Board of Education Regular Meeting
Monday, July 13, 2026 6:00 PM

School Board Conference Room
P.O. Box 368
Paxton, NE 69155-0368

Agenda

1. Call To Order, Roll Call
2. Notice of Open Meetings Statute
3. Recognition of Visitors
4. Consent Agenda
   - 4.1. Approval of Minutes
   - 4.2. Financial Report
   - 4.3. Reading and approval of general fund bills in the amount of $294,687.85. Checks #34832 to #34888.
   - 4.4. Approve transfer of $294,687.85 from MMDA checking to general fund checking. Checks #34767 to #34888.
   - 4.5. Reading and approval of building fund bills in the amount of $0.
   - 4.6. Activity Fund Report
   - 4.7. Reading and approval of the Lunch fund bills in the amount of $1,122.65. Checks #8724 to #8726.
5. Information Item
   - 5.1. Review the Multi Cultural Progam Annual Report
   - 5.2. Discuss the collection of student fees under the Student Fees Policy 5045.
6. Action Item
   - 6.1. Public Hearing on Student Fees, Policy 5045.
   - 6.2. Public Hearing on Parental Involvement, Policy 5018.
   - 6.3. Discuss, consider and take action to approve KSB recommended Policy 4065.
   - 6.4. Discuss, consider and take action to set the Lunch Charges for the 26-27 school year.
   - 6.5. Discuss, consider and take action on the Student Fees Policy 5045.
   - 6.6. Discuss, consider and take action to approve the 26-27 Staff Handbook.
   - 6.7. Discuss, consider and take action to approve the 26-27 Student Handbook.
   - 6.8. Discuss, consider and take action to approve the 26-27 Activity Handbook.
   - 6.9. Discuss, consider and take action to approve Policy 4057: Superintendent Evaluation.
   - 6.10. Discuss, consider and take action to approve the NASB Transition Superintendent Evaluation tool.
   - 6.11. Excuse Absent Board Members
7. Reports:
   - 7.1. Report of the Superintendent
   - 7.2. Report of the Principal
   - 7.3. Committee Reports:
     - 7.3.1. Finance and Personnel
     - 7.3.2. Building and Grounds
     - 7.3.3. Transportation

7.3.4. Instruction and Americanism

8. Next meeting dates and time
9. Adjournment
10. Discuss, consider and take action to approve Policy 4057.

Paxton Consolidated Schools

P.O. Box 368
308 North Elm Street
Paxton, NE 69155-0368

Phone: 308-239-4283
Fax: 308-239-4359
www.paxtonschools.org

PAXTON CONSOLIDATED SCHOOLS
REGULAR MEETING
JUNE 15, 2026

The regular meeting of the Paxton Consolidated Schools Board of Education was called to order by President Cory Holm at 6:00. Roll Call – Present: Cory Holm, Brittany Hardin, Michael Holzfaster, Doug Wasserman, Doug Luedke and Molly Thompson. Absent: None. Also present for the meeting were Superintendent Del Dack, Principal Stacy McAbee and Business Manager Olene Beck.

President Holm notified the public of the Nebraska Open Meetings Act which was posted. Agendas are posted according to Policy #2015 and published in the Keith County News on June 12, 2026, The Disabilities Education Act. President Holm recognized visitors, no public comments were received.

CONSENT AGENDA:
Moved by Michael Holzfaster and seconded by Doug Luedke to approve the consent of agenda as presented. Approve the May 11, 2026 Regular Board minutes. Approve General Fund checks #34767 to #34831 in the amount of $338,856.81 and transfer this same amount from MMDA checking to General Fund checking. Approve Activity Fund report. Approve Lunch Fund checks #8720 to #8723 in the amount of $5,962.68. Approve Bond Fund check #1059 in the amount of $250.00. Approve Activity Fund report. Approve the school lunch milk bid from Hiland Dairy for the 2026-2027 School Year. Approve District transportation request for summer camps. Superintendent Stacy McAbee was appointed as the representative to secure funds. Voting: Aye: Cory Holm, Brittany Hardin, Michael Holzfaster, Doug Wasserman, Doug Luedke and Molly Thompson. Nay – none. Absent: None. Motion carried. Molly Thompson and Doug Wasserman reviewed the bills for June.

INFORMATION ITEMS:
Principal McAbee reviewed the 2026-2027 Student Handbook and discussed changes. Reviewed the 2026-2027 Staff Handbook and discussed changes. Reviewed the 2026-2027 Student Activity Handbook. Principal McAbee discussed the Staff use of AI Tools, policy 4065. Superintendent Dack discussed the Triennial Wellness Policy and report.

ACTION ITEMS:
Moved by Molly Thompson and seconded by Brittany Hardin to recognize and congratulate the State Track Participants and Coaches. Voting: Aye - Brittany Hardin, Michael Holzfaster, Doug Wasserman, Doug Luedke, Molly Thompson and Cory Holm. Nay – none. Absent: None. Motion carried.

Moved by Doug Wasserman and seconded by Michael Holzfaster to recognize and congratulate the State Golf Participants and Coach Julian. Voting: Aye - Michael Holzfaster, Doug Wasserman, Doug Luedke, Molly Thompson, Cory Holm and Brittany Hardin. Nay – none. Absent: None. Motion carried.

Moved by Molly Thompson and seconded by Doug Luedke to approve recommended policy changes by KSB School Law as presented. Voting: Aye - Doug Wasserman, Doug Luedke, Molly Thompson, Cory Holm, Brittany Hardin and Michael Holzfaster. Nay – none. Absent: None. Motion carried.

Moved by Brittany Hardin and seconded by Molly Thompson to approve Policy #6046, Right to access School Library Materials as reviewed. Voting: Aye - Doug Luedke, Molly Thompson, Cory Holm, Brittany Hardin, Michael Holzfaster and Doug Wasserman. Nay – none. Absent: None. Motion carried.

Moved by Doug Luedke and seconded by Molly Thompson to adopt Policy #3061, ACH Originator as reviewed. Voting: Aye - Molly Thompson, Cory Holm, Brittany Hardin, Michael Holzfaster and Doug Wasserman and Doug Luedke. Nay – none. Absent: None. Motion carried.

Moved by Brittany Hardin and seconded by Michael Holzfaster to approve the removal of Del Dack as an Authorized Signer for School Business Accounts at Western Nebraska Bank. Voting: Aye - Cory Holm, Brittany Hardin, Michael Holzfaster, Doug Wasserman, Doug Luedke and Molly Thompson. Nay – none. Absent: None. Motion carried.

Moved by Michael Holzfaster and seconded by Doug Luedke to approve Stacy McAbee to be added as an authorized signer on the Certificate of Deposit and Safety Deposit Box at Western Nebraska Bank. Voting: Aye - Brittany Hardin, Michael Holzfaster, Doug Wasserman, Doug Luedke, Molly Thompson and Cory Holm. Nay – none. Absent: None. Motion carried.

Moved by Molly Thompson and seconded by Brittany Hardin to approve the purchase of NextPath as presented. Voting: Aye - Michael Holzfaster, Doug Wasserman, Doug Luedke, Molly Thompson, Cory Holm and Brittany Hardin. Nay – none. Absent: None. Motion carried.

Moved by Michael Holzfaster and seconded by Doug Luedke to approve the purchase of new stage curtains from Omaha Stage Equipment as presented. Voting: Aye - Doug Wasserman, Doug Luedke, Molly Thompson, Cory Holm, Brittany Hardin and Michael Holzfaster. Nay – none. Absent: None. Motion carried.

Moved by Doug Wasserman and seconded by Michael Holzfaster to approve the purchase of AM 60 Smart TV control boards as presented. Voting: Aye - Doug Luedke, Molly Thompson, Cory Holm, Brittany Hardin and Michael Holzfaster and Doug Wasserman. Nay – none. Absent: None. Motion carried.

COMMITTEE REPORTS: The board reviewed the Superintendent, Principals and committee reports.

MEETINGS: The next regular board meeting will be Monday, July 13, 2026 at 6:00 p.m. to be held at Paxton Consolidated Schools. There will be a Special Board Retreat meeting Tuesday, June 30, 2026 at 4:00 p.m. Agendas for the meeting will be available for public inspection at the school office and published in the Keith County News three days prior to the meeting.

President Holm adjourned the meeting at 8:00 p.m.

Olene Beck

Olene Beck
Secretary

Paxton Consolidated Schools

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PAXTON CONSOLIDATED SCHOOLS
BOARD RETREAT MEETING - BOARD OF EDUCATION DISTRICT #6
June 30, 2026

The Board Retreat Meeting of the Paxton Board of Education was called to order by President Cory Holm at 4:00 p.m. Roll Call – Present: Cory Holm, Brittany Hardin, Michael Holzfaster, Doug Wasserman, Doug Luedke and Molly Thompson. Absent: None. Also present for the meeting were Principal Stacy McAbee.

President Holm notified the public of the Nebraska Open Meetings Act which was posted. Agendas are posted according to Policy #2015 and published in the Keith County News on June 24, 2026, The Disabilities Education Act. No visitors present.

INFORMATION ITEM:
School Board members participated in a Board Retreat with Marcia Herring from the Nebraska Association School Board (NASB). Discussed and reviewed Superintendent Leadership Profile/Goal, Board Self-Assessment Summary, NASB Superintendent Transition Evaluation and Policy Support Service.

ACTION ITEMS:
No absences from the meeting. No action taken.

President Holm adjourned the meeting at 6:12 p.m.

Doug Wasserman
Board Secretary

MEETINGS: The next regular board meeting will be Monday, July 13, 2026 at 6:00 p.m. to be held at Paxton Consolidated Schools. Agendas for the meetings will be available for public inspection at the school office and published in the Keith County News three days prior to the meeting

PAXTON CONSOLIDATED SCHOOLS

REGULAR BOARD MEETING

JULY 13, 2026

PAXTON CONSOLIDATED SCHOOLS
FINANCIAL REPORT: June 2026

FINANCIAL REPORT: CASH SUMMARY ENDING June 2026

ACTIVITY FUND (Certificate of Deposit)	**$15,204.52**
ACTIVITY FUND (Checking Account)	**$171,266.81**
BOND FUND	**$991,622.09**
BUILDING FUND	**$212,053.79**
NEBRASKA LIQUID ASSET FUND	**$192,376.89**
DEPRECIATION FUND	**$200,150.97**
DISTRICT #6 GENERAL FUND MMDA	**$1,780,826.52**
DISTRICT #6 CHECKING	**$17,113.01**
HOT LUNCH FUND	**$1,426.57**
POSTAGE ACCOUNT	**$2,288.98**
REVOLVING BUSINESS FUND	**$16,956.52**
ENDING BALANCE: 06/30/2026	**$3,601,286.67**

FINANCIAL REPORT: June 2026
DISTRICT #6 GENERAL FUND

BEGINNING BALANCE: 6/01/2026		**$1,853,822.40**
RECEIPTS: June		
American Legion (Bus Rental)	1800.00	
County Taxes: Keith	103064.02	
County Taxes: Lincoln	720.39	
County Taxes: Perkins	17767.56	
Mid-Plains Community College: Dual Credit, Math	1316.25	
State of NE: DS June 26 MIPS	385.78	
State of Nebraska: SPED SA FFR REIMB 24-25	66336.00	
State of Nebraska: State Aid 3110	72270.00	
Western Nebraska Bank: Interest	2200.93	
TOTAL RECEIPTS: June 2026	**$265,860.93**	
DISBURSEMENTS: June 15, 2026	-$338,856.81	
TOTAL DISBURSEMENTS: June 2026		**-$338,856.81**
STATEMENT ENDING BALANCE: 06/30/2026		**$1,780,826.52**
ESTIMATED REVENUE July 2026:		
Keith County Taxes	$32,967.96	
Perkins County Taxes	$200.95	
Lincoln County Taxes (Not Received)	$0.00	
State of Nebraska: State Aid 3110	$0.00	
State of Nebraska: SPED SA FFR REIMBURSEMENT	$0.00	
ESTIMATED TOTAL REVENUE:	**$33,168.91**	
DISBURSEMENTS: July 13, 2026		**-$294,687.85**
ESTIMATED BALANCE: July 31, 2026		**$1,519,307.58**

PAXTON CONSOLIDATED SCHOOLS
FINANCIAL REPORT: June 2026

WNB BUILDING FUND

BEGINNING BALANCE:	**06/01/2026**			**$203,500.58**
RECEIPTS: June				
Keith County			$6,948.28	
Lincoln County			$55.95	
Perkins County			$1,325.50	
Promontory (WNB) Interest			$223.48	
TOTAL RECEIPTS: WNB Building Fund			**$8,553.21**	
TRANSFER OUT - June: InterFund Loan to MMDA			**$0.00**	
ENDING BALANCE:	**06/30/2026**			**$212,053.79**
TRANSFER IN - July NE Liquid Asset Fund (Building)			**$0.00**	
EXPENDITURES: July		**Check #**		
N/A	N/A	N/A	$0.00	
TOTAL EXPENDITURES: WNB Building Fund			**$0.00**	
EXPENDITURES: July 2026				
BALANCE:				**$212,053.79**

NEBRASKA LIQUID ASSET FUND (BUILDING)

BEGINNING BALANCE:	**06/01/2026**			**$191,844.56**
RECEIPTS: June				
Deposit from WNB Building Fund			$0.00	
Interest			$532.33	
TOTAL RECEIPTS: Nebraska Liquid Asset Fund			**$532.33**	
ENDING BALANCE:	**06/30/2026**			**$192,376.89**
TRANSFER OUT- July: WNB Building Fund			**$0.00**	
			$0.00	
BALANCE:				**$192,376.89**

BOND FUND

BEGINNING BALANCE:	**06/01/2026**			**$938,933.33**
RECEIPTS: June				
Keith County			$51,278.28	
Lincoln County			$209.68	
Perkins Cty. (Perkins sends to Keith County)			$0.00	
Promontory (WNB) Interest			$1,200.80	
TOTAL RECEIPTS: Bond Fund			**$52,688.76**	
ENDING BALANCE:	**06/30/2026**			**$991,622.09**
EXPENDITURES: July 2026		**Check #**		
None		None	$0.00	
TOTAL EXPENDITURES: Bond Fund			**$0.00**	
BALANCE:				**$991,622.09**

PAXTON CONSOLIDATED SCHOOLS
FINANCIAL REPORT: June 2026

ACTIVITY FUND

BEGINNING BALANCE:	**06/01/2026**		**$193,410.27**
RECEIPTS: June			
Receipts		$1,581.71	
Interest		$61.17	
TOTAL RECEIPTS: Activity Fund		**$1,642.88**	
EXPENDITURES: June			
Credit Card Expenditures		-$3,286.77	
Expenditures		-$5,295.05	
TOTAL EXPENDITURES: Activity Fund		**-$8,581.82**	
ENDING BALANCE:	**6/30/2026**		**$186,471.33**

*** Beginning and ending balance includes $15,204.52 Certificate of Deposit ***

DEPRECIATION FUND

BEGINNING BALANCE:	**06/01/2026**		**$199,920.92**
RECEIPTS: June			
Receipts - District #6		$0.00	
Interest		$230.05	
TOTAL RECEIPTS: Depreciation Fund		**$230.05**	
TRANSFER OUT			
Building Asset Fund		$0.00	
ENDING BALANCE:	**6/30/2026**		**$200,150.97**
EXPENDITURES: July	**Check #**		
None	N/A		
TOTAL EXPENDITURES: Depreciation Fund		**$0.00**	
BALANCE:			**$200,150.97**

HOT LUNCH FUND

BEGINNING BALANCE:	**06/01/2026**		**$7,093.17**
RECEIPTS: June			
Daily Receipts - Reimbursable Daily		$87.60	
Daily Receipts - Reimburseable Daily (Rec'd from RevTrak)		$0.00	
Non-Reimbursable - Daily Receipts		$43.65	
RevTrak - Collection Fee		$3.83	
Preschool Milk Reimbursed		$161.00	
TOTAL RECEIPTS: Hot Lunch Fund		**$296.08**	
EXPENDITURES: June			
Expenditures		-$5,898.38	
RevTrak Fee		-$64.30	
TOTAL EXPENDITURES: Hot Lunch Fund		**-$5,962.68**	
ENDING BALANCE:	**6/30/2026**		**$1,426.57**

POSTAGE ACCOUNT

BEGINNING BALANCE:	**06/01/2026**	**$2,294.05**
RECEIPTS: June		$0.00
EXPENDITURES: June		-$5.07
ENDING BALANCE:	**06/30/2026**	**$2,288.98**

PAXTON CONSOLIDATED SCHOOLS
FINANCIAL REPORT: June 2026

REVOLVING BUSINESS

BEGINNING BALANCE:	**06/01/2026**		**$16,539.26**
RECEIPTS: June			
Unreimbursed Medical		*Payroll Deduction*	$436.67
General Fund		Reimbursement #2694-2698	$1,231.74
General Fund and Hot Lunch		*Retirement*	$28,610.17
ASI: Dependant Care		*Payroll Deduction*	$350.00
457b		*Payroll Deduction*	$525.00
403B		*Payroll Deduction*	$500.00
General Fund Credit Card		Check Number 34768	$6,533.08
Reimbursed		NCSA Admin Registration Price	$235.00
Hot Lunch Credit Card		Check Number 8704	$0.00
Activities Credit Card		Check Number 5956	$3,286.77
TOTAL RECEIPTS: Revolving Business			**$41,708.43**
EXPENDITURES: June			
403 B	*Auto*	Payroll Deduction	-$500.00
457b	*Auto*	Payroll Deduction	-$525.00
ASI Fees	*Auto*	Payroll Deduction	-$50.00
ASI Dependant Care	*Auto*	Payroll Deduction	$0.00
ASI Health Care	Auto	Payroll Deduction	-$165.90
NPERS	Auto	Retirement	-28,610.17
US Bank Credit Card	Telepay	General, Hot Lunch and Activities	-10,054.85
Sonya Price	2699	Incentive per contract	-1,385.25
TOTAL EXPENDITURES: Revolving Business			**-$41,291.17**
ENDING BALANCE:	**06/30/2026**		**$16,956.52**

Fund: 01 GENERAL FUND

Account Number	Description	Revised Budget	During Month	To Date	% of Budget	Budget Balance
01 1000	Beginning Balance	1,925,346.00	0.00	0.00	0.00	1,925,346.00
01 1100	Property Taxes & Allowance	3,000,000.00	103,525.79	1,906,127.80	63.54	1,093,872.20
01 1115	Carline Tax	14,000.00	0.00	8,013.96	57.24	5,986.04
01 1120	PUBLIC POWER DIST SALES TAX 5%	8,000.00	0.00	9,833.57	122.92	(1,833.57)
01 1125	Motor Vehicle Tax	120,000.00	7,455.01	105,844.89	88.20	14,155.11
01 1140	Interest on Taxes	8,000.00	0.00	194.89	2.44	7,805.11
01 1510	Interest On Investments	0.00	2,200.93	11,763.95	0.00	(11,763.95)
01 1790	Other Local Reciepts	0.00	0.00	0.00	0.00	0.00
01 1910	Rental School Equip & Facilities	2,000.00	1,800.00	2,000.00	100.00	0.00
01 1921	Local License Fees	0.00	0.00	0.00	0.00	0.00
	Subtotal: 1000	5,077,346.00	114,981.73	2,043,779.06	40.25	3,033,566.94
01 2110	Fines And License Fees	40,000.00	6,848.05	31,664.94	79.16	8,335.06
01 2130	Other County Receipts	0.00	0.00	0.00	0.00	0.00
01 2210	ESU Reciepts	2,500.00	0.00	3,303.25	132.13	(803.25)
	Subtotal: 2000	42,500.00	6,848.05	34,968.19	82.28	7,531.81
01 3110	State Aid	722,682.00	72,270.00	722,682.00	100.00	0.00
01 3120	Special Ed Programs	369,000.00	66,336.00	362,997.00	98.37	6,003.00
01 3130	Homestead Exemption	0.00	3,723.12	14,965.14	0.00	(14,965.14)
01 3131	Property Tax Credit	0.00	0.00	1,193,241.54	0.00	(1,193,241.54)
01 3132	Pers Property Tax Credit	0.00	0.00	0.00	0.00	0.00
01 3134	Public Service PP	0.00	0.00	0.00	0.00	0.00
01 3180	Prorate Motor Vehicles	5,000.00	0.00	5,741.52	114.83	(741.52)
01 3400	State Apportionment	50,000.00	0.00	37,659.79	75.32	12,340.21
01 3512	Distance Educ Incentive Payments	10,000.00	0.00	13,000.00	130.00	(3,000.00)
01 3535	High Ability Learners	3,500.00	0.00	3,501.00	100.03	(1.00)
01 3551	Career Education	7,500.00	0.00	7,500.00	100.00	0.00
01 3599	Grants	0.00	0.00	3,880.01	0.00	(3,880.01)
01 3990	Other State Receipts	0.00	0.00	0.00	0.00	0.00
	Subtotal: 3000	1,167,682.00	142,329.12	2,365,168.00	202.55	(1,197,486.00)
01 4310	REAP Grant	25,500.00	0.00	25,000.00	98.04	500.00
01 4418	IDEA Part B, PEak	0.00	0.00	0.00	0.00	0.00
01 4505	TITLE I, PART A NCLB	40,000.00	0.00	20,176.00	50.44	19,824.00
01 4516	IDEA 619	1,100.00	0.00	1,144.00	104.00	(44.00)
01 4518	IDEA Part B Base Allocation	46,000.00	0.00	37,710.00	81.98	8,290.00
01 4519	IDEA Enrollment/Poverty	0.00	0.00	0.00	0.00	0.00
01 4521	IDEA PART B L Proportionate Share	0.00	0.00	0.00	0.00	0.00
01 4527	TITLE II Part AESSA	0.00	0.00	0.00	0.00	0.00
01 4708	Medicaid in Public Schools	3,000.00	385.78	5,615.18	187.17	(2,615.18)
01 4709	Medicaid Admin Claim Reimb.	4,000.00	0.00	1,571.62	39.29	2,428.38
01 4969	Title IV - A	10,000.00	0.00	10,000.00	100.00	0.00
	Subtotal: 4000	129,600.00	385.78	101,216.80	78.10	28,383.20
01 5300	Sale Of Property	0.00	0.00	0.00	0.00	0.00
01 5301	Insurance Adjustment	970.00	0.00	1,383.00	142.58	(413.00)
01 5600	Other Non-revenue Receipts	7,500.00	1,316.25	3,315.00	44.20	4,185.00
01 5600 0109	Other Long-term Debt	0.00	0.00	0.00	0.00	0.00
01 5690	OTHER NON-REVENUE RECEIPTS	0.00	0.00	0.00	0.00	0.00
	Subtotal: Debt Services	8,470.00	1,316.25	4,698.00	55.47	3,772.00
01 9000	Non-Program Receipts	0.00	0.00	0.00	0.00	0.00
01 9003	Interfund Loan From Building Fund	0.00	0.00	0.00	0.00	0.00
	Subtotal: NON-PROGRAM RECEIPTS	0.00	0.00	0.00	0.00	0.00
	Fund Total:	6,425,598.00	265,860.93	4,549,830.05	70.81	1,875,767.95

Cash Receipt Listing - Summary
JUNE 2026 GENERAL FUND REVENUE

Receipt Number	Received From ID/Name	Receipt Date	Description	Receipt Key	Amount
	AMERICANLE Paxton American Legion	06/04/2026	Bus Rental	4432	1,800.00
	PERKINS Perkins County	06/06/2026	Perkins County Treasurer	4433	17,767.56
	STATEOFNEB State of Nebraska	06/22/2026	SPED SA FFR REIMB 24-25	4434	66,336.00
	STATEOFNEB State of Nebraska	06/28/2026	DS JUN 26 MIPS	4435	385.78
	STATEOFNEB State of Nebraska	06/28/2026	State Aid	4436	72,270.00
	MIDPLAINSC Mid-Plains Community College	06/04/2026	Dual - Credit Math	4437	1,316.25
	KEITH Keith County	06/14/2026	Keith County Treasurer	4438	103,064.02
	WNB Western Nebraska Bank	06/30/2026	Interest	4439	2,200.93
	LINCOLN Lincoln County	06/15/2026	Lincoln County Tax	4440	720.39
				Report Total:	265,860.93

Receipt Number: **Received From: AMERICANLE Paxton American Legion** **Receipt Date: 06/04/2026** **Receipt Key: 4432** **Amount: 1,800.00**
Description: Bus Rental
Comment:

Chart of Account Number	Detail Description	Detail Amount	Cash Account Number	Receivable Account Number
01 1910	Bus Rental	1,800.00	01 103	

