint related to discrimination, harassment or retaliation on such bases in regard to employment or the programs and activities of the school district.

Refer to Board Policy 4003 and/or 5401 for the particulars of the complaint and grievance process. You may attach additional materials to this form if needed.

The applicable coordinator may be contacted if you have questions about filling out this complaint form:

Students: Dr. George Griffith, Superintendent, 610 Walnut, Arapahoe, NE 68922 (308) 962-5458 (george.griffith@arapahoewarriors.org).

Employees and Others: Dr. George Griffith, Superintendent, 610 Walnut, Arapahoe, NE 68922 (308) 962-5458 (george.griffith@arapahoewarriors.org).

Name: \_\_\_\_\_ Date: \_\_\_\_\_

1. Description of the complaint: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Names of any witnesses to the matter being complained about: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Identify and attach any document supporting the complaint: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Confidentiality: I \_\_\_ do \_\_\_ do not give consent to my identity being shared with the person(s) against whom I am complaining. If I do not give consent, I understand that the investigation may be hindered, but that the District will nonetheless investigate and take prompt and effective action to remediate the concerns I have raised, if appropriate. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Relief requested (what I want done in response to this complaint): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The undersigned states: The facts in this complaint are true to the best of my knowledge, information and belief. I give permission for an investigation to be made into this complaint. I understand that the District will take steps to prevent me being retaliated against for filing this complaint and I am to notify the District if any such retaliation occurs, and that the District will take prompt and strong responsive action if retaliation occurs.

Signature: \_\_\_\_\_ Received by: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_

Students

APPENDIX XIII

Title IX Complaint Form

The Arapahoe-Holbrook Public School District does not discriminate on the basis of sex in any educational program or activity that it operates. The District is required by Title IX (20 U.S.C. § 1681) and 34 CFR Part 106 not to discriminate in any such manner. This requirement not to discriminate also applies to admission and employment. Any inquires about the application of Title IX may be referred to the District’s Title IX Coordinator, to the Assistant Secretary of the Office of Civil Rights, or both.

Refer to Board Policy 1211 for the particulars of the formal complaint process. You may attach additional materials to this form if needed.

The Title IX Coordinator may be contacted if you have questions about filling out this complaint form:

Mr. Brian Gegg  
TITLE IX COORDINATOR  
610 Walnut Street, Arapahoe NE 68922  
(308) 962-5458  
brian.gegg@arapahoewarriors.org

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Note: You may attach additional documentation to your complaint if needed.

1. Description of alleged incident: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Name of Respondent: \_\_\_\_\_

3. Names of any witnesses to the matter being complained about: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Identify and attach any document supporting the complaint: \_\_\_\_\_  
\_\_\_\_\_

5. Relief requested (what I want done in response to this complaint): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Students

Please Note: By filing a **formal** complaint under Board Policy 1211 you are agreeing to the following terms:

- Your name and contact information shall be shared with the respondent to the formal complaint.
- Specifics of your allegations shall be shared with the respondent to the formal complaint.
- Any evidence obtained during the scope of the investigation into the formal complaint shall be shared with you and the respondent to the formal complaint equally.
- The respondent is presumed not responsible for the allegations alleged in the formal complaint.
- You will actively participate in the complaint process as requested by the Title IX Coordinator, Investigator, Decision-Maker, and Appeals Coordinator.
- You understand that the complaint process as outlined in Board Policy 1211 has federally mandated timelines and require this complaint process to take a minimum of 20 days, in addition to the time required for the investigation, decision-making, and appeal process.
- You understand that you and the respondent to the formal complaint have the right to appeal any decision of responsibility made by the Decision-Maker.
- You understand that any decision made by the Appeals Coordinator is final.

\_\_\_\_\_: By checking or initialing this box, I **DO** give consent to the formal complaint process and I **DO** agree to the terms outlined above.

\_\_\_\_\_: By checking or initialing this box, I **DO NOT** give consent to the formal complaint process and I **DO NOT** agree to my identity being shared with the respondent to this complaint except as necessary to resolve my complaint. By checking this box, I am opting for my allegations to be treated under Subsection A of Board Policy 1211 and for my allegations to be treated as an informal complaint. I understand that under Subsection A of Board Policy 1211 the District will nonetheless investigate and take prompt and effective action to remediate the concerns I have raised, if appropriate, such as supportive measures.

The undersigned states: The facts in this complaint are true to the best of my knowledge, information and belief. I give permission for an investigation to be made into this complaint. I understand that the District will take steps to prevent me from being retaliated against for filing this complaint that I am to notify the District if any such retaliation occurs, and that the District will take prompt and strong responsive action if retaliation occurs.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Received By

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title IX Coordinator

\_\_\_\_\_  
Date Received

**APPENDIX XIV Fees**

Program	General Description of Fee or Material	\$ _____ Amount of Fee (Anticipated or Maximum) <sup>b</sup> or Specific Material Required
<b>Elementary Program</b>		
School Meals		<p>Grades (PREK - 6 )  <u>Breakfast = \$1.80</u>  <u>Lunch = \$2.95</u>  <u>Milk = \$0.25</u>  <u>Seconds = \$1.20</u></p> <p>Prices are maximums based on one meal per day, cost will vary depending on the number of meals or items purchased by the student, and may be adjusted during the year.</p>
Physical Education classes	Appropriate clothing	Tennis shoes ( <b>You may apply for a grant to assist with purchase of second pair</b> ) and white socks, running shorts, T-shirt
Art classes and special projects or events	Appropriate clothing (non-specialized attire)	Old shirt for painting; other clothing which may get paint on it or otherwise be damaged
Music-Optional band Courses	Musical instruments	<p>Band Fee: Instrument Rental Fee if needed.</p> <p>Student will be responsible for the cost of the following as needed:</p> <p>Uniform Cleaning                      Uniform Altering (if needed)</p> <p>Reeds, valve oil, drum sticks, lyres, flip folders, slide grease, reed guards, cleaning swabs, mouthpiece brushes, pad savers, ligatures, and a "gig bag", etc.</p> <p>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.</p> <p>Instrument Rental:                      Percussion \$15/Semester                      Woods or Brass \$30/Semester</p> <p>Limited instruments available for use by any student.</p>
Classroom supplies	General supplies, such as writing instruments (pens, pencils, crayons, markers), notebooks, etc.	<u>No Fee</u> : for necessary classroom supplies. These 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	<u>No Fee</u> : for costs of school sponsored, class-related field trips. These will be paid for by the school. Parents may be encouraged but not required to pay for field trip costs of up to \$5.00 per student for each field trip to defray costs. (With administrative approval, the requested donation may be up to \$100.00 for special field trips). Meals on field trips will be at the expense of the student. School lunches will be provided as needed for free-reduced lunch eligible students.
Summer school courses	Classes offered during the summer, or at night, if any	\$50 to \$200 per class.
Copies	Use of school copiers (except for one copy of the student file, which will be provided without charge).	<p>Black &amp; White (when charges apply):                      Ten cents (\$0.10) per page single sided.                      Fifteen (\$0.15) for double sided.</p> <p>Color (when charges apply):                      Fifteen (\$0.15) per page single sided.                      Twenty (\$0.20) per page double sided)</p>

Secondary Program	General Description of Fee or Material	\$ _____ Amount of Fee (Anticipated or Maximum) or Specific Material Required
School Meals		Grades 7-12 Breakfast = \$2.00 Lunch = \$3.20 Milk = \$0.25 Seconds = \$1.20 Ala-carte = Item Specific (cash sales only)  Prices are maximums based on one meal per day, cost will vary depending on the number of meals or items purchased by the student, and may be adjusted during the year.
Physical Education Classes	Appropriate clothing	Tennis shoes ( <b>a pair of tennis shoes designated only for gym use is required. You may apply for a grant to assist with purchase of second pair</b> ) and white socks, 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.
Music-Optional band courses	Musical instruments	Band Fee: Instrument Rental Fee if needed. Student will be responsible for the cost of the following as needed: <ul style="list-style-type: none"> <li>● Uniform Cleaning</li> <li>● Uniform Altering (if needed)</li> <li>● Reeds, valve oil, drum sticks, lyres, flip folders, slide grease, reed guards, cleaning swabs, mouthpiece brushes, pad savers, ligatures, and a "gig bag", etc.</li> <li>● 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.</li> </ul> Instrument Rental: <ul style="list-style-type: none"> <li>● Percussion \$15/Semester</li> <li>● Woods or Brass \$30/Semester</li> </ul> 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.
Computer Rental		\$35.00 per year. Student is responsible for all damage not covered in the rental agreement.
Classroom Projects, i.e., Family & Consumer Science, Industrial Technology	Project Cost	Student pays 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)	Black & White (when charges apply): Ten cents (.10) per page single sided. Fifteen (\$0.15) for double sided. Color (when charges apply): Fifteen (\$0.15) per page single sided. Twenty (\$0.20) per page double sided)

Post-secondary education classes	Tuition and fees for college courses taken for credit.	<u>No Fee</u> 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 \$100.00
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	The ACT is a state assessment and the initial cost of the ACT is covered for all Juniors. Additional Attempts for the ACT or taking the PSAT will not be paid for by the district and the cost will need to be paid directly to the private company.
Summer School Courses	Classes offered during the summer, or at night, if any	\$100 deposit for per credit recovery course with \$50 to be refunded upon successful completion of the course. Driver Ed = \$190-\$290
Locker usage	Use of school padlock	\$5.00 fee if damaged or not returned at the end of the year.