Receipt Number: **Received From: PERKINS Perkins County** **Receipt Date: 06/06/2026** **Receipt Key: 4433** **Amount: 17,767.56**
Description: Perkins County Treasurer
Comment:

Chart of Account Number	Detail Description	Detail Amount	Cash Account Number	Receivable Account Number
01 1125	Perkins Count - MV Tax 2025	701.18	01 103	
01 3130	Perkins County - Homestead	71.93	01 103	
01 3130	Perkins County - Homestead	(0.72)	01 103	
01 1100	Perkins County RE & PP Tax	17,150.37	01 103	
01 1100	Perkins County Commissions	(171.67)	01 103	
01 1100	Perkins County Interest of taxes	16.47	01 103	

Receipt Number: **Received From: STATEOFNEB State of Nebraska** **Receipt Date: 06/22/2026** **Receipt Key: 4434** **Amount: 66,336.00**
Description: SPED SA FFR REIMB 24-25
Comment:

Chart of Account Number	Detail Description	Detail Amount	Cash Account Number	Receivable Account Number
01 3120	SPED SA FFR REIMB 24-25	66,336.00	01 103	

Receipt Number: **Received From: STATEOFNEB State of Nebraska** **Receipt Date: 06/28/2026** **Receipt Key: 4435** **Amount: 385.78**
Description: DS JUN 26 MIPS
Comment:

Chart of Account Number	Detail Description	Detail Amount	Cash Account Number	Receivable Account Number
01 4708	DS JUN 26 MIPS	385.78	01 103	

Receipt Number: **Received From: STATEOFNEB State of Nebraska** **Receipt Date: 06/28/2026** **Receipt Key: 4436** **Amount: 72,270.00**
Description: State Aid
Comment:

Chart of Account Number	Detail Description	Detail Amount	Cash Account Number	Receivable Account Number
01 3110	State Aid	72,270.00	01 103	

Receipt Number: **Received From: MIDPLAINSC Mid-Plains Community College** **Receipt Date: 06/04/2026** **Receipt Key: 4437** **Amount: 1,316.25**
Description: Dual - Credit Math
Comment:

Chart of Account Number	Detail Description	Detail Amount	Cash Account Number	Receivable Account Number
01 5600	Dual - Credit Math	1,316.25	01 103	

Receipt Number: **Received From: KEITH Keith County** **Receipt Date: 06/14/2026** **Receipt Key: 4438** **Amount: 103,064.02**
Description: Keith County Treasurer
Comment:

Chart of Account Number	Detail Description	Detail Amount	Cash Account Number	Receivable Account Number
01 1125	Keith County: MV Tax	6,753.83	01 103	
01 1100	Keith County: Commission	(866.77)	01 103	
01 1100	Keith County: RE & PP Tax	86,594.66	01 103	
01 1100	Keith County: RE & PP Interest	82.34	01 103	
01 3130	Keith County: Homestead	3,688.80	01 103	
01 3130	Keith County: Homestead Commission	(36.89)	01 103	
01 2110	Keith County Fines & License	6,848.05	01 103	

Receipt Number: **Received From: WNB Western Nebraska Bank** **Receipt Date: 06/30/2026** **Receipt Key: 4439** **Amount: 2,200.93**
Description: Interest
Comment:

Chart of Account Number	Detail Description	Detail Amount	Cash Account Number	Receivable Account Number
01 1510	Interest	2,200.93	01 103	

Receipt Number:
Description: Lincoln County Tax

Received From: LINCOLN Lincoln County
Comment:

Receipt Date: 06/15/2026 **Receipt Key: 4440** **Amount: 720.39**

Chart of Account Number	Detail Description	Detail Amount	Cash Account Number	Receivable Account Number
01 1100	Lincoln County: Commission	(7.28)	01 103	
01 1100	Lincoln County: RE & PP Tax	727.67	01 103	

Summary Totals

Account Type		Cash Accounts		Receivable Accounts
Subtotal Revenue	265,860.93	01 103	265,860.93	
Subtotal Expense		Total:	265,860.93	
Subtotal General Ledger				
Total:	265,860.93			

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Account Number	Account Description	Budget	During Month	YTD Expenses	Budget Balance at EOM	% of Budget w/o Encumbrances
01	GENERAL FUND					
1100	REGULAR INSTRUCTIONAL PROGRAMS					
01 1100 111 001	Regular Salaries Teachers - HS	610,000.00	50,340.46	536,405.75	73,594.25	87.94
01 1100 111 002	Regular Salaries - Teachers ELE	570,000.00	43,629.71	481,521.68	88,478.32	84.48
01 1100 112 001	Regular Salaries - Paras. - HS	30,000.00	0.00	24,747.30	5,252.70	82.49
01 1100 112 002	Regular Salaries - Paras ELE	20,000.00	0.00	14,125.30	5,874.70	70.63
01 1100 113 001	Regular Salaries Subs- HS	40,000.00	0.00	38,702.19	1,297.81	96.76
01 1100 113 002	Regular Salaries -Subs ELE	20,000.00	0.00	14,090.71	5,909.29	70.45
01 1100 150 001	Additional compensation - Non Instruc.	60,000.00	1,362.75	46,280.10	13,719.90	77.13
01 1100 151 001	Additional compensation - Teachers	110,000.00	10,291.43	98,206.23	11,793.77	89.28
01 1100 151 002	STIPENDS - EL	0.00	0.00	0.00	0.00	0.00
01 1100 210 001	Health Insur - Non Instructional -HS	150.00	25.07	121.43	28.57	80.95
01 1100 211 001	Health Insurance/DIS- HS	310,000.00	24,689.51	265,504.56	44,495.44	85.65
01 1100 211 002	Health Insurance/DIS- ELE	230,000.00	14,705.43	162,776.87	67,223.13	70.77
01 1100 212 001	Para Dis.- HS	200.00	(25.76)	103.54	96.46	51.77
01 1100 212 002	Para Dis.- ELE	150.00	(0.39)	81.38	68.62	54.25
01 1100 220 001	Social Security- Non Instructional HS	4,000.00	104.26	3,540.52	459.48	88.51
01 1100 220 002	Social Security- Non Instructional ELE	0.00	0.00	0.00	0.00	0.00
01 1100 221 001	Teacher Social Security- HS	50,000.00	4,602.38	48,149.81	1,850.19	96.30
01 1100 221 002	Teacher Social Security- ELE	44,000.00	3,387.63	37,382.89	6,617.11	84.96
01 1100 222 001	Para Social Security- HS	2,500.00	0.00	1,893.18	606.82	75.73
01 1100 222 002	Para Social Security- ELE	1,600.00	0.00	1,080.68	519.32	67.54
01 1100 223 001	Sub Teacher Social Security- HS	3,200.00	0.00	2,960.93	239.07	92.53
01 1100 223 002	Sub Teacher Social Security- ELE	1,600.00	0.00	1,077.84	522.16	67.37
01 1100 230 001	Retirement - Non Instructional - HS	3,800.00	99.79	1,016.49	2,783.51	26.75
01 1100 231 001	Retirement - Teachers - HS	48,000.00	4,406.85	46,173.18	1,826.82	96.19
01 1100 231 002	Retirement - Teachers - ELE	42,000.00	3,194.79	35,274.98	6,725.02	83.99
01 1100 232 001	Para Retirement - HS	2,300.00	0.00	1,808.62	491.38	78.64
01 1100 232 002	Para Retirement - ELE	1,800.00	0.00	1,019.76	780.24	56.65
01 1100 233 001	Subs Retirement - HS	1,000.00	0.00	111.64	888.36	11.16
01 1100 233 002	Subs Retirement - ELE	1,000.00	0.00	4.14	995.86	0.41
01 1100 237 001	Increased Retirement Contribution Rate	18,500.00	0.00	4,430.20	14,069.80	23.95
01 1100 237 002	Increased Retirement Contribution Rate	17,500.00	0.00	3,287.81	14,212.19	18.79
01 1100 382 000	Distance Learning Charges	23,000.00	0.00	0.00	23,000.00	0.00
01 1100 561 001	Tuition Paid to Other District	50,000.00	0.00	10,400.00	39,600.00	20.80
01 1100 610 001	Supplies & Registrations - HS	20,000.00	2,073.63	13,284.84	6,715.16	66.42
01 1100 610 002	Supplies & Registrations - ELE	20,000.00	1,992.01	16,580.10	3,419.90	82.90
01 1100 610 001 411	Facs	2,500.00	0.00	1,001.38	1,498.62	40.06
01 1100 610 001 412	Ind Tech	4,000.00	77.64	2,819.97	1,180.03	70.50
01 1100 610 001 413	Music - HS	5,000.00	0.00	2,724.78	2,275.22	54.50
01 1100 610 002 413	Music - ELE	1,500.00	0.00	1,089.96	410.04	72.66
01 1100 610 001 414	Science - HS	2,500.00	95.41	116.83	2,383.17	4.67
01 1100 610 001 415	Activites-HS	5,000.00	0.00	5,000.00	0.00	100.00
01 1100 610 002 415	Activites-ELE	500.00	0.00	0.00	500.00	0.00
01 1100 610 001 416	Art - HS	4,000.00	(12.59)	1,800.35	2,199.65	45.01
01 1100 610 002 416	Art - ELE	500.00	0.00	0.00	500.00	0.00
01 1100 610 001 417	STEM - HS	2,000.00	228.62	786.61	1,213.39	39.33
01 1100 610 002 417	STEM - ELE	1,000.00	0.00	0.00	1,000.00	0.00
01 1100 640 001	Textbooks - HS	3,000.00	920.72	1,681.01	1,318.99	56.03
01 1100 640 002	Textbooks - ELE	6,000.00	1,428.78	5,428.78	571.22	90.48
01 1100 643 001	Web Based Software - HS	30,000.00	9,279.00	25,572.93	4,427.07	85.24
01 1100 643 002	Web Based Software - EL	15,000.00	5,033.35	13,498.81	1,501.19	89.99
01 1100 733 000	Furniture & Equipment	5,000.00	0.00	4,660.79	339.21	93.22
01 1100 733 002	Furniture & Equipment - ELE	5,000.00	0.00	2,936.82	2,063.18	58.74
01 1100 734 001	Computer Hardware - HS	6,000.00	0.00	5,876.65	123.35	97.94
01 1100 734 002	Computer Hardware - ELE	4,000.00	0.00	2,385.00	1,615.00	59.63
01 1100 890 001	Misc. Expenses - HS	15,000.00	1,422.08	12,456.24	2,543.76	83.04
01 1100 890 002	Misc Expense	15,000.00	0.00	1,671.85	13,328.15	11.15
1100	REGULAR INSTRUCTIONAL PROGRAMS	2,488,800.00	183,352.56	2,003,653.41	485,146.59	80.51
1160	PROVERTY PROGRAMS					
01 1160 610 000	Poverty Instructional Program	40,000.00	1,424.84	39,678.39	321.61	99.20
1160	PROVERTY PROGRAMS	40,000.00	1,424.84	39,678.39	321.61	99.20
1200	SPECIAL EDUCATION INSTRUCTIONAL PROGRAMS					
01 1200 111 001	SPED Teacher Salary HS	47,000.00	3,851.25	42,438.75	4,561.25	90.30
01 1200 111 002	SPED Teacher Salary - ELE	33,000.00	2,658.02	29,388.22	3,611.78	89.06

Account Number	Account Description	Budget	During Month	YTD Expenses	Budget Balance at EOM	% of Budget w/o Encumbrances
01 1200 112 001	SPED Reg Salaries - Paras HS	80,000.00	0.00	27,432.71	52,567.29	34.29
01 1200 112 002	SPED Para Salary ELE	130,000.00	253.64	81,684.30	48,315.70	62.83
01 1200 113 001	Regular Salaries - Subs	10,000.00	0.00	4,564.95	5,435.05	45.65
01 1200 113 002	Regular Salaries - Subs	10,000.00	0.00	7,497.50	2,502.50	74.98
01 1200 211 001	INSURANCE - Teachers	12,000.00	968.43	10,654.27	1,345.73	88.79
01 1200 211 002	INSURANCE - Teachers	16,000.00	1,315.80	14,475.31	1,524.69	90.47
01 1200 212 001	INSURANCE - Paras	500.00	5.50	204.11	295.89	40.82
01 1200 212 002	INSURANCE - Paras	800.00	4.76	483.95	316.05	60.49
01 1200 221 001	Soc. Security -Teachers/SPED	4,500.00	365.99	4,031.64	468.36	89.59
01 1200 221 002	Soc. Security -Teachers/SPED	2,500.00	196.44	2,172.31	327.69	86.89
01 1200 222 001	SOCIAL SECURITY -Paras	6,200.00	0.00	2,098.64	4,101.36	33.85
01 1200 222 002	SOCIAL SECURITY -Paras	10,000.00	19.41	6,193.59	3,806.41	61.94
01 1200 223 001	SOCIAL SECURITY -Subs	1,000.00	0.00	349.29	650.71	34.93
01 1200 223 002	SOCIAL SECURITY -Subs	1,000.00	0.00	573.54	426.46	57.35
01 1200 231 001	NPERS - Teachers	3,800.00	282.01	3,118.22	681.78	82.06
01 1200 231 002	NPERS - Teachers	3,000.00	194.63	2,148.24	851.76	71.61
01 1200 232 001	NPERS - Paras	6,000.00	0.00	2,016.27	3,983.73	33.60
01 1200 232 002	NPERS - Paras	10,000.00	18.57	5,938.86	4,061.14	59.39
01 1200 233 001	SPED NPERS - Subs HS	500.00	0.00	22.05	477.95	4.41
01 1200 233 002	SPED NPERS - Subs ELE	500.00	0.00	4.13	495.87	0.83
01 1200 237 001	Increased Retirement Contribution Rate	1,000.00	0.00	484.14	515.86	48.41
01 1200 237 002	Increased Retirement Contribution Rate	1,700.00	0.00	782.30	917.70	46.02
01 1200 330 001	Employee training & Dev.	1,000.00	0.00	220.00	780.00	22.00
01 1200 330 002	SPED Employee training & Dev.	1,000.00	0.00	50.00	950.00	5.00
01 1200 352 001	OTHER PROF/TECH SERVICES	29,000.00	0.00	0.00	29,000.00	0.00
01 1200 580 001	Special Ed Travel & Mileage	500.00	0.00	0.00	500.00	0.00
01 1200 580 002	SPED TRAVEL EXPENSE	500.00	0.00	0.00	500.00	0.00
01 1200 591 001	Consultants, Program	20,000.00	755.08	10,423.89	9,576.11	52.12
01 1200 591 002	Consultants, Program	25,000.00	755.09	13,625.32	11,374.68	54.50
01 1200 610 001	SPED SUPPLIES	3,940.00	1,085.98	2,084.49	1,855.51	52.91
01 1200 610 002	SPED SUPPLIES	3,440.00	0.00	866.43	2,573.57	25.19
01 1200 643 000	Web/Cloud Based Software	500.00	499.00	499.00	1.00	99.80
01 1200 733 001	FURNITURE AND EQUIPMENT	5,000.00	0.00	0.00	5,000.00	0.00
01 1200 733 002	FURNITURE AND EQUIPMENT	5,000.00	0.00	0.00	5,000.00	0.00
01 1200 890 001	Misc. Expenses - HS	10,000.00	0.00	105.00	9,895.00	1.05
01 1200 890 002	Misc. Expenses - ELE	10,000.00	0.00	380.00	9,620.00	3.80
1200	SPECIAL EDUCATION INSTRUCTIONAL PROGRAMS	505,880.00	13,229.60	277,011.42	228,868.58	54.76
1291	EC NON-REIMBURSABLE					
01 1291 591 002	Consultants, Program: 3-5	4,120.00	343.23	3,775.72	344.28	91.64
1291	EC NON-REIMBURSABLE	4,120.00	343.23	3,775.72	344.28	91.64
1292	SA NON-REIMBURSABLE					
01 1292 591 002	Consultants, Program: B-2	0.00	0.00	0.00	0.00	0.00
1292	SA NON-REIMBURSABLE	0.00	0.00	0.00	0.00	0.00
2120	GUIDANCE SERVICES					
01 2120 111 001	Guidance Salary HS	51,500.00	4,204.90	46,478.90	5,021.10	90.25
01 2120 111 002	Guidance Salary EL	17,500.00	1,401.63	15,492.93	2,007.07	88.53
01 2120 211 001	Guidance Health Insurance/Dis.	8,800.00	731.85	8,068.30	731.70	91.69
01 2120 211 002	Guidance Health Insurance-ELE	3,000.00	243.95	2,689.52	310.48	89.65
01 2120 221 001	Guidance Social Security- HS	4,500.00	366.18	4,045.22	454.78	89.89
01 2120 221 002	Guidance Social Security- ELE	1,900.00	122.05	1,348.38	551.62	70.97
01 2120 231 001	Guidance Retirement-HS	4,200.00	307.90	3,398.49	801.51	80.92
01 2120 231 002	Guidance Retirement-ELE	1,400.00	102.64	1,132.84	267.16	80.92
01 2120 237 001	Increased Retirement Contribution Rate	500.00	0.00	306.99	193.01	61.40
01 2120 237 002	Increased Retirement Contribution Rate	200.00	0.00	102.30	97.70	51.15
01 2120 580 000	Guidance Travel/Mileage	500.00	0.00	315.41	184.59	63.08
01 2120 610 001	Guidance Supplies - HS	3,000.00	12.89	2,765.76	234.24	92.19
01 2120 610 002	Guidance Supplies -ELE	500.00	0.00	291.10	208.90	58.22
01 2120 810 000	Guidance Dues/Fees	500.00	0.00	180.00	320.00	36.00
01 2120 890 001	Misc. Expenses - HS	1,000.00	12.31	246.68	753.32	24.67
01 2120 890 002	Misc. Expenses - ELE	500.00	12.30	63.06	436.94	12.61
2120	GUIDANCE SERVICES	99,500.00	7,518.60	86,925.88	12,574.12	87.36
2141	PSYCH SERVICES					
01 2141 320 001	Professional Educational Services	23,000.00	1,470.33	16,174.42	6,825.58	70.32
01 2141 320 002	Professional Educational Services	23,000.00	1,470.33	16,174.42	6,825.58	70.32
2141	PSYCH SERVICES	46,000.00	2,940.66	32,348.84	13,651.16	70.32

Account Number	Account Description	Budget	During Month	YTD Expenses	Budget Balance at EOM	% of Budget w/o Encumbrances
2151 SPEECH THERAPY						
01 2151 591 001	Consultants, Program - HS	17,600.00	0.00	17,582.22	17.78	99.90
01 2151 591 002	Consultants, Program - ELE	31,000.00	0.00	30,973.07	26.93	99.91
01 2151 610 000	Speech Supplies	0.00	0.00	0.00	0.00	0.00
2151 SPEECH THERAPY		48,600.00	0.00	48,555.29	44.71	99.91
2161 OT SERVICES						
01 2161 591 001	Consultants, Program - HS	3,900.00	0.00	788.58	3,111.42	20.22
01 2161 591 002	Consultants, Program - ELE	19,000.00	0.00	18,689.10	310.90	98.36
2161 OT SERVICES		22,900.00	0.00	19,477.68	3,422.32	85.06
2171 PT SERVICES						
01 2171 591 001	Consultants, Program - HS	3,000.00	0.00	2,277.50	722.50	75.92
01 2171 591 002	Consultants, Program - ELE	10,000.00	0.00	9,337.75	662.25	93.38
2171 PT SERVICES		13,000.00	0.00	11,615.25	1,384.75	89.35
2213 Instructional Staff Training						
01 2213 330 001	Employee training & Dev.	1,000.00	0.00	40.00	960.00	4.00
2213 Instructional Staff Training		1,000.00	0.00	40.00	960.00	4.00
2220 LIBRARY-MEDIA SERVICES						
01 2220 111 001	Librarian Salary-HS	34,000.00	2,797.91	31,402.95	2,597.05	92.36
01 2220 111 002	Librarian Salary-ELE	34,000.00	2,797.92	31,403.06	2,596.94	92.36
01 2220 211 001	Librarian Health Insurance - HS	16,000.00	1,317.96	14,498.34	1,501.66	90.61
01 2220 211 002	Librarian Health Insurance - ELE	16,000.00	1,317.96	14,498.34	1,501.66	90.61
01 2220 221 001	Librarian Social Security-HS	2,600.00	212.83	2,389.02	210.98	91.89
01 2220 221 002	Librarian Social Security-ELE	2,600.00	212.83	2,389.02	210.98	91.89
01 2220 231 001	NPERS - Teachers HS	2,600.00	204.88	2,307.31	292.69	88.74
01 2220 231 002	Librarian Retirement - ELE	2,600.00	204.88	2,307.38	292.62	88.75
01 2220 237 001	Increased Retirement Contribution Rate	300.00	0.00	208.78	91.22	69.59
01 2220 237 002	Increased Retirement Contribution Rate	300.00	0.00	208.77	91.23	69.59
01 2220 610 001	Supplies. - HS	800.00	221.11	760.44	39.56	95.06
01 2220 610 002	Supplies. - ELE	1,400.00	255.07	1,335.65	64.35	95.40
01 2220 640 001	Library Books - HS	1,500.00	151.27	1,309.41	190.59	87.29
01 2220 640 002	Library Books - ELE	2,400.00	532.67	2,390.90	9.10	99.62
01 2220 890 001	Misc. Expenses - HS	500.00	0.00	55.13	444.87	11.03
01 2220 890 002	Misc. Expenses - ELE	400.00	0.00	87.84	312.16	21.96
2220 LIBRARY-MEDIA SERVICES		118,000.00	10,227.29	107,552.34	10,447.66	91.15
2310 BOARD OF EDUCATION						
01 2310 540 000	Advertising & Printing	3,000.00	510.75	2,440.55	559.45	81.35
01 2310 580 000	Travel Exp & Mileage	5,400.00	0.00	5,350.77	49.23	99.09
01 2310 610 000	Supplies & Expenses	12,100.00	24.99	12,082.29	17.71	99.85
01 2310 890 000	Misc Expenses	2,500.00	0.00	2,310.00	190.00	92.40
2310 BOARD OF EDUCATION		23,000.00	535.74	22,183.61	816.39	96.45
2320 EXECUTIVE ADMINISTRATION						
01 2320 105 000	Salary Of Administration	167,500.00	0.00	138,750.00	28,750.00	82.84
01 2320 116 000	Business Mgr. Salary	58,000.00	5,074.03	53,166.58	4,833.42	91.67
01 2320 136 000	Business Mngr - OT	1,000.00	0.00	54.99	945.01	5.50
01 2320 215 000	Health Insurance/Dis	26,000.00	(87.00)	20,218.45	5,781.55	77.76
01 2320 216 000	Insurance - Business Mrg.	12,000.00	974.13	10,716.75	1,283.25	89.31
01 2320 225 000	Social Security- ADM	13,000.00	0.00	10,397.50	2,602.50	79.98
01 2320 226 000	Social Security - Business Mrg.	5,000.00	460.23	4,864.19	135.81	97.28
01 2320 235 000	Retirement- ADM.	12,500.00	0.00	10,198.10	2,301.90	81.58
01 2320 236 000	Retirement - Business Mrg.	4,300.00	371.55	3,910.39	389.61	90.94
01 2320 237 000	Increased Retirement Contribution Rate	2,000.00	0.00	1,364.38	635.62	68.22
01 2320 580 000	Travel Exp & Mileage	8,000.00	0.00	5,699.51	2,300.49	71.24
01 2320 610 000	Supplies - Expenses	8,000.00	0.00	1,466.65	6,533.35	18.33
01 2320 810 000	Dues & Fees	8,000.00	850.00	5,440.00	2,560.00	68.00
01 2320 890 000	Misc. Expenses	8,000.00	0.00	7,347.75	652.25	91.85
2320 EXECUTIVE ADMINISTRATION		333,300.00	7,642.94	273,595.24	59,704.76	82.09
2330 DISTRICT LEGAL SERVICES						
01 2330 317 000	Legal Services	10,000.00	0.00	3,495.00	6,505.00	34.95
2330 DISTRICT LEGAL SERVICES		10,000.00	0.00	3,495.00	6,505.00	34.95
2410 OFFICE OF PRINCIPAL						
01 2410 110 001	Secretary - HS	21,000.00	1,284.10	17,611.37	3,388.63	83.86
01 2410 110 002	Secretary - EL	21,000.00	1,284.10	17,611.33	3,388.67	83.86
01 2410 111 001	Salary Of Principal - HS	104,000.00	10,125.00	96,375.00	7,625.00	92.67
01 2410 130 001	Overtime Pay - Non Instructional	50.00	0.00	4.47	45.53	8.94

Account Number	Account Description	Budget	During Month	YTD Expenses	Budget Balance at EOM	% of Budget w/o Encumbrances
01 2410 130 002	Overtime Pay - Non Instructional	50.00	0.00	4.49	45.51	8.98
01 2410 210 001	LTD Ins - Non Instructional	150.00	9.82	108.39	41.61	72.26
01 2410 210 002	LTD Ins - Non Instructional	150.00	9.82	108.41	41.59	72.27
01 2410 211 001	Health Insurance - HS	32,000.00	2,483.72	29,088.67	2,911.33	90.90
01 2410 211 002	Health Insurance - ELE	100.00	0.00	0.00	100.00	0.00
01 2410 220 001	SOCIAL SECURITY Non Instructional	1,700.00	97.46	1,342.10	357.90	78.95
01 2410 220 002	SOCIAL SECURITY Non Instructional	1,700.00	97.59	1,342.36	357.64	78.96
01 2410 221 001	Social Security - HS	8,000.00	763.03	7,236.73	763.27	90.46
01 2410 230 001	NPERS - Non Instructional	1,600.00	94.00	1,294.40	305.60	80.90
01 2410 230 002	NPERS - Non Instructional	1,600.00	94.06	1,294.43	305.57	80.90
01 2410 231 001	Retirement - HS	7,800.00	631.57	6,970.97	829.03	89.37
01 2410 237 001	Increased Retirement Contribution Rate	1,000.00	0.00	748.80	251.20	74.88
01 2410 237 002	Increased Retirement Contribution Rate	200.00	0.00	119.24	80.76	59.62
01 2410 251 001	Tuition Reimb.-Teachers	10,000.00	0.00	0.00	10,000.00	0.00
01 2410 580 001	Travel & Mileage - HS	12,000.00	1,148.50	10,341.34	1,658.66	86.18
01 2410 610 001	Supplies - HS	6,000.00	279.50	547.50	5,452.50	9.13
01 2410 610 002	Supplies - ELE	2,000.00	0.00	487.70	1,512.30	24.39
01 2410 810 001	Dues & Fees - HS	5,000.00	185.00	1,470.00	3,530.00	29.40
01 2410 810 002	Dues & Fees - ELE	1,000.00	0.00	225.00	775.00	22.50
01 2410 890 001	Misc Expense HS	8,000.00	889.50	3,696.61	4,303.39	46.21
01 2410 890 002	Misc Expense ELE	2,000.00	0.00	232.40	1,767.60	11.62
2410 OFFICE OF PRINCIPAL		248,100.00	19,476.77	198,261.71	49,838.29	79.91
2510 FISCAL SERVICES						
01 2510 352 000	Prof/tech Services Audit	16,000.00	0.00	15,525.00	475.00	97.03
01 2510 442 000	Copier Lease	8,000.00	552.70	6,079.70	1,920.30	76.00
01 2510 530 000	Telephone	12,000.00	622.91	7,420.95	4,579.05	61.84
01 2510 531 000	Postage	5,000.00	0.00	0.00	5,000.00	0.00
01 2510 890 000	Misc Expenses	2,000.00	0.00	162.00	1,838.00	8.10
2510 FISCAL SERVICES		43,000.00	1,175.61	29,187.65	13,812.35	67.88
2610 OPERATION OF BUILDING						
01 2610 110 001	Custodians Salary - HS	65,000.00	3,139.30	40,809.35	24,190.65	62.78
01 2610 110 002	Custodians Salary - ELE	65,000.00	4,762.42	49,577.61	15,422.39	76.27
01 2610 130 001	Custodians - Overtime Pay HS	500.00	0.00	31.80	468.20	6.36
01 2610 130 002	Custodians - Overtime Pay ELE	500.00	0.00	31.80	468.20	6.36
01 2610 210 001	INSURANCE - Non-Instructional	500.00	34.45	304.30	195.70	60.86
01 2610 210 002	INSURANCE - Non-Instructional	500.00	29.79	328.73	171.27	65.75
01 2610 220 001	Social Security- HS	5,000.00	240.15	3,124.34	1,875.66	62.49
01 2610 220 002	Social Security- ELE	5,000.00	364.33	3,787.56	1,212.44	75.75
01 2610 230 001	Retirement - HS	5,000.00	221.07	2,992.15	2,007.85	59.84
01 2610 230 002	Retirement - ELE	5,000.00	339.96	3,636.22	1,363.78	72.72
01 2610 237 001	Increased Retirement Contribution Rate	1,000.00	0.00	275.22	724.78	27.52
01 2610 237 002	Increased Retirement Contribution Rate	1,000.00	0.00	327.38	672.62	32.74
01 2610 410 000	Water-sewer-trash	10,000.00	846.75	7,068.91	2,931.09	70.69
01 2610 520 000	Insurance	50,000.00	0.00	0.00	50,000.00	0.00
01 2610 610 000	Supplies - Expenses	30,000.00	1,033.97	23,270.51	6,729.49	77.57
01 2610 621 000	Electricity	45,000.00	3,537.35	44,239.20	760.80	98.31
01 2610 626 000	GAS	20,000.00	305.13	17,682.32	2,317.68	88.41
01 2610 733 000	Bldg & Grounds	53,000.00	135.92	52,956.03	43.97	99.92
01 2610 890 000	Misc. Expenses	7,000.00	0.00	15.99	6,984.01	0.23
2610 OPERATION OF BUILDING		369,000.00	14,990.59	250,459.42	118,540.58	67.88
2620 MAINTENANCE OF BUILDING						
01 2620 340 000	Repairman	20,000.00	1,922.45	17,184.36	2,815.64	85.92
01 2620 733 000	Furniture & Equipment Repair	2,000.00	0.00	0.00	2,000.00	0.00
01 2620 890 000	Misc Expenses	1,500.00	0.00	0.00	1,500.00	0.00
2620 MAINTENANCE OF BUILDING		23,500.00	1,922.45	17,184.36	6,315.64	73.12
2650 VEHICLE ACQUISITION AND MAINTENANCE						
01 2650 732 000	Vehicle Acquisition	40,000.00	0.00	0.00	40,000.00	0.00
2650 VEHICLE ACQUISITION AND MAINTENANCE		40,000.00	0.00	0.00	40,000.00	0.00
2710 REGULAR PUPIL TRANSPORTATION						
01 2710 110 000	Bus Drivers' Salaries	75,000.00	240.00	73,018.00	1,982.00	97.36
01 2710 120 000	Bus Drivers' Salaries (subs)	12,000.00	0.00	1,552.00	10,448.00	12.93
01 2710 210 000	Bus Drivers' Ins.- LTD	500.00	11.29	325.46	174.54	65.09
01 2710 220 000	Social Security	6,000.00	18.36	5,702.09	297.91	95.03
01 2710 230 000	Bus Drivers' Retirement	5,000.00	10.25	2,103.21	2,896.79	42.06
01 2710 237 000	Increased Retirement Contribution Rate	1,500.00	0.00	207.90	1,292.10	13.86

Account Number	Account Description	Budget	During Month	YTD Expenses	Budget Balance at EOM	% of Budget w/o Encumbrances
01 2710 519 000	Student Mileage to Parents	6,000.00	0.00	0.00	6,000.00	0.00
01 2710 626 000	Gas & Oil	40,000.00	965.12	29,764.38	10,235.62	74.41
01 2710 732 000	Bus Acquisition	5,000.00	0.00	0.00	5,000.00	0.00
01 2710 890 000	Misc Expenses	3,000.00	0.00	1,977.87	1,022.13	65.93
2710	REGULAR PUPIL TRANSPORTATION	154,000.00	1,245.02	114,650.91	39,349.09	74.45
2712	SCHOOL AGE SPEC ED TRANSPORT					
01 2712 110 001	SPED Transportation - HS	2,000.00	0.00	0.00	2,000.00	0.00
01 2712 626 000	SPED Gas & Oil	0.00	0.00	0.00	0.00	0.00
2712	SCHOOL AGE SPEC ED TRANSPORT	2,000.00	0.00	0.00	2,000.00	0.00
2730	VEHICLE SERVICES					
01 2730 610 000	Bus Maintenance/tires	60,000.00	3,177.46	47,971.99	12,028.01	79.95
2730	VEHICLE SERVICES	60,000.00	3,177.46	47,971.99	12,028.01	79.95
3300	COMMUNITY SERVICES					
01 3300 890 000	Community Services Misc	20,000.00	0.00	0.00	20,000.00	0.00
3300	COMMUNITY SERVICES	20,000.00	0.00	0.00	20,000.00	0.00
3535	HIGH ABILITY LEARNERS					
01 3535 610 000	High Ability Learner Grant	4,000.00	0.00	3,661.21	338.79	91.53
3535	HIGH ABILITY LEARNERS	4,000.00	0.00	3,661.21	338.79	91.53
3551	CAREER EDUCATION					
01 3551 610 001	CTE SUPPLIES	7,500.00	0.00	7,501.80	(1.80)	100.02
3551	CAREER EDUCATION	7,500.00	0.00	7,501.80	(1.80)	100.02
3599	GRANTS					
01 3599 610 000 153	Grants	14,500.00	0.00	3,058.98	11,441.02	21.10
3599	GRANTS	14,500.00	0.00	3,058.98	11,441.02	21.10
6200	TITLE I, PART A NCLB IMPROV THE ACADEM					
01 6200 111 002	Title I Salaries Teachers Pro. Staff EL	21,639.88	1,888.59	20,623.41	1,016.47	95.30
01 6200 211 002	TITLE I, Insurance - ELE	4,287.00	362.46	3,980.13	306.87	92.84
01 6200 221 002	Title I Social Security EL	2,057.00	171.30	1,867.71	189.29	90.80
01 6200 231 002	TITLE I NPERS EL	2,000.00	138.29	1,515.29	484.71	75.76
01 6200 237 002	Increased Retirement Contribution Rate	173.00	0.00	136.80	36.20	79.08
01 6200 395 000	Title I ESU16 Contract	2,347.12	0.00	2,347.12	0.00	100.00
01 6200 610 000	Title I Homeless	100.00	0.00	100.00	0.00	100.00
6200	TITLE I, PART A NCLB IMPROV THE ACADEM	32,604.00	2,560.64	30,570.46	2,033.54	93.76
6406	IDEA PRESCHOOL(619) BASE ALLOC					
01 6406 591 000	IDEA 619	1,094.00	0.00	1,094.00	0.00	100.00
6406	IDEA PRESCHOOL(619) BASE ALLOC	1,094.00	0.00	1,094.00	0.00	100.00
6408	IDEA ENROLLMENT/POVERTY					
01 6408 111 002	IDEA Salaries Teachers ELE	31,900.00	2,658.02	29,238.22	2,661.78	91.66
01 6408 211 002	IDEA INSURANCE - Teachers	15,800.00	1,315.80	14,474.11	1,325.89	91.61
01 6408 221 002	IDEA SOCIAL SECURITY -Teachers	2,400.00	196.44	2,160.84	239.16	90.04
01 6408 231 002	IDEA NPERS - Teachers	2,350.00	194.63	2,148.24	201.76	91.41
01 6408 237 002	IDEA Increased Retirement	200.00	0.00	194.00	6.00	97.00
01 6408 396 000	IDEA ESU16 Contract	44,731.00	0.00	39,302.67	5,428.33	87.86
01 6408 610 002	SUPPLIES	1,000.00	0.00	902.38	97.62	90.24
6408	IDEA ENROLLMENT/POVERTY	98,381.00	4,364.89	88,420.46	9,960.54	89.88
6969	TITLE IV-A					
01 6969 320 001	Title IV Prof Ed - HS	5,000.00	416.47	4,581.37	418.63	91.63
01 6969 320 002	Title IV A ELE	5,000.00	416.47	4,581.37	418.63	91.63
6969	TITLE IV-A	10,000.00	832.94	9,162.74	837.26	91.63
6992	REAP					
01 6992 111 002	Reap Reg Salaries Teacher	4,760.00	4,751.60	4,751.60	8.40	99.82
01 6992 211 002	REAP INSURANCE - Teachers	25.00	22.87	22.87	2.13	91.48
01 6992 221 002	REAP SOC SEC -Teachers/Prof	365.00	362.29	362.29	2.71	99.26
01 6992 231 002	REAP NPERS - Teachers	350.00	347.93	347.93	2.07	99.41
01 6992 610 000	Reap Grant	29,500.00	9,107.33	29,463.21	36.79	99.88
6992	REAP	35,000.00	14,592.02	34,947.90	52.10	99.85
8000	TRANSFERS (OUTGOING)					
01 8000 912 000	Lunch	33,134.00	3,134.00	33,134.00	0.00	100.00
01 8000 913 000	Transfer/activity Fund	20,000.00	0.00	20,000.00	0.00	100.00
8000	TRANSFERS (OUTGOING)	53,134.00	3,134.00	53,134.00	0.00	100.00
01	GENERAL FUND	4,969,913.00	294,687.85	3,819,175.66	1,150,737.34	76.85

Payee Type: Vendor **Check Type:** Check **Checking Account ID:** 1

Check Number	Check Date	Cleared	Void	Void Date	Entity ID	Entity Name	Check Amount
34832	07/13/2026				REVOLVINGB	Revolving Business Account	7,311.79
34833	07/13/2026				AWARDSUNLI	Awards Unlimited, Inc.	162.63
34834	07/13/2026				BLACKHILLS	Black Hills Energy	216.22
34835	07/13/2026				BLICKARTMA	Blick Art Materials, Inc.	13.28
34836	07/13/2026				CARQUEST	Carquest Auto Parts	96.78
34837	07/13/2026				NEPTUNE	CMC Neptune Game Time	1,000.00
34838	07/13/2026				CONSOLIDA2	Consolidated, Inc.	521.73
34839	07/13/2026				CROWNEPLAZ	Crowne Plaza - Kearney	180.00
34840	07/13/2026				EAKESOFFI1	Eakes Office Solution, Inc.	353.99
34841	07/13/2026				ESU16INV	Educational Service Unit #16	499.00
34842	07/13/2026				EGANSUPPLY	Egan Supply Co.	181.80
34843	07/13/2026				EMERGENT3	Emergent 3	2,625.00
34844	07/13/2026				ESU7	ESU 7	296.00
34845	07/13/2026				GREENACRES	Robin Peterson	143.50
34846	07/13/2026				HOLIDAYKEA	Holiday Inn	359.85
34847	07/13/2026				HOMETOWNLE	Hometown Leasing	552.70
34848	07/13/2026				HOTLUNCHFU	Hot Lunch Fund	3,134.00
34849	07/13/2026				INLANDTRUC	InLand Truck Parts and Service, Inc.	3,177.46
34850	07/13/2026				INNOVAOFFI	Innovative Office Solutions, LLC	354.61
34851	07/13/2026				JAYMAR	Jaymar Business Forms, Inc.	382.19
34852	07/13/2026				KCAV	Kansas City Audio-Visual	8,756.22
34853	07/13/2026				KEITHCOUN1	Keith County News Inc	128.56
34854	07/13/2026				LEARNINGAL	Learning Ally	1,424.84
34855	07/13/2026				MATHESONTR	Matheson Tri-Gas Inc.	77.64
34856	07/13/2026				MCABEESTA	Stacy McAbee	188.50
34857	07/13/2026				MCGRAWHILL	Mcgraw-Hill Companies, Inc.	2,778.39
34858	07/13/2026				MENARDS	Menards	223.17
34859	07/13/2026				PEARSONEDU	NCS Pearson Inc.	601.60
34860	07/13/2026				NASB	Nebraska Assoc. of School Boards	185.00
34861	07/13/2026				NPPD	Nebraska Public Power District	3,537.35
34862	07/13/2026				NEBRASKARU	Nebraska Rural Community Schools Association, Inc.	850.00
34863	07/13/2026				PAXTONGROC	Paxton Grocery & Meats	114.65
34864	07/13/2026				PRESTOX	PrestoX	128.42
34865	07/13/2026				PYRAMIDSCH	Pyramid School Products, Inc.	1,125.07
34866	07/13/2026				RENAISSANC	Renaissance Learning, Inc.	3,238.50
34867	07/13/2026				ROTERTPLUM	Rotert Plumbing & Heating, Inc.	1,762.45
34868	07/13/2026				SCHOOLHEAL	School Health Corp.	8.78
34869	07/13/2026				SCHOOLSPEC	School Specialty, LLC	281.45
34870	07/13/2026				SCHOOLMATE	Schoolmate	279.50
34871	07/13/2026				SCOTTIESPO	Scotties Potties Inc.	260.00
34872	07/13/2026				SOFTWAREUN	Software Unlimited, Inc.	6,350.00
34873	07/13/2026				SPORTSBOAR	Sportsboardz	30.75
34874	07/13/2026				SPRINGERAP	Springer Appliance, Inc.	160.00
34875	07/13/2026				STAPLES	Staples Advantage, Inc.	81.48
34876	07/13/2026				VERIZON	Verizon	61.62
34877	07/13/2026				VILLAGEOFP	Village Of Paxton, Inc.	846.75
34878	07/13/2026				WEX	WEX Fleet Universal	917.20
34879	07/13/2026				HOLIDAYKEA	Holiday Inn	15.00

Checking Account ID: 1 Void Total: 0.00 Total without Voids: 55,975.42

Check Type Total: Check Void Total: 0.00 Total without Voids: 55,975.42

Payee Type: Vendor **Check Type:** Direct Deposit **Checking Account ID:** 1

Check Number	Check Date	Cleared	Void	Void Date	Entity ID	Entity Name	Check Amount
30655744	07/13/2026				MCCONNELLD	Luke McConnell	5,627.00

Checking Account ID: 1 Void Total: 0.00 Total without Voids: 5,627.00

Check Type Total: Direct Deposit Void Total: 0.00 Total without Voids: 5,627.00

Payee Type Total: Vendor Void Total: 0.00 Total without Voids: 61,602.42

Board Report - Detail
JULY 2026 GENERAL FUND CHECKS

PO Number / Account Number	Invoice Number	Vendor Name / Detail Description	Invoice Date	Amount	Amount
Checking Account ID 1		Fund Number 01	GENERAL FUND		
	335345	Awards Unlimited, Inc.	07/18/2026		162.63
01 1100 890 001		VB Awards		162.63	
Total Awards Unlimited, Inc.				162.63	
	07.13.2026-0001	Black Hills Energy	07/13/2026		216.22
01 2610 626 000		Natural Gas Expenses		216.22	
Total Black Hills Energy				216.22	
	8198426	Blick Art Materials, Inc.	06/10/2026		13.28
01 1100 610 001		Class Supplies - Mullen		13.28	
Total Blick Art Materials, Inc.				13.28	
	5928-374295	Carquest Auto Parts	07/09/2026		96.78
01 2610 610 000		Gorilla Tape		7.87	
01 2610 626 000		DEF - Bus		74.45	
01 2610 626 000		DEF - Bus		14.46	
Total Carquest Auto Parts				96.78	
	26167	CMC Neptune Game Time	07/13/2026		1,000.00
01 1100 643 001		Game Time Music Library		1,000.00	
Total CMC Neptune Game Time				1,000.00	
	07.13.2026-0001	Consolidated, Inc.	07/13/2026		521.73
01 2510 530 000		Telephone Service		455.88	
01 2510 530 000		Telephone Service		65.85	
Total Consolidated, Inc.				521.73	
	17347	Crowne Plaza - Kearney	07/13/2026		180.00
01 2410 580 001		School Law Convention - McAbee		180.00	
Total Crowne Plaza - Kearney				180.00	
	778539	Eakes Office Solution, Inc.	06/11/2026		44.20
01 2610 610 000		Maintenance Supplies Scraper		44.20	
	9331439-1	Eakes Office Solution, Inc.	06/11/2026		64.48
01 1100 610 001		Black Craft Paper		64.48	
	9335962-1	Eakes Office Solution, Inc.	06/11/2026		150.68
01 2610 610 000		Maintenance Supplies Tissue		150.68	
	9344373-0	Eakes Office Solution, Inc.	06/11/2026		37.83
01 2610 610 000		Maintenance Supplies Scraper		37.83	
	9352708-0	Eakes Office Solution, Inc.	06/11/2026		56.80
01 1100 610 002		Clorox Wipes & Batteries		56.80	
Total Eakes Office Solution, Inc.				353.99	
	2718-0001	Educational Service Unit #16	07/13/2026		499.00
01 1200 643 000		2026 - 2027 SRS Fees		499.00	
Total Educational Service Unit #16				499.00	
	415773	Egan Supply Co.	07/14/2026		181.80
01 2610 610 000		Supplies - Trash Bags		181.80	
Total Egan Supply Co.				181.80	
	2478	Emergent 3	07/18/2026		2,625.00

PO Number / Account Number	Invoice Number	Vendor Name / Detail Description	Invoice Date	Amount	Amount
01 1100 643 002		E3 Safety App and Services		1,312.50	
01 1100 643 001		E3 Safety App and Services		1,312.50	
Total Emergent 3				2,625.00	
	LP26-27	ESU 7	07/13/2026		296.00
01 1100 643 001		37 Lastpass Licenses		296.00	
Total ESU 7				296.00	
	5824-25	Green Acres Poultry	07/13/2026		143.50
01 1100 610 002		Hot Lunch Supplies		71.75	
01 1100 610 001		Hot Lunch Supplies		71.75	
Total Green Acres Poultry				143.50	
	114807	Holiday Inn	07/02/2026		359.85
01 2410 890 001		School Nutrition Conf - Kearney		359.85	
	114807-1	Holiday Inn	07/02/2026		15.00
01 2410 890 001		Nutritional Conference (#34846) $374.85		15.00	
Total Holiday Inn				374.85	
	07.13..26-0001	Hometown Leasing	07/13/2026		552.70
01 2510 442 000		Copier Lease		552.70	
Total Hometown Leasing				552.70	
	07.13.2026	Hot Lunch Fund	07/09/2026		3,134.00
01 8000 912 000		Hot Lunch Transfer		3,134.00	
Total Hot Lunch Fund				3,134.00	
	2007179	InLand Truck Parts and Service, Inc.	07/13/2026		3,177.46
01 2730 610 000		2013 Bus Maintenance		3,177.46	
Total InLand Truck Parts and Service, Inc.				3,177.46	
	5145404	Innovative Office Solutions, LLC	07/09/2026		354.61
01 1100 610 001		COOP Supplies - Mullebn		274.09	
01 1100 610 002		Kitchen supplies		77.74	
01 1100 610 002		Classroom Fischer		2.78	
Total Innovative Office Solutions, LLC				354.61	
	066557	Jaymar Business Forms, Inc.	07/17/2026		382.19
01 2310 540 000		Printing: General Fund Checks		382.19	
Total Jaymar Business Forms, Inc.				382.19	
	63209	Kansas City Audio-Visual	07/20/2026		8,756.22
01 6992 610 000		iQ appliance w/Google EDLA		8,756.22	
Total Kansas City Audio-Visual				8,756.22	
	07.13.26-0001	Keith County News Inc	07/13/2026		128.56
01 2310 540 000		Advertising		128.56	
Total Keith County News Inc				128.56	
	50126	Learning Ally	07/13/2026		1,424.84
01 1160 610 000		Classroom Audiobooks		1,424.84	
Total Learning Ally				1,424.84	

PO Number / Account Number	Invoice Number	Vendor Name / Detail Description	Invoice Date	Amount	Amount
	0033475335-0001	Matheson Tri-Gas Inc.	07/13/2026		77.64
01 1100 610 001 412		Industrial Tech - Monthly		77.64	
Total Matheson Tri-Gas Inc.				77.64	
	07.2026	McAbee, Stacy	07/13/2026		188.50
01 2410 580 001		School Law Conf 06/10/2026		188.50	
Total McAbee, Stacy				188.50	
	07.2026-0001	McConnell Psycological Solutions PC	07/08/2026		5,627.00
01 1200 591 001		Contract Services: Chessmore		755.08	
01 1200 591 002		Contract Services: Chessmore		755.09	
01 2141 320 001		Contract Services: McConnell		1,470.33	
01 2141 320 002		Contract Services: McConnell		1,470.33	
01 6969 320 001		Contract Services: McConnell		416.47	
01 6969 320 002		Contract Services: McConnell		416.47	
01 1291 591 002		Contract Services: Chessmore B-5		343.23	
Total McConnell Psycological Solutions PC				5,627.00	
	140740422001	Mcgraw-Hill Companies, Inc.	07/13/2026		2,349.50
01 1100 640 002		Reveal Math ELE		1,428.78	
01 1100 640 001		Reveal Math MS		595.62	
01 1100 640 001		Shipping		325.10	
	140761438001	Mcgraw-Hill Companies, Inc.	07/28/2026		428.89
01 1100 610 001		Geometry Vol 1 & 2 + Digital		386.55	
01 1100 610 001		Geometry Vol 1 & 2 Shipping		42.34	
Total Mcgraw-Hill Companies, Inc.				2,778.39	
	36117	Menards	07/07/2026		79.62
01 2610 610 000		Maintenance Supplies Paint Supplies		79.62	
	36484	Menards	07/07/2026		143.55
01 2610 610 000		Maintenance Supplies		143.55	
Total Menards				223.17	
	31901570	NCS Pearson Inc.	07/13/2026		601.60
01 1100 643 002		NNAT3 Online License		601.60	
Total NCS Pearson Inc.				601.60	
	56182	Nebraska Assoc. of School Boards	07/14/2026		185.00
01 2410 810 001		School Leaders & Law Conf		185.00	
Total Nebraska Assoc. of School Boards				185.00	
	07.13.2026-0001	Nebraska Public Power District	07/13/2026		3,537.35
01 2610 621 000		Electricity		48.29	
01 2610 621 000		Electricity		3,489.06	
Total Nebraska Public Power District				3,537.35	
	1752	Nebraska Rural Community Schools Association, Inc.	07/10/2026		850.00
01 2320 810 000		2026-2027 NRCSA Membership Due		850.00	
Total Nebraska Rural Community Schools Association, Inc.				850.00	
	7198-001	Paxton Grocery & Meats	07/13/2026		30.48
01 6992 610 000		REAP - Summer camp supplies		30.48	
	7927	Paxton Grocery & Meats	07/13/2026		37.87