<b>Extracurricular and other programs</b>	<b>General Description of Fee or Material</b>	<b>\$ Amount of Fee (Anticipated or Maximum) or Specific Material Required</b>	
<b>Athletic Programs</b>			
Admission	Spectator fees for admission to events	\$5.00 per Adult \$4.00 per Student. APS students will receive a pass for all non-tournament home events; For District and Conference events hosted by the School, cost to be set by NSAA but not to exceed \$20.00 per event.	
Athletic Physicals	NSAA required athletic physicals	Cost varies and is payable directly to student's physician or clinic.	
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, sweatbands, 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
		Football	Mouthpiece
		Golf	Golf bag & Clubs
		Speech	Dress attire; copies of research
		Track	No additional
		Volleyball	Volleyball knee Pads
		Wrestling	Wrestling head Gear
		Cheerleading and Flag Team Squads	Shoes, approved uniforms (top & skirt; jacket), poms and other accessories
Travel meals	Meals	Students are responsible for their own meals while traveling.	
Locker use	Padlock for locker	\$5.00 fee if damaged or not returned at the end of the year.	
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.	
Athletic Clubs	Letterman's club and other clubs supporting the athletic program	Currently no dues required. Annual dues not to exceed \$25.00 per club.	
Marching Band and Musical Groups	Equipment and attire.	Band Fee: Rental Fee if needed. Student will be responsible for the cost of the following, as needed:	
		Uniform Cleaning	

		<p>Uniform Altering (if needed)</p> <p>Reeds, valve oil, drum sticks, lyres, flip folders, slide grease, reed guards, cleaning swabs, mouthpiece brushes, pad savers, ligatures, and a "gig bag", etc.</p> <p>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.</p> <p>Instrument Rental:</p> <p>Percussion \$15/Semester</p> <p>Woods or Brass \$30/Semester</p>
Vocal and Music Group	Coordinating group attire	HS Vocal fee = \$6 (robe cleaning) Students will pay for outfits selected by the group. Cost will be 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 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 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 \$500.00. Camp attendance is optional.
<b>Social &amp; Recognition Activities</b>		
School plays, musicals and social activities	Admission to events	\$10.00 per play or activity
School dances	Admission to Dances	\$5.00 per person (except Prom and Homecoming).
Class dues		Currently no dues are assessed. Each of the six secondary classes may assess its members an amount not to exceed \$50.00 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.
Picture Packets	Optional - Pictures are still taken for use in school yearbook.	Students purchase packets as desired and pay directly to photo company.
Senior recognition assessment	Optional graduation activities	Participation in class activities attendant to graduation (such as being part of the composite picture, special yearbook page, 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.

<p>Trips</p>	<p>Transportation, lodging, meals, admission to events, etc.</p>	<p>For the extracurricular and options trip - Seniors' Day Out to Lincoln and Omaha, students will be assessed a \$5.00 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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TEACHER'S CONTRACT

THIS CONTRACT made by and between the Board of Education of Furnas County School District 33-0018, a/k/a Arapahoe-Holbrook Public Schools, hereinafter referred to as the District and Charles Collins, a legally qualified teacher, hereinafter referred to as Teacher.

WITNESSETH: That the Board of Education hereby agrees to employ the Teacher above named for one-half a school year, which shall begin on or about August 5, 2022 and end on or about December 21, 2022 and shall consist of 94 days of service including at least 90 teaching days and that the Teacher hereby agrees to accept such employment to a 1.0 FTE staff position with an initial teaching assignment of Art Teacher, which assignment shall be subject to the provisions of paragraphs SECOND and THIRD below, at a salary to be determined by the terms of the negotiated agreement between the Board and the bargaining unit representing the certificated employee of the District with the Teacher's salary schedule placement for the 2022-2023 contract year being as follows: Column MA+18, Step 16, Salary Amount \$35,199.24, Daily Rate \$374.46. Plus 4 Extra Days, \$1,497.84.

Such employment being under the following terms and conditions:

FIRST: The salary of the Teacher shall be payable in Five (5) equal installments. The first installment shall be payable on the 15th day of September, 2022, and the remaining installments shall be payable on the 15th day of each month thereafter.