PO Number / Account Number	Invoice Number	Vendor Name / Detail Description	Invoice Date	Amount	Amount
01 6992 610 000		REAP - Summer camp supplies		37.87	
	8106	Paxton Grocery & Meats	07/13/2026		7.98
01 6992 610 000		REAP - Summer camp supplies		7.98	
	8463	Paxton Grocery & Meats	07/13/2026		8.59
01 6992 610 000		REAP - Summer camp supplies		8.59	
	8558	Paxton Grocery & Meats	07/13/2026		15.98
01 6992 610 000		Maintenance Supplies		15.98	
	9229	Paxton Grocery & Meats	07/13/2026		3.39
01 6992 610 000		REAP - Summer camp supplies		3.39	
	9681	Paxton Grocery & Meats	07/13/2026		10.36
01 6992 610 000		REAP - Summer camp supplies		10.36	
Total Paxton Grocery & Meats				114.65	
	97418005-0001	PrestoX	07/13/2026		128.42
01 2610 610 000		Monthly Pest Services		128.42	
Total PrestoX				128.42	
	S1501880.001	Pyramid School Products, Inc.	07/12/2026		1,125.07
01 1100 610 002		Supplies - Coop - Fischer		123.46	
01 1100 610 001		Supplies - Coop Closet		100.95	
01 1100 610 002		Supplies - Coop Pospisil		111.57	
01 1100 610 001 417		Supplies - Coop STEM Mullen		193.46	
01 1100 890 001		Supplies - Coop Volleyballs		515.85	
01 1100 610 001 414		Supplies - Coop Fox Science		66.90	
01 1200 610 001		Supplies - Coop Essink SPED		12.88	
Total Pyramid School Products, Inc.				1,125.07	
	5705456	Renaissance Learning, Inc.	07/17/2026		3,238.50
01 1100 643 002		AR Platform / Subscription Renewal		1,619.25	
01 1100 643 001		AR Platform / Subscription Renewal		1,619.25	
Total Renaissance Learning, Inc.				3,238.50	
	4522	Rotert Plumbing & Heating, Inc.	07/11/2026		1,762.45
01 2620 340 000		Backflow Preventer		1,762.45	
Total Rotert Plumbing & Heating, Inc.				1,762.45	
	CINV000398299	School Health Corp.	07/13/2026		8.78
01 1100 610 002		Fingertip Bandaids (2 boxes) Kitchen		8.78	
Total School Health Corp.				8.78	
	20813708719	School Specialty, LLC	07/08/2026		16.89
01 1100 610 002		Kuenning Supplies - Coop		16.89	
	308104876304	School Specialty, LLC	07/08/2026		264.56
01 1100 610 001 414		Fox Supplies - Coop		28.51	
01 1100 610 001 417		Mullen Supplies		35.16	
01 1200 610 001		Essink Supplies		5.58	
01 1100 610 001		Supply Closet		195.31	
Total School Specialty, LLC				281.45	
	JUL 26	Schoolmate	07/17/2026		279.50
01 2410 610 001		Student planners		279.50	
Total Schoolmate				279.50	
	8537060O-0001	Scotties Potties Inc.	07/13/2026		260.00

PO Number / Account Number	Invoice Number	Vendor Name / Detail Description	Invoice Date	Amount	Amount
01 2610 610 000		Pottie Rental Bus Barn & 4 @Track		260.00	
Total Scotties Potties Inc.				260.00	
	20260628-123	Software Unlimited, Inc.	07/13/2026		6,350.00
01 1100 643 001		Accounting Software		4,850.00	
01 1100 643 002		Accounting Software		1,500.00	
Total Software Unlimited, Inc.				6,350.00	
	00896	Sportsboardz	07/12/2026		30.75
01 2410 890 001		Record Board		30.75	
Total Sportsboardz				30.75	
	21432	Springer Appliance, Inc.	07/06/2026		160.00
01 2620 340 000		Oven Diagnose		160.00	
Total Springer Appliance, Inc.				160.00	
	6061053083	Staples Advantage, Inc.	07/08/2026		35.78
01 1100 610 002		Supplies - Coop Kuenning		35.78	
	6064212712	Staples Advantage, Inc.	07/08/2026		31.02
01 1100 610 002		Supplies - Coop Rosentrater		31.02	
	6066825191	Staples Advantage, Inc.	07/08/2026		14.68
01 1100 610 001		Supplies - Coop Rosentrater		14.68	
Total Staples Advantage, Inc.				81.48	
	07.13.2026-0001	Verizon	07/13/2026		61.62
01 2510 530 000		Telephone Expense		61.62	
Total Verizon				61.62	
	07.13.2026-0001	Village Of Paxton, Inc.	07/13/2026		846.75
01 2610 410 000		Water - Sewer - Trash		775.01	
01 2610 410 000		Water - Sewer - Trash		71.74	
Total Village Of Paxton, Inc.				846.75	
	07.13.2026-0001	WEX Fleet Universal	07/13/2026		917.20
01 2710 626 000		Fuel and Oil		917.20	
Total WEX Fleet Universal				917.20	
Fund Number 01				54,290.63	
Checking Account ID 1				54,290.63	

Board Report - Detail

JULY 2026 GENERAL FUND CREDIT CARD

PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		
Checking Account ID 1		Fund Number 01	GENERAL FUND	
	6812 JUL 26 AU	Amazon.com	07/13/2026	75.31
01 1100 610 001		Classroom Supplies - Uden	75.31	
	6812 JUL 26 BE	Amazon.com	07/13/2026	898.74
01 1200 610 001		SPED Supplies - Essink	898.74	
	6812 JUL 26 BE 1	Amazon.com	07/13/2026	168.78
01 1200 610 001		SPED Supplies - Essink	168.78	
	6812 JUL 26 kj	Amazon.com	07/13/2026	118.91
01 1100 610 002		Classroom Supplies - Jay	118.91	
	6812 JUL 26 LG	Amazon.com	07/13/2026	8.54
01 1100 610 002		Classroom Supplies - Gleason	8.54	
	6812 JUL 26 LG 1	Amazon.com	07/13/2026	137.44
01 1100 610 002		Classroom Supplies - Gleason	137.44	
	6812 JUL 26 LJ	Amazon.com	07/13/2026	599.56
01 1100 610 001		PE Supplies - L Jorgensen	299.78	
	6812 JUL 26 LJ 1	Amazon.com	299.78	
01 1100 610 002		PE Supplies - L Jorgensen	07/13/2026	57.18
01 1100 610 001		PE Supplies - L Jorgensen	28.59	
	6812 JUL 26 LJ 2	Amazon.com	28.59	
01 1100 610 002		PE Supplies - L Jorgensen	07/13/2026	208.26
01 1100 610 001		PE Supplies - L Jorgensen	104.13	
	6812 JUL 26 MM	Amazon.com	104.13	
01 1100 610 001		Classroom Supplies - Mullen	07/13/2026	22.95
	6812 JUL 26 MM 1	Amazon.com	22.95	
01 1100 610 001		Classroom Supplies - Mullen	07/13/2026	55.62
	6812 JUL 26 MP	Amazon.com	55.62	
01 1100 610 002		6812 JUL 26 Pospisil	07/13/2026	10.85
	6812 JUL 26 MP 1	Amazon.com	10.85	
01 1100 610 002		6812 JUL 26 Pospisil	07/13/2026	158.00
	6812 JUL 26 MS	Amazon.com	158.00	
01 1100 610 001		Classroom Supplies - Schimonitz	07/13/2026	323.82
	6812 JUL 26 SF	Amazon.com	323.82	
01 1100 610 002		Classroom Supplies - Fischer	07/13/2026	97.99
	6812 JUL 26 SF 1	Amazon.com	97.99	
01 1100 610 002		Classroom Supplies - Fischer	07/13/2026	157.86
	6812 JUL 26 TP	Amazon.com	157.86	
01 1100 610 002		Classroom Supplies - Peters	07/13/2026	333.35
	MULLEN JUL 26 1	Amazon.com	333.35	
01 6992 610 000		REAP Tablet protectors & cables	07/09/2026	152.64
	MULLEN JUL 26 2	Amazon.com	152.64	
01 6992 610 000		REAP Tablet protectors	07/09/2026	(16.65)
	SPENCER JUL 26	Amazon.com	(16.65)	
01 2120 610 001		Monthly Guidance Subscription	07/11/2026	12.89
	STORER JUL 26	Amazon.com	12.89	
01 2220 640 001		Library Books MS / HS	07/13/2026	8.15
	STORER JUL 26 1	Amazon.com	8.15	
01 2220 640 001		Library Books MS / HS	07/13/2026	8.87
	STORER JUL 26 10	Amazon.com	8.87	
01 2220 640 002		Library Books ELE	07/13/2026	30.86
	STORER JUL 26 11	Amazon.com	30.86	
01 2220 640 002		Library Books ELE	07/13/2026	470.75
	STORER JUL 26 2	Amazon.com	470.75	
01 2220 640 001		Library Books MS / HS	07/13/2026	13.25
			13.25	

PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description	Amount	
	STORER JUL 26 3	Amazon.com	07/13/2026	
01 2220 640 001		Library Books MS / HS	7.20	7.20
	STORER JUL 26 4	Amazon.com	07/13/2026	
01 2220 640 001		Library Books MS / HS	6.37	6.37
	STORER JUL 26 5	Amazon.com	07/13/2026	
01 2220 640 001		Library Books MS / HS	107.43	107.43
	STORER JUL 26 6	Amazon.com	07/13/2026	
01 2220 640 002		Library Books ELE	11.18	11.18
	STORER JUL 26 7	Amazon.com	07/13/2026	
01 2220 640 002		Library Books ELE	19.88	19.88
	STORER JUL 26 8	Amazon.com	07/07/2026	
01 2220 610 001		Library Supplies	22.49	44.97
01 2220 610 002		Library Supplies	22.48	
Total Amazon.com			4,310.95	
	McAbee JUL 26	Costco	07/13/2026	
01 2310 610 000		Board Supplies	24.99	24.99
Total Costco			24.99	
	STORER JUL 26	Demco	07/07/2026	
01 2220 610 001		Library Supplies	103.46	206.92
01 2220 610 002		Library Supplies	103.46	
Total Demco			206.92	
	DACK JUL 26	Elitch Gardens	07/13/2026	
01 2410 890 001		AR Reward	314.95	314.95
Total Elitch Gardens			314.95	
	7042 JUL 26	Hampton Inn Columbus	07/13/2026	
01 2410 580 001		State Golf - Jorgensen (2 nights)	308.82	308.82
	7042 JUL 26 1	Hampton Inn Columbus	07/13/2026	
01 2410 580 001		State Golf - Julian (2 nights)	308.82	308.82
Total Hampton Inn Columbus			617.64	
	WHITE JUL 26	InkJet.com	07/21/2026	
01 1100 610 001 416		Art - Ink Cartridges (Tax Refund)	(12.59)	(12.59)
Total InkJet.com			(12.59)	
	MULLEN JUL 26	Mosyle Corporation	07/12/2026	
01 1100 643 001		License Fee	2.25	2.25
Total Mosyle Corporation			2.25	
	McAbee JUL 26	Mug, The	07/13/2026	
01 2410 580 001		NEE Training - McAbee	25.67	77.00
01 2410 580 001		NEE Training - Price	25.67	
01 2410 580 001		NEE Training - Julian	25.66	
	McAbee JUL 26 1	Mug, The	07/13/2026	
01 2410 580 001		NEE Training - McAbee	28.45	85.36
01 2410 580 001		NEE Training - Price	28.45	
01 2410 580 001		NEE Training - Julian	28.46	
Total Mug, The			162.36	
	S JORGENSEN JUL 26	Nebraska Coaches Assoc.	07/18/2026	114.40

PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		Amount
01 1100 890 001	S JORGENSEN JUL 26 1	Membership clinic dues Julian Nebraska Coaches Assoc.	07/13/2026	114.40
				57.20
01 1100 890 001	S JORGENSEN JUL 26 3	Membership clinic dues Mitchell Nebraska Coaches Assoc.	07/18/2026	57.20
				114.40
01 1100 890 001	S JORGENSEN JUL 26 4	Membership clinic dues Morland Nebraska Coaches Assoc.	07/18/2026	114.40
				114.40
01 1100 890 001	S JORGENSEN JUL 26 5	Membership clinic dues L Jorgensen Nebraska Coaches Assoc.	07/13/2026	114.40
				57.20
01 1100 890 001	S JORGENSEN JUL 26 6	Membership clinic dues Kuenning Nebraska Coaches Assoc.	07/13/2026	57.20
				57.20
01 1100 890 001	S JORGENSEN JUL 26 7	Membership clinic dues Fox Nebraska Coaches Assoc.	07/13/2026	57.20
				57.20
01 1100 890 001	S JORGENSEN JUL 26 8	Membership clinic dues Ford Nebraska Coaches Assoc.	07/13/2026	57.20
				57.20
01 1100 890 001	S JORGENSEN JUL 26 9	Membership clinic dues Hebbert Nebraska Coaches Assoc.	07/18/2026	57.20
				114.40
01 1100 890 001		Membership clinic dues Gleason		114.40
Total Nebraska Coaches Assoc.				743.60
01 2220 610 002	STORER JUL 26	OYC Brands Library Prizes	07/07/2026	33.96
				33.96
01 2220 610 002	STORER JUL 26 1	OYC Brands Library Prizes	07/07/2026	190.33
01 2220 610 001		Library Prizes		95.17
Total OYC Brands				95.16
				224.29
01 2710 626 000	MORLAND JUL 26	Pronto Pit Stop Fuel - Maintenance	07/11/2026	25.21
				25.21
01 2710 626 000	MORLAND JUL 26 1	Pronto Pit Stop Fuel - Maintenance	07/11/2026	22.71
Total Pronto Pit Stop				22.71
				47.92
01 2120 890 001	SPENCER JUL 26	Slow Lane Adviser meeting Spencer	07/13/2026	24.61
01 2120 890 002		Adviser meeting Perlinger		12.31
Total Slow Lane				12.30
				24.61
01 2610 733 000	DACK JUL 26	SWISCO,Inc Window Crank Replacement	07/13/2026	135.92
Total SWISCO,Inc				135.92
				135.92
01 2410 890 001	DACK JUL 26	Texas Roadhouse AR Reward	07/13/2026	168.95
Total Texas Roadhouse				168.95
				168.95
01 1100 643 001	PETERS JUL 26	Theta Music, The Webbased License Music	07/09/2026	199.00
				199.00

PO Number / Account Number	Invoice Number	Vendor Name / Detail Description	Invoice Date	Amount	Amount
Total Theta Music, The				199.00	
	6758 JUL 26	Verizon			
01 2510 530 000		Telephone Expense	07/15/2026	39.56	39.56
Total Verizon				39.56	
	DACK JUL 26	Walmart			
01 6992 610 000		REAP Summer Camp	07/13/2026	21.00	21.00
	McAbee JUL 26	Walmart			
01 6992 610 000		REAP Summer Camp	07/13/2026	79.47	79.47
Total Walmart				100.47	
Fund Number 01				7,311.79	
Checking Account ID 1				7,311.79	

Paxton Consolidated Schools
07/09/2026 1:05 PM

Revenue Summary Report
Processing Month: 06/2026
JUNE 2026 HOT LUNCH REVENUE

Fund: 06 LUNCH FUND

Account Number	Description	Revised Budget	During Month	To Date	% of Budget	Budget Balance
06 1000	Beginning Balance	8,408.00	0.00	0.00	0.00	8,408.00
06 1611	Daily Sales - Reimbursable	40,000.00	87.60	31,747.35	79.37	8,252.65
06 1620	Daily sales - Non reimbursable	0.00	43.65	6,204.00	0.00	(6,204.00)
	Subtotal: 1000	48,408.00	131.25	37,951.35	78.40	10,456.65
06 3150	State Reimbursement	3,000.00	0.00	0.00	0.00	3,000.00
	Subtotal: 3000	3,000.00	0.00	0.00	0.00	3,000.00
06 4210	Federal Reimbursement	60,000.00	0.00	45,789.65	76.32	14,210.35
	Subtotal: 4000	60,000.00	0.00	45,789.65	76.32	14,210.35
06 5200	Transfer	30,000.00	0.00	30,000.00	100.00	0.00
06 5690	Other Non-Revenue Receipts	0.00	164.83	823.63	0.00	(823.63)
	Subtotal: Debt Services	30,000.00	164.83	30,823.63	102.75	(823.63)
	Fund Total:	141,408.00	296.08	114,564.63	81.02	26,843.37

Cash Receipt Listing - Summary
JUNE 2026 HOT LUNCH FUND REVENUE

Receipt Number	Received From ID/Name	Receipt Date	Description	Receipt Key	Amount
	PERLINGERC Perlinger Cher	06/10/2026	Daily Sales Reimbursable	4420	43.65
	REVTRAK RevTrak	06/01/2026	Daily Sales Reimbursable	4421	91.43
	DIST6 District #6	06/16/2026	Preschool milk	4422	161.00
				Report Total:	296.08

Receipt Number: **Received From: PERLINGERC Perlinger Cher** **Receipt Date: 06/10/2026** **Receipt Key: 4420** **Amount: 43.65**

Description: Daily Sales Reimbursable Comment:

Chart of Account Number	Detail Description	Detail Amount	Cash Account Number	Receivable Account Number
06 1620	Daily Sales Non-Reimbursable	43.65	06 101	

Receipt Number: **Received From: REVTRAK RevTrak** **Receipt Date: 06/01/2026** **Receipt Key: 4421** **Amount: 91.43**

Description: Daily Sales Reimbursable Comment:

Chart of Account Number	Detail Description	Detail Amount	Cash Account Number	Receivable Account Number
06 5690	Revtrak Deposit Fee 4.37%	87.60	06 101	
06 1611	Revtrak Deposit	3.83	06 101	
06 5690	Reversal: Revtrak Deposit Fee 4.37%	(87.60)	06 101	
06 1611	Revtrak Deposit Fee 4.37%	87.60	06 101	
06 1611	Reversal: Revtrak Deposit	(3.83)	06 101	
06 5690	Revtrak Feet	3.83	06 101	

Receipt Number: **Received From: DIST6 District #6** **Receipt Date: 06/16/2026** **Receipt Key: 4422** **Amount: 161.00**

Description: Preschool milk Comment:

Chart of Account Number	Detail Description	Detail Amount	Cash Account Number	Receivable Account Number
06 5690	Preschool milk	161.00	06 101	

Summary Totals

Account Type		Cash Accounts		Receivable Accounts
Subtotal Revenue	296.08	06 101	296.08	
Subtotal Expense		Total:	296.08	
Subtotal General Ledger				
Total:	296.08			

Monthly Account Summary

JULY 2026 HOT LUNCH FUND EXPENDITURES

Account Number	Account Description	Budget	During Month	YTD Expenses	Budget Balance at EOM	% of Budget w/o Encumbrances
06 LUNCH FUND						
3100 Food Service Operations						
06 3100 110 000	Lunch Fund Salaries	70,000.00	865.25	77,913.10	(7,913.10)	111.30
06 3100 130 000	Lunch Fund OT Pay	500.00	0.00	52.79	447.21	10.56
06 3100 210 000	Lunch Fund Dist Health	500.00	43.59	491.02	8.98	98.20
06 3100 220 000	Lunch Fund Dist Fica	5,500.00	66.20	5,883.79	(383.79)	106.98
06 3100 230 000	Lunch Fund District Ret	5,200.00	63.36	5,639.17	(439.17)	108.45
06 3100 237 000	Increased Retirement Contribution Rate	550.00	0.00	553.79	(3.79)	100.69
06 3100 630 000	Hot Lunch Supplies	56,408.00	0.00	37,556.84	18,851.16	66.58
06 3100 695 000	Lunch Other Misc Expenses	1,000.00	84.25	1,136.11	(136.11)	113.61
06 3100 890 000	Hot Lunch Travel & Conference	1,750.00	0.00	800.00	950.00	45.71
3100 Food Service Operations		141,408.00	1,122.65	130,026.61	11,381.39	91.95
06 LUNCH FUND		141,408.00	1,122.65	130,026.61	11,381.39	91.95

Check Register by Type
JULY 2026 HOT LUNCH FUND EXPENDITURES

Payee Type: **Vendor** **Check Type:** **Automatic Payment** **Checking Account ID:** **6**

Check Number	Check Date	Cleared	Void	Void Date	Entity ID	Entity Name	Check Amount
292120201	07/09/2026				REVTRAK	RevTrak	84.25

Checking Account ID:	6	Void Total:	0.00	Total without Voids:	84.25
Check Type Total:	Automatic Payment	Void Total:	0.00	Total without Voids:	84.25
Payee Type Total:	Vendor	Void Total:	0.00	Total without Voids:	84.25
	Grand Total:	Void Total:	0.00	Total without Voids:	84.25

Board Report - Detail

JULY 2026 HOT LUNCH REVTRAK

PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		
Checking Account ID 6				
	07.2026-0001	Fund Number 06	LUNCH FUND	
		RevTrak	07/09/2026	84.25
06 3100 695 000		July Lunch Fee	19.95	
06 3100 695 000		May Lunch Fee	19.95	
06 3100 695 000		June Lunch Collection	44.35	
Total RevTrak			84.25	
Fund Number 06			84.25	
Checking Account ID 6			84.25	

Activity Fund Balance Report - Summary - Exclude Encumbrances
06/2026 - 06/2026
JUNE 2026 STUDENT ACTIVITY FINANCIALS

Fund: 05 ACTIVITY FUND

Chart of Account Number	Chart of Account Description	Beginning Balance	Expenses	Revenues	Balance Change	Balance
05 704 0100	Activities	11,009.88	2,886.23	(1,709.12)	0.00	6,414.53
05 704 0101	Girls BB`	306.25	0.00	0.00	0.00	306.25
05 704 0102	Boys BB	1,934.50	0.00	0.00	0.00	1,934.50
05 704 0103	Volleyball	6,015.49	0.00	0.00	0.00	6,015.49
05 704 0104	Football	1,826.59	0.00	0.00	0.00	1,826.59
05 704 0105	Track	3,359.68	778.00	0.00	0.00	2,581.68
05 704 0113	Elementary	2,230.55	0.00	0.00	0.00	2,230.55
05 704 0114	Student Council	3,510.45	0.00	0.00	0.00	3,510.45
05 704 0115	National Honor Society	1,067.14	179.57	1,000.00	0.00	1,887.57
05 704 0117	FPS	83.36	0.00	0.00	0.00	83.36
05 704 0118	Letterclub	1,480.32	0.00	0.00	0.00	1,480.32
05 704 0119	Yearbook	5,796.90	0.00	0.00	0.00	5,796.90
05 704 0120	Music - Band	1,055.47	105.70	0.00	0.00	949.77
05 704 0121	Band	0.00	0.00	0.00	0.00	0.00
05 704 0122	science	14.75	0.00	0.00	0.00	14.75
05 704 0123	FACS	1,041.94	0.00	0.00	0.00	1,041.94
05 704 0124	Quiz Bowl	2,800.03	0.00	71.30	0.00	2,871.33
05 704 0125	Drama/One Act	1,104.95	0.00	766.90	0.00	1,871.85
05 704 0128	Library	1,737.74	0.00	0.00	0.00	1,737.74
05 704 0129	Courtesy Fund	1,136.15	44.11	0.00	0.00	1,092.04
05 704 0130	Student Activity Fees	380.02	0.00	0.00	0.00	380.02
05 704 0131	Misc.	682.82	0.00	0.00	0.00	682.82
05 704 0132	Shop	1,163.41	0.00	0.00	0.00	1,163.41
05 704 0133	Concessions	14,682.78	2,305.50	(9,033.17)	0.00	3,344.11
05 704 0136	X-Country	1,799.71	0.00	0.00	0.00	1,799.71
05 704 0140	FFA	18,246.67	1,244.22	0.00	0.00	17,002.45
05 704 0142	Student Misc.	955.10	0.00	0.00	0.00	955.10
05 704 0143	Class of 2019	70.00	0.00	0.00	0.00	70.00
05 704 0144	Cheerleading & Dance Team	2,702.64	612.60	1,287.12	0.00	3,377.16
05 704 0145	Hanich Trust	81,597.59	390.22	0.00	0.00	81,207.37
05 704 0146	Science Olympiad	1,890.21	0.00	0.00	0.00	1,890.21
05 704 0147	Tiger Apparel	2,167.53	0.00	0.00	0.00	2,167.53
05 704 0149	Golf	326.20	0.00	2,252.93	0.00	2,579.13
05 704 0152	Circle of Friends	631.09	0.00	0.00	0.00	631.09
05 704 0153	Wrestling	1,830.21	0.00	1,455.37	0.00	3,285.58
05 704 0154	Activities Vending Machine	78.02	0.00	0.00	0.00	78.02
05 704 0155	Tiger I (LifeSkills)	0.03	0.00	0.00	0.00	0.03

Fund: 05 ACTIVITY FUND

Chart of Account Number	Chart of Account Description	Beginning Balance	Expenses	Revenues	Balance Change	Balance
05 704 0156	Memorial Fund	1,745.00	0.00	0.00	0.00	1,745.00
05 704 0159	Speech	507.75	0.00	0.00	0.00	507.75
05 704 0160	Class of 2025	0.00	0.00	0.00	0.00	0.00
05 704 0161	Class of 2026	1,586.61	0.00	0.00	0.00	1,586.61
05 704 0162	Class of 2027	558.67	0.00	1,521.25	0.00	2,079.92
05 704 0163	Class of 2028	4,713.03	35.67	0.00	0.00	4,677.36
05 704 0164	Class of 2029	303.10	0.00	2,834.67	0.00	3,137.77
05 704 0165	Class of 2030	664.33	0.00	1,195.63	0.00	1,859.96
05 704 0166	Tiger Fabrication	4,502.70	0.00	0.00	0.00	4,502.70
05 704 0167	E-Sports	2,112.91	0.00	0.00	0.00	2,112.91
Fund Total: 05		193,410.27	8,581.82	1,642.88	0.00	186,471.33

Cash Receipt Listing - Summary
JUNE 2026 STUDENT ACTIVITY FUND REVENUE

Receipt Number	Received From ID/Name	Receipt Date	Description	Receipt Key	Amount
	DIST6 District #6	06/16/2026	Coupons and reimbursement	4425	102.00
	CONNICKKIM Connick Kim	06/09/2026	Cheer camp Harger	4426	100.00
	CONNICKKIM Connick Kim	06/16/2026	Cheer camp Mullen	4427	100.00
	CONNICKKIM Connick Kim	06/02/2026	Cheer camp	4428	200.00
	WNB Western Nebraska Bank	06/04/2026	CD Interest	4429	79.71
	REDCROSS American Red Cross	06/24/2026	NHS - Blood Drive Scholarships	4430	1,000.00
	WNB Western Nebraska Bank	06/30/2026	Monthly Interest	4431	0.00
	WNB Western Nebraska Bank	06/30/2026	Interest	4441	61.17
				Report Total:	1,642.88

Cash Receipt Listing - Detail
JUNE 2026 STUDENT ACTIVITY REVENUE

Receipt Number:
Description: Coupons and reimbursement
Received From: DIST6 District #6
Comment:
Receipt Date: 06/16/2026 **Receipt Key: 4425** **Amount: 102.00**

Chart of Account Number	Detail Description	Detail Amount	Cash Account Number	Receivable Account Number
05 1710 0100	Always Kaffinated - Staff Week	32.00	05 101	
05 1710 0133	Concession Coupons	70.00	05 101	

Receipt Number:
Description: Cheer camp Harger
Received From: CONNICKKIM Connick Kim
Comment:
Receipt Date: 06/09/2026 **Receipt Key: 4426** **Amount: 100.00**

Chart of Account Number	Detail Description	Detail Amount	Cash Account Number	Receivable Account Number
05 1710 0144	Cheer camp Harger	100.00	05 101	

Receipt Number:
Description: Cheer camp Mullen
Received From: CONNICKKIM Connick Kim
Comment:
Receipt Date: 06/16/2026 **Receipt Key: 4427** **Amount: 100.00**

Chart of Account Number	Detail Description	Detail Amount	Cash Account Number	Receivable Account Number
05 1710 0144	Cheer camp Mullen	100.00	05 101	

Receipt Number:
Description: Cheer camp
Received From: CONNICKKIM Connick Kim
Comment:
Receipt Date: 06/02/2026 **Receipt Key: 4428** **Amount: 200.00**

Chart of Account Number	Detail Description	Detail Amount	Cash Account Number	Receivable Account Number
05 1710 0144	Cheer camp	200.00	05 101	

Receipt Number:
Description: CD Interest
Received From: WNB Western Nebraska Bank
Comment:
Receipt Date: 06/04/2026 **Receipt Key: 4429** **Amount: 79.71**

Chart of Account Number	Detail Description	Detail Amount	Cash Account Number	Receivable Account Number
05 1710 0100	CD Interest	79.71	05 101	

Receipt Number:
Description: NHS - Blood Drive Scholarships
Received From: REDCROSS American Red Cross
Comment:
Receipt Date: 06/24/2026 **Receipt Key: 4430** **Amount: 1,000.00**

Chart of Account Number	Detail Description	Detail Amount	Cash Account Number	Receivable Account Number
05 1710 0115	NHS - Blood Drive Scholarships	1,000.00	05 101	

Receipt Number:
Description: Interest
Received From: WNB Western Nebraska Bank
Comment:
Receipt Date: 06/30/2026 **Receipt Key: 4441** **Amount: 61.17**

Chart of Account Number	Detail Description	Detail Amount	Cash Account Number	Receivable Account Number
05 1710 0100	Interest	61.17	05 101	

Summary Totals

Account Type		Cash Accounts		Receivable Accounts
Subtotal Revenue	1,642.88	05 101	1,642.88	
Subtotal Expense		Total:	1,642.88	
Subtotal General Ledger				
Total:	1,642.88			

Check Register by Type
JUNE 2026 STUDENT ACTIVITY EXPENDITURES

Payee Type: Vendor **Check Type:** Check **Checking Account ID:** 5

Check Number	Check Date	Cleared	Void	Void Date	Entity ID	Entity Name	Check Amount
5956	06/15/2026	X			REVOLVINGB	Revolving Business Account	3,286.77
5957	06/16/2026	X			EMBASSYSUI	Embassy Suites-LaVista	1,253.70
5958	06/16/2026				CHEERUCAMP	Cheer U Camps & Choreography	612.60
5959	06/16/2026	X			REITZFAM	Randy Reitz	442.25
5960	06/16/2026	X			NORFOLKLOD	Norfolk Lodge & Suites	405.00
5961	06/16/2026				PTO	Paxton PTO	1,435.43
5962	06/16/2026				PAXYOUWRES	Paxton Youth Wrestling	870.07
5963	06/16/2026				CRANDALLCR	Crandall Creek Golf Club	276.00

Checking Account ID:	5	Void Total:	0.00	Total without Voids:	8,581.82
Check Type Total:	Check	Void Total:	0.00	Total without Voids:	8,581.82
Payee Type Total:	Vendor	Void Total:	0.00	Total without Voids:	8,581.82
	Grand Total:	Void Total:	0.00	Total without Voids:	8,581.82

Board Report - Detail

JUNE 2026 STUDENT ACTIVITY EXPENDITURES

PO Number / Account Number	Invoice Number	Vendor Name / Detail Description	Invoice Date	Amount	Amount
Checking Account ID 5		Fund Number 05 ACTIVITY FUND			
5958 - CHEER		Cheer U Camps & Choreography			
05 2900 890 000 144		Cheer Camp June 24, 2026	06/16/2026	612.60	612.60
Total Cheer U Camps & Choreography				612.60	
5963 GOLF		Crandall Creek Golf Club			
05 2900 890 000 100		Golf Team Practice Fee	06/10/2026	276.00	276.00
Total Crandall Creek Golf Club				276.00	
5957 - Track		Embassy Suites-LaVista			
05 2900 890 000 100		State Track - LaVista Participant #1	06/16/2026	417.90	1,253.70
05 2900 890 000 100		State Track - LaVista Participant #2		417.90	
05 2900 890 000 100		State Track - LaVista Participant #3		417.90	
Total Embassy Suites-LaVista				1,253.70	
5960 FFA		Norfolk Lodge & Suites			
05 2900 890 000 140		FFA 05/17/26 (3 rooms)	06/16/2026	405.00	405.00
Total Norfolk Lodge & Suites				405.00	
5961 CONCESSIONS		Paxton PTO			
05 2900 890 000 133		Concessions 12/22; 01/03; 02/06 PTO	06/16/2026	1,435.43	1,435.43
Total Paxton PTO				1,435.43	
5962 CONCESSIONS		Paxton Youth Wrestling			
05 2900 890 000 133		Concessions 12/23/25 Youth Wrestling	06/16/2026	870.07	870.07
Total Paxton Youth Wrestling				870.07	
5959 - TRACK		Reitz, Randy			
05 2900 890 000 100		State Track Meals, Miles	06/16/2026	442.25	442.25
Total Reitz, Randy				442.25	
Fund Number 05				5,295.05	
Checking Account ID 5				5,295.05	

Board Report - Detail

JUNE 2026 STUDENT ACTIVITY CREDIT CARD

PO Number / Account Number	Invoice Number	Vendor Name / Detail Description	Invoice Date	Amount	Amount
Checking Account ID 5		Fund Number 05	ACTIVITY FUND		
05 2900 890 000 145	6812 JUN 26	Amazon.com Hanich - Bingo Set	06/15/2026	149.98	149.98
Total Amazon.com				149.98	
05 2900 890 000 100	JORGENSEN S JUN 26	Bos West Kitchen State Golf Meal	06/15/2026	18.50	18.50
Total Bos West Kitchen				18.50	
05 2900 890 000 100	JULIAN S JUN 26	Chipotle State Golf Meal	06/15/2026	29.26	29.26
Total Chipotle				29.26	
05 2900 890 000 100	JULIAN JUN 26	Crandall Creek Golf Club Golf Team Practice Fee District	06/15/2026	50.00	50.00
Total Crandall Creek Golf Club				50.00	
05 2900 890 000 145	DACK JUN 26 3	Dairy Queen Eports - State	06/15/2026	62.58	62.58
05 2900 890 000 140	TURNER JUN 26	Dairy Queen FFA 05/17/26	06/13/2026	74.27	74.27
Total Dairy Queen				136.85	
05 2900 890 000 100	JULIAN S JUN 26	Dunhams State Golf Supplies	06/15/2026	54.78	54.78
Total Dunhams				54.78	
05 2900 890 000 145	7042 JUN 26	Fairfield Inn & Suites Hanich ESports - Crete Tax on 4 rooms	06/14/2026	(81.92)	(81.92)
Total Fairfield Inn & Suites				(81.92)	
05 2900 890 000 140	TURNER JUN 26	Fort Robinson FFA Cabin	06/13/2026	661.35	661.35
Total Fort Robinson				661.35	
05 2900 890 000 140	TURNER JUN 26	Freddy's FFA 05/18/26 Judging	06/13/2026	60.79	60.79
Total Freddy's				60.79	
05 2900 890 000 100	JULIAN JUN 26	Golf Shop Columbus, The State Golf Feesl	06/27/2026	60.00	60.00
Total Golf Shop Columbus, The				60.00	
05 2900 890 000 129	DACK JUN 26 3	Gypsy Blossom Courtesy Fund - Babbitt Retirement	06/15/2026	44.11	44.11
Total Gypsy Blossom				44.11	
05 2900 890 000 100	JORGENSEN S JUN 26	Jimmy Johns State Track Meal	06/15/2026	105.18	105.18
Total Jimmy Johns				105.18	

PO Number / Account Number	Invoice Number	Vendor Name / Detail Description	Invoice Date	Amount	Amount
	JORGENSEN S JUN 26	Olive Garden	06/15/2026		248.28
05 2900 890 000 100		State Track Meal		248.28	
Total Olive Garden				248.28	
	7042 JUN 26	Orrs Cleaners, Inc.	06/15/2026		44.55
05 2900 890 000 115		NHS Stoles Cleaned		44.55	
Total Orrs Cleaners, Inc.				44.55	
	JORGENSEN S JUN 26	Panda Express	06/15/2026		142.79
05 2900 890 000 100		State Track Meal		142.79	
	JULIAN S JUN 26	Panda Express	06/15/2026		27.71
05 2900 890 000 100		State Golf Meal		27.71	
Total Panda Express				170.50	
	JORGENSEN S JUN 26	Pepper Jax	06/15/2026		160.02
05 2900 890 000 100		State Track Meal		160.02	
Total Pepper Jax				160.02	
	DACK JUN 26 3	Perkins Restaruant	06/15/2026		259.58
05 2900 890 000 145		Eports - State		259.58	
Total Perkins Restaruant				259.58	
	McABEE JUN 26	Walmart	06/15/2026		17.76
05 2900 890 000 100		Track Hospitality		17.76	
	PETERS JUN 26	Walmart	06/01/2026		91.87
05 2900 890 000 120		Music Party		91.87	
	PETERS JUN 26 1	Walmart	06/01/2026		10.81
05 2900 890 000 120		Music Party		10.81	
	PETERS JUN 26 2	Walmart	06/01/2026		1.02
05 2900 890 000 120		Music Party		1.02	
	PETERS JUN 26 3	Walmart	06/01/2026		2.00
05 2900 890 000 120		Music Party		2.00	
	TURNER JUN 26	Walmart	06/13/2026		42.81
05 2900 890 000 140		FFA 05/18/26 Judging		42.81	
	WHITE JUN 26 1	Walmart	06/15/2026		35.67
05 2900 890 000 163		Soph Class (2028) Grad Supplies		35.67	
Total Walmart				201.94	
	JORGENSEN S JUN 26	Whitetail Screen Print	06/15/2026		778.00
05 2900 890 000 105		State Track Shirts		778.00	
Total Whitetail Screen Print				778.00	
	SPENCER JUN 26 1	Windy Gap	06/15/2026		135.02
05 2900 890 000 115		NHS 05/15/2026		135.02	
Total Windy Gap				135.02	
Fund Number 05				3,286.77	
Checking Account ID 5				3,286.77	

Timestamp	Email Address	Grade Level		Subject	What activity did you do? (attach link to materials if	What group did this activity educate students abou
5/15/2026 7:41:37	crystal.fox@paxtonschoo		12	Science	Some of the names of body parts in anatomy were	Hispanic Americans
5/15/2026 7:49:26	mary.schimonitz@paxtor		11	English	Memoir Study of Night by Elie Weisel (a Jewish Hol	European Americans
5/15/2026 8:02:29	scott.jorgensen@paxton:		9	Social Studies	Students were asked to research 3 events that took	Regional issues in the continent of Africa.
5/15/2026 8:14:47	hannah.seifer@paxtonsc		8	English	We read portions of Martin Luther King Jr's "Letter	African Americans
5/15/2026 8:44:22	austin.uden@paxtonscho		9	Other	Historical Computer Scientist Project https://docs.g	Europeans, Asians, South Americans, etc
5/15/2026 8:48:38	morgan.pospisil@paxtor	K		Social Studies	Christmas Around the World	European Americans
5/15/2026 8:56:49	trey.white@paxtonschoo		9	Other	Wood Burning with Art I class	African Americans
5/15/2026 10:43:39	jodi.storer@paxtonschoo		5	Other	Handed out a nonfiction passage for students to re	Native Americans
5/15/2026 12:34:51	kendra.jay@paxtonschoo		4	English	One semester we discussed the perspectives of Na	Native Americans
5/17/2026 14:40:20	shelly.fischer@paxtonscl		2	Other	My class learned about schools around the world ir	African Americans
5/18/2026 8:29:29	libby.gleason@paxtonscl		3	Social Studies	We addressed several history standards with an inv https://docs.google.com/document/d/1e0QdWDW	Native Americans
5/18/2026 10:59:53	syd.schulz@paxtonschoo		5	English	Esperanza Rising, Hispanic; Leaders of Change, Afr	African Americans
5/18/2026 11:35:41	tara.peters@paxtonscho		2	Other	Rhythm passing game to the Native American song https://users.quavered.com/QR/RPY89L	Native Americans
5/18/2026 12:12:26	anthony.julian@paxtonsc		8	Social Studies	We learned about Buffalo soldiers in the Civil War a	African Americans
5/19/2026 9:10:35	michelle.thomas@paxtor		8	Math	Students researched a famous mathematician and	All of the above
5/19/2026 9:30:35	lindsey.jorgensen@paxtc		3	Other	https://theirworld.org/news/games-that-school-chi	European Americans
5/19/2026 13:29:01	corey.turner@paxtonscho		7	Other	Agriculture Around the World- Students learn abou	Mixture

5045
Student Fees

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

A. Definitions.

1. "Students" means students, their parents, guardians or other legal representatives.

2. "Extracurricular activities" means student activities or organizations that (1) are supervised or administered by the district; (2) do not count toward graduation or advancement between grades; and (3) are not otherwise required by the district.

3. "Post-secondary education costs" means tuition and other fees associated with obtaining credit from a post-secondary educational institution.

B. Listing of Fees Charged by this District.

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

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

2. Safety Equipment and Attire.

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

3. Personal or Consumable Items.

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

4. Materials Required for Course Projects.

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

5. Technological Device.

The district will provide students with the technological devices necessary to complete all basic curricular projects.

As with all school property, students may be charged for damage to such devices. To protect against such potential losses, students and parents may, but are not required, to purchase insurance coverage for the devices. The maximum dollar amount of this insurance coverage facilitated by the district will be $0. The district may also charge a damage deposit which will be returned or may be rolled to cover the damage deposit for the next year if it is not needed to cover the costs

of any damage to the device. The maximum dollar amount of this damage deposit will be $0.

6. Extracurricular Activities.

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

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

- Student Activity Card: $_0___
    - Covers admission to all extracurricular events
- Student Participation Fee: $_0__
    - Required of all students who participate in athletics and/or other extracurricular activities
- Future Business Leaders of America: $_0__
- DECA: $__0_
- National Honor Society: $_0__
- Cheerleading, Drill Team, Flag Corps: $_0__
    - Students must purchase uniforms and shoes selected by the sponsor and/or student group. The maximum dollar amount charged by the school district for these items will be: $_0__
- Football: $ _0__
    - Students must provide their own football shoes, undergarments, and mouthguards
- Golf: $__0_
    - Students must provide their own golf shoes, undergarments, and clubs
- Softball and Baseball: $_0__

    - Students must provide their own shoes, gloves, and undergarments
- Track, Volleyball, Basketball, and Wrestling: $_0__
    - Students must provide their own shoes and undergarments
- Future Farmers of America: $_0_
    - Students must purchase their own jackets and pay dues
- Rifle and Trap Teams: $_0__
    - Students must provide their own weapons and ammunition
- Science Club: $_0__
- FCCLA: $_0__
- Spanish Club: $_0__

7. Post-Secondary Education Costs.

Some students enroll in postsecondary courses while still enrolled in the district's high school. As a general rule, students must pay all costs associated with such post-secondary courses. However, for a course in which students receive high school credit or a course being taken as part of an approved accelerated or differentiated curriculum program, the district shall offer the course without charge for tuition, transportation, books, or other fees. Students who chose to apply for post-secondary education credit for these courses must pay tuition and all other fees associated with obtaining credits from a post-secondary educational institution. The costs of these items will naturally vary, but the maximum dollar amount for tuition and fees is anticipated to be $150/hr per course.

8. Transportation Costs.

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

The maximum dollar amount of the transportation fee charged by this district shall be $__0___.

9. Copies of Student Files or Records.

The district will charge a fee for making copies of a student's files or records for the parents or guardians of such student. The Superintendent or the Superintendent's designee shall establish a schedule of student record fees. Parents of students have the right to inspect and review the students' files or records without the payment

of a fee, and the district shall not charge a fee to search for or retrieve any student's files or records.

The district will charge a fee of $__0_ per page for reproduction of student records.

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

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

The maximum dollar amount charged by the district for these services shall be $__0__.

11. Participation in Summer School or Night School.

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

The maximum dollar amount charged by the district for summer and night school shall be $__0__.

12. Charges for Food Consumed by Students.

The district will charge for items that students purchase from the district's breakfast and lunch programs. The fees charged for these items will be set according to applicable federal and state statutes and regulations. The district will charge students for the cost of food, beverages, and the like that students purchase from a school store, vending machine, booster club or from similar sources. Students may be required to bring money or food for field trip lunches and similar activities.

The maximum dollar amount charged by the district for the breakfast and lunch programs is as follows:

- Breakfast Program – Grades K-5
  - Regular Price $2.55
  - Reduced Price $0
- Breakfast Program – Grades 6-12
  - Regular Price $2.55
  - Reduced Price $0

- Lunch Program – Grades K-5
  - Regular Price $3.35
  - Reduced Price $0
- Lunch Program – Grades 6-12
  - Regular Price $3.85
  - Reduced Price $0

13. Charges for Musical Extracurricular Activities.

Students who qualify for fee waivers under this policy will be provided, at no charge, the use of a musical instrument in optional music courses that are not extracurricular activities. The following list details the maximum dollar amount of all musical extracurricular activies fees and the equipment or attire required for participation in musical extracurricular activities:

- Band: $_0__
  - Students must provide their own instruments and marching band shoes, which must be white, rubber-soled sneakers
- Swing Choir: $_0__
  - Students must purchase outfits and shoes selected by the sponsor and/or student group. The maximum dollar amount charged by the district for these materials will be $_0__

14. Contributions for Junior and Senior Class Extracurricular Activities.

Students are eligible to participate in a number of unique extracurricular activities during their last two years in high school, including prom, various senior recognitions, and graduation. In order to fund these extracurricular activities, the school district will ask each student to make a contribution to their class's fund. This contribution is completely voluntary. Students who chose not to contribute to the class fund are still eligible to participate in the extra activities. The suggested donation to the class fund will be $__0__.

C. Waiver Policy.

Students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs shall be provided a fee waiver or be provided the necessary materials or equipment without charge for (1) participation in extracurricular activities, (2) materials for course projects, and (3) the use of a musical instrument in optional music courses that are not extracurricular activities. Actual participation in the free or

reduced-price lunch program is not required to qualify for the waivers provided in this section. The district is not obligated to provide any particular type or quality of equipment or other material to eligible students. Students who wish to be considered for waiver of a particular fee must submit a completed fee waiver application to their building principal.

D. Distribution of Policy.

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

E. Voluntary Contributions to Defray Costs.

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

F. Fund-Raising Activities

Students may be permitted or required to engage in fund-raising activities to support various curricular and extracurricular activities in which they participate. Students who decline to participate in fund-raising activities are not eligible under this policy for waiver of the costs or fees which the fund-raising activity was meant to defray.

G. Student Fee Fund.

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

Adopted on: June 14, 2021

Reviewed and Revised on: July 17, 2023, July 15, 2024, July 14, 2025, March 9, 2026

5045
Student Fees

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

A. Definitions.

1. "Students" means students, their parents, guardians or other legal representatives.

2. "Extracurricular activities" means student activities or organizations that (1) are supervised or administered by the district; (2) do not count toward graduation or advancement between grades; and (3) are not otherwise required by the district.

3. "Post-secondary education costs" means tuition and other fees associated with obtaining credit from a post-secondary educational institution.

B. Listing of Fees Charged by this District.

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

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

2. Safety Equipment and Attire.

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

3. Personal or Consumable Items.

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

4. Materials Required for Course Projects.

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

5. Technological Device.

The district will provide students with the technological devices necessary to complete all basic curricular projects.

As with all school property, students may be charged for damage to such devices. To protect against such potential losses, students and parents may, but are not required, to purchase insurance coverage for the devices. The maximum dollar amount of this insurance coverage facilitated by the district will be $0. The district may also charge a damage deposit which will be returned or may be rolled to cover the damage deposit for the next year if it is not needed to cover the costs

of any damage to the device. The maximum dollar amount of this damage deposit will be $0.