SECOND: The Teacher hereby agrees to be governed by the policies of the Board of Education of the District and that the teaching duties to be performed under this contract shall be subject to assignment by the Superintendent of the District with the approval of the Board; and further agrees to devote full time during days of school and days of assigned duties to the Teacher's position and in all respects to diligently and faithfully perform the assigned duties to the best of the Teacher's professional ability. Regular dependable attendance is an essential function of the Teacher's position.

THIRD: In addition to the normal duties traditionally required of teachers, the Teacher may be assigned such "extra duty" assignments as are defined by Board Policy, which shall be upon such terms and conditions and at such additional rate of compensation as the Teacher and the District may agree upon; provided, that the Teacher shall not unreasonably refuse to accept such assignments.

FOURTH: The Contract of the Teacher may be cancelled or amended for any of the following reasons: (a) upon cancellation, termination, revocation, or suspension of the Teacher's certificate by the State Board of Education or Teacher otherwise becoming legally disqualified to teach in the State of Nebraska; (b) breach of any of the material provisions of this Contract or any act or failure to act which is materially harmful to the employer, or which, substantially inhibits the Teacher's ability to discharge the Teacher's duties, including without limitation participation in any fraud, causing any intentional damage to property or engaging in any unlawful act; (c) for any of the reasons set forth in this employment contract; (d) incompetence; (e) neglect of duty; (f) unprofessional conduct; (g) insubordination; (h) immorality; (i) physical or mental incapacity. The procedures for cancellation during the term of the contract shall be in accordance with the applicable Nebraska Revised Statutes. Contract renewal, non-renewal or termination shall also be subject to the requirements of the applicable Nebraska Revised Statutes. Nothing contained herein shall prevent the suspension of the teacher, with pay, for the Teacher's duties.

FIFTH: Upon termination of this contract for any reason, the compensation paid or to be paid hereunder shall be an amount which bears the same ratio to the yearly salary herein specified as the number of days of service to the date of such termination bears to the number of days of service in the applicable contract year. Any unearned fractional portion of an installment paid but not earned prior to termination of the contract shall be refunded by the Teacher.

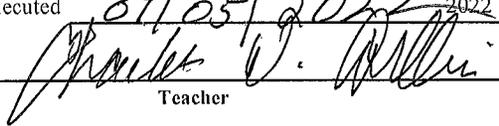
SIXTH: This contract shall conform to the regulations governing deductions from the above stated compensation with reference to Withholding Tax, Social Security and Teacher's Retirement. Other deductions may be withheld as agreed to by the parties to this contract.

SEVENTH: The Teacher affirms that: (1) the Teacher holds or will hold a valid and appropriate certificate to act as a teacher in the State of Nebraska throughout the term of this Contract and any extensions of this Contract (with such endorsements as are required by accreditation regulations or Board policy for the Teacher's assignment); (2) the required certificate to act as a Teacher of Schools in the State of Nebraska shall be registered as required by law and the Teacher shall not be compensated for any services performed prior to or without registration of such required certificate; and (3) the Teacher is not under contract with another board of education within the State of Nebraska covering any part of or all of the same time of performance as provided for in this Contract. It is further agreed that there shall be no penalty for release or resignation by the Teacher from this Contract, provided that no resignation shall become effective until the close of the school year unless accepted by the Board of Education and the Board shall fix the time at which the resignation is to take effect. It is understood that this contract is subject to provisions of the School Employees Retirement Act.

EIGHTH: Terms and conditions set forth in this agreement shall be subject to such wages and conditions of employment as may be mutually agreed upon by and between the Board and teachers or a duly recognized collective bargaining agent for said teachers, and said agreement, when reduced to writing, and executed by the parties, shall be deemed to be included herein by reference and shall become a part hereof.

NINTH: Hereafter, this contract may be continued by a separate, annual written "Renewal Agreement" which shall incorporate all the provisions hereof by reference, except as stated on such Renewal Agreement. Renewal Agreements must be executed by the Teacher and delivered to the Superintendent or the Secretary of the Board of Education within fifteen calendar days of receipt thereof from the District. Said Renewal agreement shall not be offered to the Teacher prior to March 15.

TENTH: The failure to return a signed copy of the contract or renewal agreement to the Secretary of the Board of Education or the Superintendent of the District on or before July 8, 2022 shall constitute a rejection by the Teacher of the offer of employment.

Executed 07/05/2022 2022  
  
Teacher

Executed \_\_\_\_\_, 2022  
School District of Arapahoe, No. 18, County of Furnas  
By \_\_\_\_\_  
President of School Board  
Attest: \_\_\_\_\_  
Secretary of School Board