6. Extracurricular Activities.

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

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

- Student Activity Card: $_0___
    - Covers admission to all extracurricular events
- Student Participation Fee: $_0__
    - Required of all students who participate in athletics and/or other extracurricular activities
- Future Business Leaders of America: $_0__
- DECA: $__0_
- National Honor Society: $_0__
- Cheerleading, Drill Team, Flag Corps: $_0__
    - Students must purchase uniforms and shoes selected by the sponsor and/or student group. The maximum dollar amount charged by the school district for these items will be: $_0__
- Football: $ _0__
    - Students must provide their own football shoes, undergarments, and mouthguards
- Golf: $__0_
    - Students must provide their own golf shoes, undergarments, and clubs
- Softball and Baseball: $_0__

    - Students must provide their own shoes, gloves, and undergarments
- Track, Volleyball, Basketball, and Wrestling: $_0__
    - Students must provide their own shoes and undergarments
- Future Farmers of America: $_0_
    - Students must purchase their own jackets and pay dues
- Rifle and Trap Teams: $_0__
    - Students must provide their own weapons and ammunition
- Science Club: $_0__
- FCCLA: $_0__
- Spanish Club: $_0__

7. Post-Secondary Education Costs.

Some students enroll in postsecondary courses while still enrolled in the district's high school. As a general rule, students must pay all costs associated with such post-secondary courses. However, for a course in which students receive high school credit or a course being taken as part of an approved accelerated or differentiated curriculum program, the district shall offer the course without charge for tuition, transportation, books, or other fees. Students who chose to apply for post-secondary education credit for these courses must pay tuition and all other fees associated with obtaining credits from a post-secondary educational institution. The costs of these items will naturally vary, but the maximum dollar amount for tuition and fees is anticipated to be $150/hr per course.

8. Transportation Costs.

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

The maximum dollar amount of the transportation fee charged by this district shall be $__0___.

9. Copies of Student Files or Records.

The district will charge a fee for making copies of a student's files or records for the parents or guardians of such student. The Superintendent or the Superintendent's designee shall establish a schedule of student record fees. Parents of students have the right to inspect and review the students' files or records without the payment

of a fee, and the district shall not charge a fee to search for or retrieve any student's files or records.

The district will charge a fee of $__0_ per page for reproduction of student records.

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

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

The maximum dollar amount charged by the district for these services shall be $__0__.

11. Participation in Summer School or Night School.

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

The maximum dollar amount charged by the district for summer and night school shall be $__0__.

12. Charges for Food Consumed by Students.

The district will charge for items that students purchase from the district's breakfast and lunch programs. The fees charged for these items will be set according to applicable federal and state statutes and regulations. The district will charge students for the cost of food, beverages, and the like that students purchase from a school store, vending machine, booster club or from similar sources. Students may be required to bring money or food for field trip lunches and similar activities.

The maximum dollar amount charged by the district for the breakfast and lunch programs is as follows:

- Breakfast Program – Grades K-5
  - Regular Price $2.55
  - Reduced Price $0
- Breakfast Program – Grades 6-12
  - Regular Price $2.55
  - Reduced Price $0

- Lunch Program – Grades K-5
  - Regular Price $3.35
  - Reduced Price $0
- Lunch Program – Grades 6-12
  - Regular Price $3.85
  - Reduced Price $0

13. Charges for Musical Extracurricular Activities.

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- Band: $_0__
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D. Distribution of Policy.

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

Adopted on: June 14, 2021

Reviewed and Revised on: July 17, 2023, July 15, 2024, July 14, 2025, March 9, 2026

5018
Parent and Guardian Involvement In Education Practices

For purposes of this policy, "parent" includes a parent, guardian, or educational decisionmaker (a person designated or ordered by a court to make educational decisions on behalf of a student).

The school district recognizes the importance of parental and guardian involvement in the education of their children. To the extent practicable, the school district will make a reasonable effort to make any learning materials, including original materials, available for inspection by a parent upon request.

The school district will take the following steps to ensure that the rights of parents and guardians to participate in the education of their children are preserved.

1. Parents/Guardians will be provided access to textbooks, tests, activities information; digital materials; websites or applications used for learning; training materials for teachers, administrators, and staff; procedures for the review and approval of training materials, learning materials, and activities; and other curriculum materials ("curricular materials") as follows:

    a. A parental request to review specific curricular materials (written, visual, or audio) should be made to the principal of the building where the curricular materials are used.
    b. The building principal will assess the request and determine the allowable volume and time frame of the review to prevent disruption to the efficient operations of the district.
    c. The purpose of this provision is to allow reasonable access to the extent practicable. Individuals who make requests (a) for the purpose of adding staff burden; (b) at an unreasonable frequency or volume; or (c) for purposes inconsistent with the efficient operations of the district may be denied access to materials.
    d. A parental request to review specific standardized and criterion-referenced tests used in the district should be made in writing to the building principal. Copies of the most recent tests used in the district will be available for parent review. Parents wishing to review statewide assessments will be provided with sample questions and a copy of a practice test, but will not be provided with copies of the actual assessment due to testing security. In

the case of other secure tests such as the ACT, parents must contact the publisher to obtain copies of the test.

2. Parents will be permitted, within district procedures, to attend and observe courses, assemblies, counseling sessions, and other instructional activities.

    a. Parents/guardians are invited to make appointments with the building principal to visit classes, assemblies and other instructional activities. The principal shall give permission after determining that parental/guardian observation would not disrupt the activity. Observations that last more than 60 minutes or occur on consecutive days are typically disruptive and will not be permitted absent unusual circumstances, in the sole discretion of the building principal.

    b. Parents may contact the building principal to request permission to attend counseling sessions in which their child is involved.

3. Parents may request that their children be excused from testing (except as provided below), classroom instruction, learning materials, activities, guest speaker events, and other school experiences ("school events") that parents find objectionable.

    a. Parents must submit this request in writing to the building principal for consideration.

    b. Building principals may excuse a student from any single school experience at the parent's written request if, in the principal's professional judgement, excusal from the activity would not result in diminution of the student's educational experience.

    c. When the building principal determines it appropriate, alternative experiences may be provided for the student by the school.

4. Parents will be informed through the student handbook and district policies of the manner that the district will provide access to records of students.

5. Parents will be informed of the standardized and criterion-referenced district testing program. Parents may request additional information from the building principal.

6. Parents will be informed of the circumstances under which they may opt-out of state and federal assessments.

    a. In accordance with federal law, at the beginning of the school year, the District shall provide notice of the right to request a copy of this policy to parents/guardians of students attending schools receiving Title I funds. The District will provide a copy of this policy to a requesting parent in a timely manner.

    b. State Assessments

    State and federal law simultaneously require students to take state assessments, with few exceptions, but also permit parents or guardians to request to opt their students out of these assessments. Approval of opt out requests is contrary to the mandatory testing laws, so the District cannot "approve" the request. Parents who do not present their child for testing will result in the child receiving the lowest score possible on the assessment.

    c. National Assessment of Educational Progress

    As a condition of receiving federal funds, the District participates in the National Assessment of Educational Progress (NAEP). To help ensure that the District has a representative sample of students taking the NAEP, which will allow the District to assess the quality and effectiveness of its programming on a national level, the District strongly encourages all eligible students to participate. However, student participation in NAEP is voluntary.

    The District shall provide parents/guardians of eligible students with reasonable notice prior to the exam being administered. Parents/guardians wishing to opt their students out of the NAEP assessment must notify the district in writing at least three days prior to the exam date to ensure that the District can coordinate supervision and alternative activities for students who have opted out.

7. Parents will be notified of their right to remove their children from surveys prior to district participation in surveys.

    a. The principal must approve all surveys intended to gather information from students before they are administered to students.

b. Students' participation in surveys is voluntary. Parents may restrict their child from participating in any survey.

c. If the school administers (1) a survey requesting that students provide sexual information, mental health information, medical information, information on health-risk behaviors, religious information, information of political affiliation, or any other information that the school board deems to be sensitive in nature or (2) a non-anonymous survey requesting students provide information relating to drug, vape, alcohol, or tobacco use, the school district shall, at least fifteen days prior to the administration of the survey, notify parents, guardians, and educational decisionmakers of students that are to receive such survey. The notice will be made through the school's electronic notification system or by physical mail to the address on file for the student. The notice will describe the nature and types of questions included in the survey, the purposes and age-appropriateness of the survey, how information collected by the survey will be used, who will have access to such information, the steps that will be taken to protect student privacy, and whether and how any findings or results of such survey will be disclosed.

d. Parents have the right to: (1) request that a copy of the survey be sent through the school's electronic notification system or physical mail to the address on file for the student, (2) review the survey in person at the school, and (3) exempt their child from participating in the survey.

e. Unless required by federal or state law or regulation, school personnel administering any survey shall not disclose personally identifiable information of a child.

f. No survey requesting sexual information of a student shall be administered to any student in kindergarten through grade six.

g. The district will also comply with any survey requirements found in the district's policy on Protection of Pupil Rights.

8. The district will make this policy accessible by a prominently displayed link on its public website. Any amended policy will be made accessible within a reasonable time of its amendment.

Adopted on: June 14, 2021
Reviewed and revised on: June 9, 2025, January 19, 2026

4065

Staff Use of AI Tools

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

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

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

I. Staff Expectations for Use of AI Tools in Education

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

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

B. Protecting Student Information. Staff may upload student information into an AI Tool only when (a) the tool is district-approved, and (b) the vendor is bound by a written data-sharing agreement with terms that meet FERPA, COPPA, PPRA, and applicable

state student data privacy laws. For this purpose, student information includes student names, ID numbers, education records, IEPs, Section 504 plans, evaluations, health records, and discipline records. This rule applies whether the staff member uses a district account, a personal account, a free version, or a paid version.

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

1. The transcription tool has been approved by an administrator for use in the school context; and

2. All participants to the meeting are informed that the staff member is recording or transcribing the meeting. The resulting recording or transcript may be subject to the district's retention and confidentiality policies.

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

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

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

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

Adopted on:

2025-2026

- Breakfast Program – Grades K-5
  - Regular Price $2.45
  - Reduced Price $0
- Breakfast Program – Grades 6-12
  - Regular Price $2.45
  - Reduced Price $0
- Lunch Program – Grades K-5
  - Regular Price $3.15
  - Reduced Price $0
- Lunch Program – Grades 6-12
  - Regular Price $3.65
  - Reduced Price $0
- Adult Lunch $4.75

2026-2027

- Breakfast Program – Grades K-5
  - Regular Price $2.55
  - Reduced Price $0
- Breakfast Program – Grades 6-12
  - Regular Price $2.55
  - Reduced Price $0
- Lunch Program – Grades K-5
  - Regular Price $3.35
  - Reduced Price $0
- Lunch Program – Grades 6-12
  - Regular Price $3.85
  - Reduced Price $0
- Adult Lunch $5.00

5045
Student Fees

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

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3. "Post-secondary education costs" means tuition and other fees associated with obtaining credit from a post-secondary educational institution.

B. Listing of Fees Charged by this District.

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

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2. Safety Equipment and Attire.

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

3. Personal or Consumable Items.

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

4. Materials Required for Course Projects.

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

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The district will provide students with the technological devices necessary to complete all basic curricular projects.

As with all school property, students may be charged for damage to such devices. To protect against such potential losses, students and parents may, but are not required, to purchase insurance coverage for the devices. The maximum dollar amount of this insurance coverage facilitated by the district will be $0. The district may also charge a damage deposit which will be returned or may be rolled to cover the damage deposit for the next year if it is not needed to cover the costs

of any damage to the device. The maximum dollar amount of this damage deposit will be $0.

6. Extracurricular Activities.

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

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

- Student Activity Card: $_0___
    - Covers admission to all extracurricular events
- Student Participation Fee: $_0__
    - Required of all students who participate in athletics and/or other extracurricular activities
- Future Business Leaders of America: $_0__
- DECA: $__0_
- National Honor Society: $_0__
- Cheerleading, Drill Team, Flag Corps: $_0__
    - Students must purchase uniforms and shoes selected by the sponsor and/or student group. The maximum dollar amount charged by the school district for these items will be: $_0__
- Football: $ _0__
    - Students must provide their own football shoes, undergarments, and mouthguards
- Golf: $__0_
    - Students must provide their own golf shoes, undergarments, and clubs
- Softball and Baseball: $_0__

    - Students must provide their own shoes, gloves, and undergarments
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    - Students must provide their own weapons and ammunition
- Science Club: $_0__
- FCCLA: $_0__
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7. Post-Secondary Education Costs.

Some students enroll in postsecondary courses while still enrolled in the district's high school. As a general rule, students must pay all costs associated with such post-secondary courses. However, for a course in which students receive high school credit or a course being taken as part of an approved accelerated or differentiated curriculum program, the district shall offer the course without charge for tuition, transportation, books, or other fees. Students who chose to apply for post-secondary education credit for these courses must pay tuition and all other fees associated with obtaining credits from a post-secondary educational institution. The costs of these items will naturally vary, but the maximum dollar amount for tuition and fees is anticipated to be $150/hr per course.

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The maximum dollar amount of the transportation fee charged by this district shall be $__0___.

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of a fee, and the district shall not charge a fee to search for or retrieve any student's files or records.

The district will charge a fee of $__0_ per page for reproduction of student records.

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

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

The maximum dollar amount charged by the district for these services shall be $__0__.

11. Participation in Summer School or Night School.

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

The maximum dollar amount charged by the district for summer and night school shall be $__0__.

12. Charges for Food Consumed by Students.

The district will charge for items that students purchase from the district's breakfast and lunch programs. The fees charged for these items will be set according to applicable federal and state statutes and regulations. The district will charge students for the cost of food, beverages, and the like that students purchase from a school store, vending machine, booster club or from similar sources. Students may be required to bring money or food for field trip lunches and similar activities.

The maximum dollar amount charged by the district for the breakfast and lunch programs is as follows:

- Breakfast Program – Grades K-5
  - Regular Price $2.55
  - Reduced Price $0
- Breakfast Program – Grades 6-12
  - Regular Price $2.55
  - Reduced Price $0

- Lunch Program – Grades K-5
  - Regular Price $3.35
  - Reduced Price $0
- Lunch Program – Grades 6-12
  - Regular Price $3.85
  - Reduced Price $0

13. Charges for Musical Extracurricular Activities.

Students who qualify for fee waivers under this policy will be provided, at no charge, the use of a musical instrument in optional music courses that are not extracurricular activities. The following list details the maximum dollar amount of all musical extracurricular activies fees and the equipment or attire required for participation in musical extracurricular activities:

- Band: $_0__
  - Students must provide their own instruments and marching band shoes, which must be white, rubber-soled sneakers
- Swing Choir: $_0__
  - Students must purchase outfits and shoes selected by the sponsor and/or student group. The maximum dollar amount charged by the district for these materials will be $_0__

14. Contributions for Junior and Senior Class Extracurricular Activities.

Students are eligible to participate in a number of unique extracurricular activities during their last two years in high school, including prom, various senior recognitions, and graduation. In order to fund these extracurricular activities, the school district will ask each student to make a contribution to their class's fund. This contribution is completely voluntary. Students who chose not to contribute to the class fund are still eligible to participate in the extra activities. The suggested donation to the class fund will be $__0__.

C. Waiver Policy.

Students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs shall be provided a fee waiver or be provided the necessary materials or equipment without charge for (1) participation in extracurricular activities, (2) materials for course projects, and (3) the use of a musical instrument in optional music courses that are not extracurricular activities. Actual participation in the free or

reduced-price lunch program is not required to qualify for the waivers provided in this section. The district is not obligated to provide any particular type or quality of equipment or other material to eligible students. Students who wish to be considered for waiver of a particular fee must submit a completed fee waiver application to their building principal.

D. Distribution of Policy.

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

E. Voluntary Contributions to Defray Costs.

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

F. Fund-Raising Activities

Students may be permitted or required to engage in fund-raising activities to support various curricular and extracurricular activities in which they participate. Students who decline to participate in fund-raising activities are not eligible under this policy for waiver of the costs or fees which the fund-raising activity was meant to defray.

G. Student Fee Fund.

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

Adopted on: June 14, 2021

Reviewed and Revised on: July 17, 2023, July 15, 2024, July 14, 2025, March 9, 2026

Paxton Consolidated Schools

Staff Handbook

2026-2027

"THE MISSION OF THE PAXTON CONSOLIDATED SCHOOL DISTRICT IS TO ENGAGE AND DEVELOP A COMMUNITY OF LIFELONG LEARNERS AND ACHIEVERS."

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INTRODUCTION

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

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

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

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

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

Notice of Nondiscrimination

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

Individuals who believe that they have been the subject of unlawful discrimination or harassment due to their disability, or that have other related concerns or questions, should contact the ADA/Title II Coordinator: Superintendent Stacy McAbee at (308)239-4283, stacy.mcabee@paxtonschools.org or in person at school.

Individuals who believe that they have been the subject of unlawful discrimination or harassment due to their sex, or that have other related concerns or questions, should contact the Title IX Coordinator: Sonya Price at (308)239-4283, sonya.price@paxtonschools.org Paxton Schools, 308 North Elm St., Paxton, NE 69155 or in person at school. The School District's specific Notice of Nondiscrimination on the Basis of Sex may be accessed at the following link: www.paxtonschools.org

Individuals who believe that they have been the subject of unlawful discrimination or harassment due to their race, color, or national origin, or that have other related concerns or questions, should contact the Title VI Coordinator: Superintendent Stacy McAbee at (308)239-4283, stacy.mcabee@paxtonschools.org, 308 North Elm St., Paxton, NE 69155 or in person at school.

Individuals who believe that they have been the subject of any other unlawful discrimination or harassment should contact the Superintendent at (308)239-4283, stacy.mcabee@paxtonschools.org or in person at school. Students may report discrimination or harassment to any staff member who will then forward it on to the appropriate coordinator or administrator. The staff member will follow school district policies to respond to the report.

For additional prohibited discrimination and related information, please review school district Policy 3053 – Nondiscrimination

DRUG-FREE WORKPLACE REQUIREMENTS

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

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

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

An employee must notify his/her supervisor of any conviction of a criminal drug statute for a violation occurring in the workplace within five days. The failure to report such a conviction will be grounds for dismissal. If the employee convicted of such an offense is engaged in the performance of work pursuant to the provisions of a federal grant, the district shall notify the grant agency within 10 days of receiving notice of a conviction from the affected employee or of receiving actual notice of such a conviction.
(Policy 4002)

POLICIES AND PROCEDURES REGARDING ALL STAFF

Accidents and Injuries

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

Activity Accounts and Fundraising

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

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

Agents, Salesmen and Other Business Representatives

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

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

Announcements and Circulars

No announcements shall be made before any school group without authorization of the principal or superintendent.

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

Board Policies, Rules, and Directives

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

Child Abuse

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

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

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

3. Nothing in the paragraph above shall hinder a school employee from fulfilling his/her/their obligation to report

suspected abuse or neglect if he, she or they have reasonable cause to believe that a child has been abused or neglected.

4. Any doubt or question in reporting such cases shall be resolved in the favor of reporting the suspected abuse or neglect. Consultation between the administrator and school employee is encouraged, keeping in mind that prompt reporting is essential. (Policy 4054)

Complaint Procedure (Policy 2006)

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

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

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 reasonably believes speaking directly to the person would*

subject complainant or complainant's student to discrimination or harassment.

2. *The second step is for the complainant to speak to the building principal, coordinator, superintendent of schools, or president of the board of education, as set forth below. Anyone with questions about the appropriate person to speak with may request clarification from the superintendent.*
    a. *Complaints about the operation, decisions, or personnel within a building should be submitted to the principal of the building.*
    b. *Complaints about the operations of the school district or a building principal should be submitted in writing to the superintendent of schools.*
    c. *Complaints about the superintendent of schools should be submitted in writing to the president of the board of education.*
    d. *Complaints involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age may also be submitted at any time during the complaint procedure to the applicable coordinator. Complaints involving discrimination or harassment may also be submitted at any time to the Office for Civil Rights, U.S. Department of Education: by email at OCR.KansasCity@ed.gov; by telephone at (816) 268-0550; or by fax at (816) 268-0599.*

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

a. *Determine whether the complainant has discussed the matter with the respondent.*
    1. *If the complainant has not, urge the complainant to discuss the matter directly with the respondent, if appropriate.*
    2. *If the complainant refuses to discuss the matter with the respondent, the administrator or coordinator shall, in his or her sole discretion, determine whether the complaint should or must be pursued further.*

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

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

1) *All relevant details of the complaint;*
2) *All witnesses and documents which the complainant believes support the complaint;*
3) *The action or solution which the complainant seeks.*

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

4. If either the complainant or the respondent is not satisfied with the decision he or she may appeal the decision to the superintendent. The superintendent may assign a qualified designee to hear any appeal. This provision applies to appeals under the board's policies governing complaints of discrimination or harassment, including Title IX and any other policy with a separate grievance or complaint procedure, unless that other procedure includes its own appeal process. All requirements for appeals within any other policy apply, and in addition to those requirements, the following also apply.

a. *The appeal must be in writing.*
b. *This appeal must be received by the superintendent no later than three (3) calendar days from the date of the decision.*
c. *For complaints addressed through other applicable procedures that do not include a separate investigatory process, the superintendent will investigate as he or she deems appropriate..*
d. *The superintendent will prepare a written decision and provide it to the complainant and any other person entitled by law to receive the appeal decision. For complaints involving discrimination or harassment, the superintendent shall submit the decision within 180 calendar days after the superintendent received complainant's written appeal. Appeals to the superintendent from complaints involving discrimination or harassment are final once the superintendent delivers the*

written decision, as are all other appeals/complaints to the superintendent unless the complaint can be appealed on the limited grounds to appeal to the board below.

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

a. *When the complaint is about a board policy, not implementation of the policy;*
b. *When the complaint involves the budget or school expenditures that have been or must be approved by the board; or*
c. *When the board is required by law, policy, or contract to hear a complaint or appeal.*

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

a. *This appeal must be in writing.*
b. *This appeal must be received by the board president no later than ten (10) calendar days from the date the superintendent communicated his/her decision to the complainant.*
c. *This policy allows, but does not require the board to receive statements from interested parties and witnesses relevant to the complaint appeal. However, all matters involving discrimination or harassment allegations against the superintendent shall be promptly and thoroughly investigated by the board president or a designee.*
d. *The board president will notify the complainant and any other person legally required to receive the decision in writing of its decision. If the complaint involves discrimination or harassment*

allegations against the Superintendent, the board president shall submit the decision within 180 calendar days after receiving the written appeal.

e. *There is no appeal from any decision of the board unless authorized by law.*

1. *Formal complaints about the superintendent shall be filed with the president of the board. However, complaints about the superintendent do not include disagreement with the superintendent's decision on appeal based on a complaint of discrimination, harassment, or action of any other employee who is not the superintendent. Upon receipt of a complaint, the board president or his or her designee shall promptly and thoroughly investigate the complaint, and shall:*
    a. *Coordinate with school district staff, other than the superintendent, to determine if another procedure in policy or law requires the complaint against the superintendent to follow another procedure. If so, the board president will coordinate handling the complaint through that procedure. If another procedure applies, such as in the case of allegations of sex discrimination against the superintendent, the board president or, at his or her discretion, the full board will serve only to hear any appeal by a party to the complaint.*
    b. *Determine whether the complainant has discussed the matter with the superintendent.*
        1. *If the complainant has not, the board president or designee will urge or require the complainant to discuss the matter directly with the superintendent, if appropriate or required.*
        2. *If the complainant refuses to discuss the matter with the superintendent, the board president shall, in his or her sole discretion, determine whether the complaint should or must be pursued further.*
        3. *Determine, in his or her sole discretion, whether to place the matter on the board agenda for consideration at a regular or special meeting by the full board.*
        4. *Respond to the complainant or appeal. If the complaint or appeal involves discrimination or harassment, the response*

shall be in writing and shall be submitted within 180 calendar days after the president received the complaint.

5. *Appoint or contract with other individuals qualified to assist the board through this process or any other applicable procedure used to address allegations against the superintendent.*

***No Retaliation**. The school district prohibits retaliation against any person for filing a complaint or for participating in the complaint procedure in good faith.*

Special Rules Regarding Educational Services and Related Services to Students with Disabilities. Students with disabilities and their families have specific rights outlined in state and federal law, including administrative processes by which they may challenge the educational services being provided by the school district. Therefore, the appeal process contained in this policy may not be used to challenge decisions made by a student's individualized education plan (IEP) team or 504 team.

Complaints about the educational services provided to a student with a disability, including but not limited to services provided to a student with an IEP, access to curricular and extracurricular activities, and educational placement must be submitted to the school district's Director of Special Education. The Director of Special Education will address the complaint in a manner that he/she deems appropriate and will provide the complainant with a copy of the Notice of IDEA Parental Rights promulgated by the Nebraska Department of Education.

Complaints about the educational services provided a student with a disability pursuant to a Section 504 plan must be submitted to the school district's 504 Coordinator. The 504 Coordinator will address the complaint in a manner that he/she deems appropriate and will provide the complainant with a copy of the Notice of Section 504 Parental Rights adopted by the board of education.

Complaints about the educational services provided to a student who is suspected of having a disability must be submitted in writing to the school district's Director of Special Education or to the district's 504 Coordinator. The Director of Special Education or 504 Coordinator will either refer the student for possible verification as a student with a disability or will provide prior written notice of the district's refusal to do so.

Bad Faith or Serial Filings. The purpose of the complaint procedure is to resolve complaints at the lowest level possible within the chain of command. Individuals who file complaints (a) without a good faith intention to attempt to resolve the issues raised; (b) for the purpose of adding administrative burden; (c) at a volume unreasonable to expect satisfactory resolution; or (c) for purposes inconsistent with the efficient operations of the district may be dismissed by the superintendent without providing final resolution other than noting the dismissal. There is no appeal from dismissals made pursuant to this section.

Computers and the Internet: Acceptable Use by Staff

Internet access is an important tool for communicating, keeping up-to-date with current developments in education, and for conducting research to enhance management, teaching, and learning skills. Staff members must refer to and comply with the board policy regarding Staff Internet and Computer Use. A copy of this policy is attached below. Staff should also refer to and comply with the board policy regarding Staff and District Social Media Use.

Conflict of Interest

All staff members are subject to the board's policy governing conflict of interest. That policy provides, in part, that no employee shall solicit or accept anything of value, including a gift, loan, contribution, reward, or promise of future employment based on an agreement that the vote, official action, or judgment of the employee would thereby be influenced.

Contact Information

Staff are required to keep the district informed of any change in their name, address, telephone or other contact information. Contact the building secretary to report a change.

Copyright and Fair Use

The school district complies with federal copyright laws. Staff members must comply with copyright laws when using school equipment or working on behalf of the district. Federal law prohibits the unauthorized reproduction of works of authorship, regardless of the medium in which they were created.

The "fair use" doctrine allows limited reproduction of copyrighted works for educational and research purposes. "Fair use" of a copyrighted work includes reproduction for purposes such as criticism, news reporting, teaching (including multiple copies for classroom use), scholarship, or research. Staff who are unsure whether their proposed reproduction of copyrighted material constitutes "fair use" should consult with their building principal, review the school district's copyright compliance policy, and review *Reproduction of Copyrighted Works by Educators and Librarians* from the U.S. Copyright Office found at https://www.copyright.gov/circs/circ21.pdf and *Copyright for Students* found at https://www.whoishostingthis.com/resources/student-copyright/. You can find more information on copyright compliance requirements and permitted uses from the U.S. Copyright Office and the Library of Congress at the following site: http://www.loc.gov/teachers/usingprimarysources/copyright.html. (Policy 3020)

Corporal Punishment

Corporal punishment is the infliction of bodily pain as a penalty for disapproved behavior, and is prohibited by law. Some physical contact is inevitable, and most of it is appropriate. Corporal punishment does not include the use of physical force that is reasonable and necessary to (1) protect school employees; (2) protect students or property; or (3) remove a student from a situation that endangers the student, persons, or property. Staff members should promptly report any event that required the use of physical force to their building principal. (Policy 4018)

Crisis Response Team

Any staff member appointed by the district administration will serve on the Crisis Response Team as outlined in the board policies. The Crisis Response Team serves a vital role in supporting the district's staff and students. It is the responsibility of the appointed staff member to discuss with the district administration any circumstances that may affect the staff member's ability to perform the tasks required by board policy.

DAILY SCHEDULES

REGULAR DAY SCHEDULE
(M-TH Schedule)

8:00 - 8:50 Period 1
8:52 - 9:42 Period 2
9:47 - 10:37 Period 3
10:39 - 11:29 Period 4
11:31 - 12:21 Period 5
12:21 - 12:51 Lunch
12:53 - 1:43 Period 6
1:45 - 2:35 Period 7
2:37 - 3:27 Period 8

2:00 DISMISSAL BELL & PERIODS
(Friday Schedule)

8:00 - 8:39 Period 1
8:41 - 9:20 Period 2
9:25 - 10:04 Period 3
10:06 - 10:45 Period 4
10:47 - 11:26 Period 5
11:28 - 12:07 Period 6
12:07 - 12:37 Lunch
12:39 - 1:18 Period 7
1:20 - 2:00 Period 8

School dismissed at 2:00 on Fridays.

Lunch Schedule

Time	Monday-Thursday	Time	Friday
10:50- 11:20	K-1 Lunch	11:00-11:30	4-5 Lunch
11:29 - 11:59	6-7 Lunch	11:26-11:56	6-7 Lunch
11:40 - 12:10	2-3 Lunch	11:35-12:05	K-1 Lunch
11:50 - 12:20	4-5 Lunch	11:45-12:15	2-3 Lunch
12:21- 12:51	8-12 Lunch	12:07-12:37	8-12 Lunch

Disability Leave (Short-Term)

Short-term disability leave will be treated in the manner required by state and federal law and consistent with the negotiated agreement with the school district's local education association. Short-Term Disability leave will run concurrently with FMLA leave.

Discrimination and Harassment

The school district prohibits discrimination and harassment based upon or related to race, color, national origin, sex, religion, marital status, disability, age or any other unlawful basis that (1) has the purpose or effect of creating an intimidating, hostile, or offensive school environment, (2) has the purpose or effect of substantially or unreasonably interfering with a student's school performance, or (3) otherwise adversely affects a student's school opportunities. Students who believe that they have been the subject of unlawful discrimination or harassment due to their disability should contact the following Section 504 Coordinator: Jean Spencer at 308-239-4283 (jean.spencer@paxtonschools.org) or in person at school. Students who believe that they have been the subject of unlawful discrimination or harassment due to their sex should contact the following Title IX Coordinator: Sonya Price, PreK-12 Principal at 308-239-4283 (sonya.price@paxtonschools.org), Paxton Consolidated Schools, POB 368, Paxton, NE 69155 or in person at school. Students who believe that they have been the subject of any other unlawful discrimination or harassment should contact the superintendent, Stacy McAbee, at 308-239-4283 (stacy.mcabee@paxtonschools.org) or in person at school. Students may report discrimination or harassment to any staff member who will then forward it on to the appropriate coordinator or administrator. The staff member will follow school district policies to respond to the report.

Dress Code

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

Certified staff, paraeducators, and office staff should generally dress in business casual attire that is clean and professional.

The following are examples of unprofessional attire which should not be worn by classroom staff during the traditional school day, when students or

visitors are in attendance, or when the employee is supervising, directing, or coaching students when the public is in attendance:

- For men: shirts without collars, unless the shirt can be deemed professional by other standards.
- Athletic wear, including sweat, jogging and wind suits, except when teaching a physical education activity in the gymnasium, on a playing field, or at athletic or other activity practices.
- Shorts, except when teaching physical education class or at athletic or other activity practices.
- Blue jeans, except at athletic or other activity practices, or on days considered to be "dress down" days.
- Hats, except when worn outside for sun coverage.
- 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.

Custodial, maintenance, and transportation staff should dress in attire appropriate to the work they are performing.

The superintendent or principal shall maintain the discretion to make determinations on staff dress and appearance. Administrators may temporarily suspend all or a portion of the dress code when other factors support a lower dress expectation for school employees (e.g., special "casual days" or field days). Any violation of school policy and rules may result in disciplinary action. (Policy 4041)

Drug and Alcohol Testing

School district administrators who suspect that drugs or alcohol may be present in a staff member's system may require the staff member to provide a body fluid or breath sample as provided in Nebraska law. Staff members who refuse a lawful directive to provide a body fluid or breath sample may be subject to disciplinary or administrative action by the employer, including denial of continued employment.

Duty to Report

School personnel shall self-report any of the following to the District's Superintendent within 24 hours of its occurrence or at the beginning of the next school day, whichever is earlier.

- Any criminal citation if the alleged offense is a misdemeanor or felony under federal or Nebraska law or in the state in which the alleged offense occurred;
- Any arrest for any reason;
- Any criminal conviction;
- Any sentence of incarceration;
- Any criminal or civil filing or Department of Health and Human Services or law enforcement investigation for child abuse and/or neglect;
- Any complaint or other administrative that could impact any certificate or professional license held by the employee;
- Any action or threat of action by any entity against the employee's driver's license or ability or authority to operate a motor vehicle if the employee's job duties may require the operation of a motor vehicle.

The failure to make a report required by this section may result in disciplinary action up to and including cancellation, termination, and non-renewal.

Electronic Communication While Driving

Except as provided below, school personnel shall not use any electronic communication device to read a written communication, manually type a written communication, send a written communication, verbally communicate with others, or otherwise communicate with others while operating a school vehicle or while using a school-issued electronic communication device while operating a private vehicle. This prohibition includes but is not limited to answering or making telephone calls not related to the transportation and reading or responding to e-mails, instant messages, or text messages.

The superintendent or building principal may grant exceptions and allow verbal communication on an as needed basis for specific district-related work based upon employees' duties and responsibilities.

Expenses

The board will reimburse staff for all approved expenses incurred in attending to school business. Reimbursement for mileage, supplies, overnight travel expense, and credit course reimbursement fees are processed on an expense report form that is available from the business manager. Appropriate receipts must be attached.

To be reimbursed for an item or for personal vehicle use, staff members must complete a reimbursement claim form, attach receipts and submit it to the Superintendent for approval.

All claims for reimbursement must be approved by the board, so some delay is probable. Mileage reimbursement will be denied if a school vehicle was available.

Family and Medical Leave (FMLA)

Qualified employees will be provided leave under the Family and Medical Leave Act (FMLA) as provided in board policy. The school district will utilize the "rolling" 12-month period measured backward from the date an employee uses any FMLA leave. (Policy 4011)

In-School Communication

Every staff member will be assigned a mailbox in the building where he or she works. Staff members are expected to check their mailboxes for messages in the morning upon arrival at school, at lunch time, and at the end of the day before departing.

A great deal of information is distributed to staff via the school's e-mail system. Each staff member must check his or her e-mail account frequently throughout the school day. Staff members are allowed to use their school e-mail accounts for a moderate amount of personal e-mail correspondence. However, sending or receiving personal e-mail during class time is prohibited, regardless of whether that personal e-mail is received on the staff member's school e-mail account or a personal account.

Intellectual Property

All written or artistic works, instructional materials, inventions, procedures, ideas, innovations, systems, programs, or other work product created or developed by any employee in the course and scope of performance of his or her employment duties on behalf of the district, whether published or not, shall be the exclusive property of the district. The district has the sole right to sell, license, assign, or transfer any and all right, title, or interest in and to such property. (Policy 4020)

Jury and Witness Duty Leave

An employee who has been called to serve as a juror will be granted paid leave. Employees must sign over to the district the compensation they receive for jury duty, but not compensation for expenses.

An employee who has been subpoenaed to testify as a witness in a court proceeding shall be entitled to one day of paid leave. To receive paid leave, the employee must sign over to the district his or her witness fee.
(Policy 4016)

Keys

Staff will not lend or have any duplicate keys made of any school key. Staff will make sure all doors are locked when they enter or leave the building other than regular school hours and are responsible for setting the security system after hours.

Staff members are responsible at all times for all keys issued to them and must keep their keys in a secure location or on the employee's person. Each classroom teacher must check that the doors and windows in his or her room are closed and locked at the end of the school day. Staff must report lost or stolen keys to the superintendent immediately.

Locker Room Supervision

Staff members must review and comply with the board's policy regarding locker room supervision. (Policy 4062)

Maintenance & Cleaning Request Forms

Staff members should fill out maintenance requests forms just as soon as they need or see a maintenance problem. These forms must be turned into the Superintendent.

Meals Program

Staff may take advantage of meals offered through the district's foods program. Staff may purchase lunches from the school cafeteria for *$5.00* per meal. The lunch price includes one carton of milk. Extra cartons cost 50 cents. Staff members are responsible to deposSit funds in their lunch accounts before purchasing meals.

Military Leaves of Absence

Leaves of absence without pay for military or Reserve duty are granted to all employees as required by law. An employee who is called to active military duty or to Reserve or National Guard training or who volunteers for the same should submit copies of the military orders to the Superintendent as soon as is practicable. An administrator, at his or her discretion, may require an employee who requests leave under the Nebraska Family Military Leave Act to provide certification from the proper military authority to verify the employee's eligibility for the leave requested.

Military Leave under the Federal Family and Medical Leave Act (FMLA) and the Nebraska Family Military Leave Act will be governed by the board's policies.

Milk Expression

Except as otherwise provided by law, the district will provide reasonable break time for an employee who wishes to breastfeed or express breast milk for her nursing child each time such employee has the need to do so. The district will provide a place, other than a bathroom, which is shielded from view and free from intrusion from co-workers, and the public. These accommodations will be provided for one year after the child's birth, unless otherwise required by law. (4045)

News and Press Releases

Activity sponsors and other staff who are involved in newsworthy activity should submit typed press releases to the office for distribution to the media when noteworthy events have occurred. Coaches must communicate with local TV, radio, and print media promptly after matches or games to disseminate the results.

Newsletters

The district secretary will inform staff of the relevant deadlines for each newsletter. Staff members are encouraged to submit articles for the newsletter that reports recent classroom activities and emphasizes positive aspects of the district's mission.

Obligations Related to American Civics Instruction

All staff members shall be familiar with, and comply with, the requirements of state law, board policy, and district curriculum to properly instruct students regarding American Civics, Social Studies, American History, and appropriate patriotic exercises on particular days of the year. Neglect of any such responsibilities by any employee may be considered just cause for dismissal.

Outside Employment

No full-time staff member may accept any other employment or carry on any business or activity for profit that interferes with the complete and competent discharge of his or her responsibilities to the school district.

Political Activities

District employees retain all rights of citizenship, including, but not limited to, engaging in political activities. An employee of the District may participate in the political process, including seeking an elective office, provided that the staff member does not campaign on school property during working hours, and provided all other legal requirements are met. The District assumes no obligation beyond making such opportunities available.

While the District supports its employees by allowing them to exercise their rights, any impact on the employee's ability to perform his or her functions as required by the district is grounds for discipline. For further guidance

regarding political conduct on school grounds, contact the superintendent and consult the board policies.

Pregnant or Parenting Students

The school district encourages students who are pregnant or parenting are encouraged to continue to participate in the district's educational and extracurricular programs. Students who anticipate deviations from their regular school experience or accrue absences due to pregnancy or parenting have been told to notify their building principal as early as possible to discuss their educational programming. The building principal will work with the student and appropriate district staff to develop a plan to assist the student in participating in district curriculum and extra-curricular activities. Such a plan may include:

1. If the student cannot regularly attend classes, the provision of online courses;
2. The arrangement of meeting times with teachers;
3. If the student has not identified appropriate childcare, the identification of child care providers that meet statutory requirements for quality and care; and
4. All other curricular adjustments, modifications, and means of supplementing classroom attendance deemed appropriate by the school administrators including, but not limited to, modification of attendance policies.

When a student, or a person with a legal right to act on a student's behalf, informs a District employee of the student's pregnancy or related conditions, the District will inform the student of the Title IX Coordinator's contact information. The employee will also inform the student that the Title IX Coordinator can coordinate actions to prevent sex discrimination and ensure the student's equal access to the District's education program or activity.

Professional Boundaries Between Staff and Students

All district employees must follow board policy when interacting with students in any way. School district employees are responsible for conducting themselves professionally and for teaching and modeling high standards of behavior and civic values, both at and away from school. District employees must be aware of professional boundaries between students and staff, and they must never blur the boundaries. These standards of behavior apply to social networking sites, such as Facebook,

Twitter, Instagram, etc., along with communications and interactions of any kind between staff and students.

Examples of unprofessional misconduct include: inappropriate sexual communications or interactions with students, meeting with students in private outside of school, and intruding on a student's personal space. These are a few examples of inappropriate behavior, not an exhaustive list. For further guidance, refer to the district's policies regarding professionalism and staff-student interactions.

Any teacher or student who witnesses or knows information about a district employee violating board policy should report the violation to the district administration *immediately*. Minor violations and questionable violations should be reported as soon as possible, but always within 24 hours.

A violation of board policies for professionalism will form the basis for employee discipline up to and including termination or cancellation of employment, filing a report with law enforcement officials, and filing a report with the Commissioner of Education.

Professional Growth

All employees must participate in district professional growth activities and shall be provided opportunities for the development of increased competence beyond that which they may attain through the performance of their assigned duties.

In addition to this requirement, the superintendent will select in-service programming to provide additional professional growth activities for certified and classified staff.

Purchasing

All requisitions for books and school supplies must be filed with the superintendent. The requisition must include the name of the article being requested, where it may be purchased, how many articles are required and their cost. Requisition forms and purchase orders are available from the office. Once an order has been received, the staff member must notify the building secretary so payment can be processed. Failure to follow the procedure for requisitions may prevent the staff member from receiving the

items requisitioned. All orders or supplies must be authorized by the administration. Staff may be personally liable for any orders placed without such authorization.

When routine supplies are needed for immediate use, staff should contact the building secretary. When it is necessary to make a special or emergency requisition for supplies or equipment, staff should contact the superintendent for approval and necessary forms.

Records and Reports

Staff members must refer to and comply with Board Policy No. 5016 regarding the management and maintenance of student records.

All staff members shall promptly furnish the administration with any information relating to their professional training, experience, activities or work required for reports to county, state or federal officials or for official school records. Personal information will be treated confidentially by school officials.

Recordings of Students and Classrooms

Staff members may make audio and video recordings of classroom instruction and school activities upon authorization of the superintendent or supervising administrator. Staff should refer to Board Policy 5063 for information on recording by students.

School Calendar

The official school calendar is maintained in each building office. All activities and events must be scheduled and approved by the building principal. To avoid conflict, a sponsor should not call a meeting of any activity until the schedule has been checked and the meeting approved by the office.

School Property

School property is not to be lent to individuals except by permission of the superintendent.

Staff or groups who wish to use school facilities should make requests to the superintendent as early as possible so that they may be placed on the school calendar.

Staff must inform the superintendent and/or building principal of any school property that needs repair or that is lost, stolen, or damaged beyond repair. Matters regarding custodial service in the building should be handled through the superintendent's office.

School Vehicle Use

The transportation of students in a pupil transportation vehicle is governed by the rules of the Nebraska Department of Education and the district's safe pupil transportation plan or safety and security plan. School district employees, board members, and other elected or appointed school district officials who are not transporting children are authorized to use a school district vehicle to travel to a designated location or to their home when the primary purpose of the travel serves a school district purpose. Staff should refer to the board policy regarding the use of school vehicles. (Policy 4060)

Security

Each staff member is responsible for the security of his/her own classroom or work area. Staff must lock the doors and windows of their classrooms and/or other work areas each night.

Staff members who use the building after it has been locked by the custodian or on weekends are responsible for turning off all lights and locking all windows and doors that they or students under their supervision may have used.

Under no circumstances are pupils to be allowed in the building after school hours without faculty or adult supervision. Keys to any school areas are not to be loaned to students under any circumstances.

Smoking on School Premises or at School Activities

Smoking, including the 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 permitted on school property only in specifically designated areas.

Sniffer (Drug) Dogs

The administration is authorized to use sniffer dogs to minimize the presence of illicit items on school grounds. Students and staff are specifically notified that:

1. Lockers may be sniffed by sniffer dogs at any time.
2. Vehicles parked on school property may be sniffed by sniffer dogs at any time.
3. Classrooms and other common areas may be sniffed by sniffer dogs at any time students and staff are not present.
4. If contraband of any kind is found, the student or staff member shall be subject to appropriate disciplinary action.

(Policy 3045)

Social Media Usage by Staff

Social media is an important tool for communicating, keeping up-to-date with current developments in education, and for conducting research to enhance management, teaching, and learning skills. The district also uses social media accounts to provide information to district stakeholders. All staff members must refer to and comply with the board's policies regarding Staff Internet and Computer Use and Staff and District Social Media Use. Staff members who are uncertain about the applicability of board policy to a particular situation must confer with their supervising administrator prior to posting on social media.

Solicitation and Distribution of Merchandise

In the interest of maintaining a proper school environment and preventing interference with school purposes, employees may not sell merchandise, solicit financial contributions, solicit, or distribute literature or printed material for any non-school related cause during working time or on school grounds.

Staff Room

The staff room is maintained for the exclusive use and convenience of the staff. It is not for student use and staff members should not hold student conferences there. Each staff member will assume responsibility for keeping the staff room in an orderly and presentable condition.

Staff Use of AI Tools

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

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

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

I. Staff Expectations for Use of AI Tools in Education

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

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

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

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

1. The transcription tool has been approved by an administrator for use in the school context; and

2. All participants to the meeting are informed that the staff member is recording or transcribing the meeting. The resulting recording or transcript may be subject to the district's retention and confidentiality policies.

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

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

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

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

Student Interviews

Employees shall refer any police officer, child protective service worker, or other similar individual seeking to speak to or interview a student to an administrator.

Telephones

School telephones are maintained for the primary purpose of conducting school business. Staff members should limit their use of school phones to brief conversations. Teachers will not be called to the telephone during class time except in the case of an emergency.

Staff members may not use personal cell phones to make or receive calls or to send or receive text messages during instructional time.

Threat Assessment and Response

Team Concept

The board of education is committed to providing a safe environment for members of the school community. Students, staff and patrons are urged to immediately report any statements or behavior that makes the observer fearful or uncomfortable about the safety of the school environment.

1. Definitions

1. A **threat** is an expression of a willful intent to physically or sexually harm someone or to damage property in a way that indicates that an individual poses a danger to the safety of school staff, students or other members of the school community.

    i. The threat may be expressed/communicated behaviorally, orally, visually, in writing, electronically, or through any other means.

    ii. A **transient threat** is an expression of anger or frustration that can be quickly or easily resolved.

iii. A **substantive threat** is an expression of serious intent to harm others which includes, but is not limited to, any threat which involves a detailed plan and means.

2. A **threat assessment** is a fact-based process emphasizing an appraisal of observed (or reasonably-observable) behaviors to identify potentially dangerous or violent situations, to assessment them and to manage/address them. Threat assessment is the process of identifying and responding to serious threats in a systematic, data-informed way.

i. The threat assessment process is distinct from student disciplinary procedures. The mere fact that the district is conducting a threat assessment does not by itself necessitate suspension, expulsion or emergency exclusion without complying with state law and board policy related governing those actions.

ii. The threat assessment process is distinct from specialized instruction which a student with a disability may receive from the school district. The school district will not change a student's educational placement as that term is used in the Individuals with Disabilities in Education Act *solely* as part of a threat assessment.

2. Obligation to Report Threatening Statements or Behaviors.

All staff and students must report **substantive threats** to a member of the administration immediately and comply with any other mandatory reporting obligations. Staff and students who are unsure whether a threat is substantive or transient should report the situation. Staff and students must make such report regardless of the nature of the relationship between the individual who initiated the threat or threatening behavior and the person(s) who were threatened or who were the focus of the threatening behavior. Staff and students must also make such reports regardless of where or when the threat was made or the threatening behavior occurred.

THREATS OR ASSAULTS WHICH REQUIRE IMMEDIATE INTERVENTION SHOULD BE REPORTED TO THE POLICE AT 911.

3. Threat Assessment Team

The threat assessment team (team) shall consist of the School Safety Team. Not every team member needs to participate in every threat assessment. If the threat has been made by or is directed towards, a student with a disability, the threat assessment team must include a staff member who is knowledgeable about special education services or Section 504 of the Rehabilitation Act, as appropriate. Neither the student nor their student's family members are part of the threat assessment team.

The team is responsible for investigating all reported threats to school safety, evaluating the significance of each threat, and devising an appropriate response. The threat assessment team shall work closely with the crisis team in planning for crisis situations. The threat assessment team shall be familiar with mental health resources available to students, staff and patrons and shall collaborate with local mental health service providers as appropriate.

4. Threat Assessment Investigation and Response

When a threat is reported, the school administrator shall initiate an initial inquiry/triage and, in consultation with members of the threat assessment team, make a determination of the seriousness of the threat as expeditiously as possible. The school administrator must contact law enforcement if the administrator believes that an individual poses a clear and immediate threat of serious violence.

If there is no reasonably apparent imminent threat present or once such an imminent threat is contained, the threat assessment team will meet to evaluate and respond to the threatening behavior. The team may, but is not required to, review the following types of information:

- Review of the threatening behavior and/or communication;
- Interviews with the individuals involved including students, staff members, and family members as necessary and/or appropriate;
- Review of school and other records for any prior history or interventions with the students involved;

- Any other investigatory methods that the team determines to be reasonable and useful.

At the conclusion of the investigation, the team will determine what, if any, response to the threat is appropriate. The team is authorized to disclose the results of its investigation to law enforcement and to the target(s) of any threatened acts. The team may refer the individual of concern to the appropriate school administrator for consequences under the school's student discipline policy or, if appropriate, report the results of its investigation to the student's individualized education plan team.

Regardless of threat assessment activities, disciplinary action and referral to law enforcement will occur consistent with board policy and Nebraska law.

5. Communication with the Public about Reported Threats

The team will keep members of the school community appropriately informed about substantive threats and about the team's response to those threats. This communication may include oral announcements, written communication sent home with students, or communication through print or broadcast media. However, the team will not reveal the identity of the individual of concern or of any target(s) of threatened violence unless permitted by law.

6. Coordination with the Crisis Team After Resolution of Threat

The threat assessment team will confer with the district's crisis team after a threat has been investigated to provide the crisis team with information that the crisis team may use in assessing or revising the district's All-Hazard School Safety Plan. (Policy 3039)

Transportation Request Forms

If transportation is needed, the **TRANSPORTATION REQUEST FORM** is located on the district webpage as "Staff Transportation Request" Once approved, the **Transportation** Director will make the necessary transportation arrangements. Be sure to give as much advance notice as possible to assure availability and reservation of necessary transportation.

Visitors

Staff should welcome members of the public who wish to visit school, but should ensure that visitors follow the district's requirements.

All visitors must report to the building office before visiting any classroom or other areas of the building.

Visitors must comply with the following guidelines:

- if a visitor wishes to observe a specific skill or subject, he or she will be asked to observe during a specified time period
- children under the age of 10 years must be accompanied by a parent or guardian
- all visitors must have the prior approval of the principal or superintendent
- salespeople and other such agents will not be allowed to solicit staff members during school hours
- visitors must wear the visitor's badge supplied by the building office

Wage and Salary Payments

Staff members are paid on the 22nd of each month. The district provides direct deposit of paychecks to designated financial institutions. Otherwise, paychecks will be delivered personally at school or mailed to the address on file in the district office. Staff who wish to activate or modify their direct deposits or who wish to have paychecks mailed to a different address must contact the district office. The school district will mail staff paychecks to the last address on file for each employee during months when school is not in session. Employees shall not be paid in advance under any circumstances.

All required deductions, such as for federal, state, and local taxes, retirement contributions, and all authorized voluntary deductions, such as for insurance or union dues, will be withheld automatically from your paychecks. Garnishments are legal proceedings imposed by a court of law upon the school district requiring payment to a third party of monies earned by district employees. The school district will accept all legal garnishments and tax levies against wages in compliance with state and federal law. An employee's pay will be held upon receipt of a garnishment until a court order is issued indicating satisfaction of the indebtedness or until ordered to surrender the monies to the court or its agent. The school district prohibits improper pay deductions, and employees shall be reimbursed for any

improper pay deductions. If you believe that an improper deduction has been made to your pay, you should immediately report this information to the Business Manager or the Superintendent.

Staff members, by their signature on the acknowledgement page of this handbook, authorize the school district to withhold such sums from their paychecks as necessary to cover property damage, cash shortages or other amounts owed to the school district by the employee.

Weather-Related Closings

If school is called off because of bad weather or for any other reason, it will be announced on radio station KMCX 106.5,and television station 2-KNOP. The school district's web page, social media outlets and weather threat. The Superintendent or his/her designee is responsible for determining when school and/or extracurricular activities should be canceled or dismissed due to severe weather or other emergency conditions. Coaches and/or sponsors may not conduct practices on days that school is canceled without first securing the superintendent's specific permission. (Policy 6026)

Parents may decide to keep their children at home in inclement weather because of personal circumstances. Students absent because of severe weather when school is in session will be marked absent. Staff members should treat the absence like any other absence for legitimate causes provided parents properly notify the school of their decision. Parents may pick up their children in inclement weather (except in case of a tornado) at any time during the school day.

Workplace Searches

To safeguard the property and interests of our students, employees, and patrons; to help prevent the possession, sale, and use of illegal drugs on school grounds, and in keeping with the spirit and intent of the district's drug-free workplace policy and other policies, the school district reserves the right to question employees and all other persons entering and leaving our premises, and to inspect any packages, parcels, purses, handbags, briefcases, lunch boxes, or any other possessions or articles carried to and from school when it has reasonable grounds to do so. The school also reserves the right to search any employee's office, desk, files, locker, or any other area or article on school grounds. All offices, desks, files, lockers, and so forth, are school district property and are issued or provided for the use

of employees only during their employment with the district. Inspections may be conducted at any time at the discretion of the administration. Employees who refuse to cooperate with this provision will be subject to disciplinary action up to and including discharge.

POLICIES AND PROCEDURES REGARDING CERTIFIED STAFF

Absences

The accumulation of leave for teaching staff is governed by the Negotiated Agreement between the Board of Education and the Education Association. This handbook sets forth the process for using that leave

1. **Sick Leave**

Certified staff members who are too ill to perform their teaching duties must contact their building principal by 6:00 a.m.

2. **Personal Leave**

Certified staff who wish to take personal leave must submit a leave request to their building principal at least three days in advance of the proposed leave. Building principals may deny personal leave requests if the school district is unable to secure the services of a qualified substitute teacher on the day of the proposed leave. Staff members may not take personal leave adjacent to a school break. For example, if school is not in session on a Monday, certified staff may not take personal leave the preceding Friday or following Tuesday.

3. **Professional Leave**

The board and administration recognize the value of continuing education and encourage certified staff to participate in seminars, workshops and other activities which will continue their professional growth. Certified staff members who wish to take professional leave must submit a leave request to their building principal, along with a description of the proposed event and any written materials about the event. Building principals may deny requests for professional leave if they are unable to secure the services of a qualified substitute or if the principal determines that the activity will not enhance the certified staff member's effectiveness as an employee of the district. Certified staff members who feel they have been unfairly denied professional

leave may grieve the principal's decision, pursuant to the grievance procedure contained in the district's Negotiated Agreement.

4. **Substitute Folders**

Each teacher must prepare a substitute folder and keep the completed folder in the upper right-hand drawer of his/her desk. This documentation can also be placed in the Shared Drive - Sub Plans folder. The folder must contain:

a.) the current seating chart for each class;
b.) the daily routine followed by each class;
c.) all schedules (fire drill procedures, lunch schedule, etc.);
d.) a copy of this handbook; and
e.) plans for the day if the teacher's absence was anticipated. (These plans are in addition to the teacher's regular lesson plan book.)

For substitute requests for 3 periods or less, staff will be required to arrange for their own substitute in-house. These requests will be submitted to administration through a paper copy on the *Request to be Absent Form.* Unfilled requests will need to be discussed with the administration. All other requests for half day and full day absences should be submitted through the EZ School app.

Assemblies

Classroom teachers must attend assemblies and pep rallies and sit with students to help maintain order.

All certified staff members should attend school assemblies and should try to attend as many of the school functions as possible regardless of whether they have specific assigned duties or not.

Assignment of Teachers

The administration will assign certified staff to individual duties. Certified staff will also be assigned for various forms of hall, extracurricular, recess, traffic, lunch period and other noontime duties, and athletic events.

Certificates, Teacher Contracts, Salary Information

Teaching certificates must be registered with the Superintendent before they may legally be paid. It is the certified staff member's responsibility to make sure this is done.

Each certified staff member must provide the superintendent's office with the following information:

a. social security number,
b. retirement number,
c. withholding form W-4, and
d. authorization to withhold for insurance benefits.

Each new certified staff member must fill out forms for retirement benefits before the first pay day as well as the family coverage of the district hospital/medical insurance program.

It is the sole responsibility of the certified staff member to inform the superintendent of any changes, including but not limited to changes in certification, endorsements, benefits plans, and salary payment information.

Cheating

A student who cheats, plagiarizes, or otherwise participates in any academic dishonesty is subject to discipline, up to and including expulsion. The instructor may refuse to accept the student's work in which the cheating or plagiarism took place, and assign a grade of "F" or zero for the work.

Check-out Forms

All certified staff must complete a check-out form and obtain appropriate signatures on the form prior to departing for the summer.

Classroom Management and Student Discipline

Classroom discipline is first and foremost the responsibility of the classroom teacher. Individual teachers are expected to assume responsibility for good discipline throughout the school system. However, if a certified staff member needs assistance with student discipline, they should seek the advice and counsel of the principal or superintendent.

Classroom teachers may not leave their classrooms unless the students are supervised by a competent adult.

Classroom teachers should have a well-defined discipline plan that is known to the students. Rules and consequences should be stated clearly and posted where appropriate.

Each building has its own specific procedures concerning student discipline. Classroom teachers should consult with their building principal for more information.

Teachers may remove a student from the classroom for failure to comply with established rules of conduct. Only an administrator can suspend or expel students from class or school and due process must be followed.

Students may be kept after school for matters relating to discipline or to assist in their academic progress. Certified staff should allow all elementary students and junior/senior high students who ride the bus to arrange parental transportation for the next day with their parents. Students who do not have transportation concerns may be kept without delay. Students may not avoid being kept after school because they have an after school practice or other school activity.

Both elementary and secondary certified staff are responsible for assisting with hallway discipline between classes and in the school lunchroom.

Classes should begin on time and end promptly. Work should continue throughout the period assigned for it. Classroom teachers have no right to waste the pupils' time. Classroom teachers may not dismiss classes early except by permission of the building principal.

Staff members may never send a student off school grounds without the authorization of the building principal.

Classroom teachers may not admit tardy students to class without an admit slip from the principal or the student's teacher from the previous period.

Classroom Sanitation

1. **Handling of Body Fluids**

All body fluids of all persons should be considered to potentially contain infectious agents (germs). Hand washing after contact with a school child is recommended if physical contact has been made with any child's blood or body fluids. The term "body fluids" includes: blood, semen, drainage from scrapes and cuts, tears, feces, urine, vomit, respiratory secretions, and saliva.

2. **Infectious Diseases**

Certified staff should promptly report any indication of an infectious or contagious disease to the school nurse or building principal. Certified staff should report to the school nurse or the student's parents any pupil whom they suspect of having been exposed to any infectious or contagious disease.

Coaching Supplies

Coaching supplies will be distributed by the athletic director. Such items include tape, prewrap, heel pads, band aids, ankle braces, game balls, etc. Coaches should request additional supplies from the activities directory only when they have run out of supplies.

Coaches must fill out and submit inventory forms to the activities director immediately after the season is complete.

Collection of Student Money

Staff members must comply with the school district's student fee policy before collecting any funds from students.

Money collected from students should be turned into the office on the day it is collected for deposit in the proper activity or school district fund. Any checks written by students or parents for various payments should be made out to Paxton Schools unless otherwise instructed. Certified staff must submit a financial accountability form when they turn funds into the office.

When students purchase items such as coats, rings, etc., through the school district, they must pay for these and other major items before the order is sent. The sponsor of any school organization is not to give merchandise to students; items will be distributed by the office after proper payment.

Community Involvement

Certified staff are encouraged to take part in civic affairs in the community and must do so when required by state law and board policy.

Display of Classroom Work in the School and the Community

Classroom teachers are encouraged to display student work for public viewing. Students and parents enjoy viewing the display and may be even more supportive of their school because the display shows them many of the things the students do. Classroom teachers may use bulletin boards or the commons area to display student work or they may do so during an evening activity. Certified staff must contact the principal before displaying student work at an evening activity.

Duties of Certified Staff

The duties of certified staff include, but are not limited to, the following:

a) Becoming acquainted with board policies, district rules and regulations, and the state laws concerning teachers and pupils.
b) Attending such education conferences as are required by law or administrative directives.
c) Attending school assemblies unless excused by the principal.
d) Instructing pupils in the proper use of equipment and instructional supplies.
e) Reporting in writing to the principal any injury to any child while under the jurisdiction of the school, including athletic injuries.
f) Complying with the Teachers Professional Code of Ethics which has been promulgated by the Nebraska Department of Education (92 Neb. Admin. Code § 27) and adopted by the Board of Education of the district.
g) Discussing a student only with the child's parents and the superintendent, principal, guidance counselor or classroom teachers who may know the circumstances and have a need to know. It is unprofessional and inappropriate to discuss students or other staff members in the staff lounge.
h) Being responsible for students whom they keep in school at times other than during regular school time. Certified staff will be responsible for any special work done by their students, including field trips, joint assemblies, school programs, etc.
i) Refraining from joining book clubs or film clubs using the school name.

j) Turning in all monies collected to the main office by the end of the school day.
k) Clearing all class meetings or trips through the principal's office.
l) Participating in Student Assistance Teams pursuant to board policy.
m) Assisting with the administration of standardized testing as assigned by the administration.
n) Provide homebound instruction as assigned by the administration.
o) Performing additional duties as assigned by the administration.

Eligibility Grades 6-12

Student academic eligibility for participation in extracurricular activities will be determined on a weekly basis. A student will become ineligible by maintaining an average of less than seventy percent (70%) in two or more classes weekly. Eligibility will be based on the weekly cumulative semester mathematical average of each student. The grading period will end at the conclusion of school on the last school day of the week. Beginning on the fourth Monday of each quarter, classroom teachers must submit the names of all students who are not academically eligible to the office by 9:00 AM on the first school day of each school week. Additional New Statement: When an activity is scheduled on a Monday, eligibility will be checked at 12:00 p.m. on the Friday before the activity. Students and parents will be notified before dismissal on Friday.

Students may not participate in any activity, performance or practice while serving an out-of-school suspension (short-term suspension, long-term suspension, or expulsion) from school.At the discretion of the sponsor, ineligible students will be allowed to participate in practice. Activities affected by the eligibility rule are:

1. All interscholastic contests, including but not limited to, athletics, FFA, FBLA, speech contests, and similar organizations or events.
2. Cheerleading.
3. Music competition, performances (except Christmas and Spring concerts), and clinics.
4. All school dances.
5. Other activities deemed appropriate by the principal.

Extracurricular Activities

Staff must schedule all events and other extracurricular activities at the activity director’s office to avoid conflicts. Activities must be put on the

school calendar located in the activity director's office at least one week before the activity. Staff should avoid or shorten practices and activities on Wednesday evenings and Sundays, in order to give students sufficient time away from school for family-related activities.

Certain activities require time to be scheduled outside regular school hours. Any school sponsored activity involving students must have approval of the principal prior to the activity, including all fund raising activities.

Regular classroom work in all grades will have precedence over any other activity. Students will not be dismissed from classes to participate in extra-curricular activities without permission from the principal. Make up slips must be completely signed and returned to the sponsor of the activity prior to dismissal from class. All evening activities, except practices, must have no less than two school sponsors. Non school sponsors must be approved by the administration. If vehicles are used for transportation, the drivers must be adults who have been approved by the school.

The activities director has the responsibility for all activities. Therefore, any ruling or handbook decision he/she makes will be school regulation in lieu of further board action.

No student may participate in a field trip off school property without written permission of his or her parent or guardian.

Evacuations

Early in the semester, classroom teachers should review instructions for leaving the classroom with all of their students. Classroom teachers should also periodically review with each class what to do in case of fire, tornado or other emergency.

1. **Fire Drills**

Fire drills will be held on a regular basis. Certified staff may or may not be notified in advance. These drills are important exercises that help ensure the safety of students in case of an emergency.

When the fire alarm is sounded, all students and staff immediately must cease the activity in which they are engaged and leave the building at once, following these regulations:

a) Students nearest the windows will close them before leaving.

b) The classroom teacher will be the last to leave the room. He or she will turn out all the lights and close the door as he or she leaves.

c) Classroom teachers will take their crisis manuals with them when they leave their classrooms.

d) Students reaching the exit doors may hold the doors wide open until everyone has filed out.

e) Staff and students will move far enough away from the building to avoid possible injury from fire and falling embers, and also, to remain clear of emergency vehicle traffic.

f) Once outside, each class sponsor assigned ~~teacher~~ must account for every student in the class. Classroom teachers will take roll for their class and;

1) hold up a Green Card (all students accounted for)
2) hold up a Red Card (missing or extra student (s) listed)

The decision to return to the school building will be made by the administration. Students will return in an orderly manner.

2. **Tornado Drills**

When a tornado warning has been issued, the school will evacuate classrooms and move students to the designated tornado shelters. Tornado alerts will be given via the bell system by using short repeated bell signals. When a tornado alert is given, all students and staff immediately must cease the activity in which they are engaged immediately and seek shelter, following these regulations:

a) All students and staff should proceed to the designated tornado shelter.

b) Each teacher must account for every student in the class.

c) Classroom teachers should be sure that each student is sitting with his or her back to the wall, their knees up and their heads should be between their legs.

3. **Protocol for all Evacuations**

Upon evacuation signals, all students and staff must exit each building. Classroom teachers should do the following:

1) Take the class roster;
2) Lock the classroom door after all occupants have exited the room;
3) Keep the class together and move promptly in an orderly fashion; and
4) Upon arriving at the evacuation point, take roll, maintain order, and supervise students.

Evaluations

The appropriate district administrator will evaluate tenured and probationary teachers as required by law and district policy. Additional evaluations, both formal and informal, may be conducted as the district administration deems appropriate. Copies of the district's evaluation forms are contained at the end of this handbook.

Faculty Meetings

The superintendent and principals will call meetings as needed. Certified staff are required to be present at all faculty meetings unless excused by the administration.

Field Trip Request Forms

Certified staff who wish to take students off school property must submit a request to the building principal at least seven calendar days prior to the date of the requested activity.

Elementary grades will be limited to one field trip per year. Additional requests may be granted on a case by case basis.

Grading Policy

Failing reports for Jr.-Sr. High School students must be turned into the office on or before 9:00 a.m. on each Monday starting the 4th week of the quarter.

Grades are given as a letter or percentage as requested by the building principal. No incomplete or condition grades will be given, but grades may be changed by request of the classroom teacher to the principal. If a student fails the first semester and passes the second semester, a classroom teacher may pass a student for the full year.

A student is to be graded on academic performance. **A student's grade is not to be reduced for discipline.** Prejudice or favoritism has no place in grading a student. All grading should be explained in simple, understandable terms to the student.

Classroom teachers should provide students and parents with frequent updates regarding the student's progress during the quarter. At the conclusion of each quarter, students will receive an end-of-quarter report card. Classroom teachers should use the following symbols for each subject area:

Report Cards	Numerical Scale for Report Cards
A= Excellent	93-100 = A
B= Above Average	85-92 = B
C= Average	76-84 = C
D= Below Average	70-75 = D
F= Failing	69 and below = F
S= Satisfactory Progress	
U= Unsatisfactory Progress	

In the elementary grades, students will receive letter grades only in designated "core" curricular subjects. Elementary teachers should report student progress on grade reports using the following system:

Students in grades K-2 receive, "progressing", "met", or "not met", standards-based marks on their quarterly report cards for Language Arts, Math, Science/Health, and Social Studies. PE and Music teachers give these students letter grades based on the same grading scale used for students in grades 3-12.

Students in grades 3-5 receive letter grades, based on the same grading scale used for students in grades 6-12 for Language Arts, Math, Science/Health, Social Studies, and PE and Music.

Guest Lecturers

Guest lecturers must be approved by the administration before they are asked to address a class. The guest lecturer must have a specific, relatable objective in his/her lecture.

Hall Duty

Every classroom teacher is on hall duty before school in the morning and between classes. Classroom teachers are responsible especially for the part of the hall adjacent to their classrooms.

Homework Policy

Homework 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. Homework assignments shall be kept minimal on Wednesday nights, which is traditionally considered "family night" in the community.
(Policy 6017)

Instructional Materials

All instructional materials and media must be previewed for suitability by the classroom teacher before being shown to students.

Lesson Plans

Lesson plans must identify major instructional objectives and show page assignments and general direction that might be followed by anyone who might be called upon to teach the classes.

Media Center

The media center is set up to serve the needs of certified staff and students. Certified staff who need assistance with textbooks, literature sets, magazines and other reference materials should consult with the media specialist.

Staff will be provided with Media Center Guidelines at the beginning of each year.

Paraeducators

Paraeducators provide valuable assistance in the educational process and allow teachers to carry out their responsibilities in a more efficient and effective manner. A paraeducator must not, however, assume teaching responsibilities. The classroom teacher must maintain the role of leadership and responsibility for the students, with the teacher aide in a supportive role. Paraeducators may be used to assist the classroom teacher by, among other tasks, assisting with instructional activities under the direction of the teacher, helping to supervise students, copying tests and other written material, organizing class materials, preparing bulletin boards, grading tests or class work, and calculating and recording grades. Paraeducators are to work only on and within their assigned work days. If the classroom teacher desires the paraeducator to work hours other than the assigned work hours or assigned work day, he or she must contact the administration for approval.

Parent-Teacher Communication

Students' academic success has been closely linked to parental involvement in school. Certified staff should strive to develop open and supportive relationships with parents and guardians. Each classroom teacher is responsible for keeping a student's parents informed about the student's progress. This may be done by letter, telephone, e-mail, or personal conference. Certified staff must attend parent teacher conferences, promptly return phone calls, participate in teacher events for students and parents, and where necessary utilize a planner as a communication tool. Certified staff who need additional support in communicating with parents should contact their building principal or guidance counselor.

Parties

1. No activities or picnics shall be held by an organization of the school without the presence of the sponsor or sponsors.
2. The number of activities and the closing hour for activities will be determined by the building principal and organization sponsor.
3. In making arrangements for activities and picnics, staff must avoid disturbing the routine of the school.
4. Cleaning up after the activity is the responsibility of the sponsor.

Planning Time

Each classroom teacher is provided with duty-free time for planning, preparation of school-related materials, and a brief respite from the duties of the day.

The Board defines planning time as time for educational planning and other task-related functions that cannot normally be accomplished during instructional periods. Planning time should not be confused with personal time.

Planning time should not be used for running personal errands, conducting personal business, or pursuing non-school hobbies and/or interests without administrative approval.

PowerSchool and PowerGrade

All teachers/classroom aides will be required to use PowerSchool and PowerGrade. Attendance will be taken as follows: Elementary – at the beginning of the morning, and right after lunch; and Secondary – at the beginning of every period. Attendance must be taken within the first five minutes of each period / beginning session. Lunch count will also be taken with PowerGrade.

A "comment bank" will be developed for comments on progress reports, report cards, and discipline reports at a later date. You may use the "comment bank" or enter your own free-form comment.

Classroom teachers are not permitted to install PowerGrade on their home computer.

Private Tutoring

Classroom teachers must provide individual assistance to students as a part of their duties. Any certified staff member who engages in private tutoring for pay (compensation of any kind from a source other than the District) is subject to the following rules:

- Certified staff may not arrange to provide private tutoring for any child enrolled in the staff member's class.
- Certified staff are not to provide private tutoring in a school building.
- Certified staff are not to provide private tutoring during duty time.

· Certified staff are prohibited from advertising or promoting the private tutoring services in the school or in the school's communications systems except with the express permission of the Superintendent or designee.

Projection Maps

The school district will only use the Gall-Peters projection map or a similar cylindrical equal-area projection map or the AuthaGraph projection map for display or use in the classroom. Use of the Mercator projection map is prohibited unless:

1. The Mercator projection map is used in conjunction with other projection maps in a teaching exercise to demonstrate that all maps are flawed in some way and different map projections serve different functions and may affect how individuals view the world; or
1. The Mercator projection map is part of any:
    a. book or material obtained prior to July 19, 2024; or geographic information system; or computer program that renders a three-dimensional representation of Earth based primarily on satellite imagery, such as Google Earth or similar software; and
    b. a Gall-Peters projection map or similar cylindrical equal-area projection map or an AuthaGraph projection map is displayed in the classroom or shown to students during the lesson in which a Mercator projection map is used.

Pupils' Records

1. Each classroom teacher must keep a set of records in-Powerschool.
2. Report cards will be issued within one week following the end of the quarter unless otherwise announced.

a) Reports should be conscientiously and accurately made because they are a serious estimate of the degree of success of the pupil.

b) Each classroom teacher should be adequately prepared to defend all decisions given on the report card.

c) Each classroom teacher is responsible for distribution of class cards on time.

d) Classroom teachers must confer with the principal before recording any incomplete, failing, or conditional grades on report cards.

Rights of Certified and Probationary Teachers

Certified and probationary teachers are entitled to the legal and procedural rights outlined in the board policies and state and federal law with regard to the amendment, cancellation, or termination of the teacher's employment contract. For specific questions relating to those procedural or legal rights, please refer to the district's board policies.

School Day

All certified staff must be at school or on duty between the hours of 7:45 a.m. and 3:45 p.m., Monday through Thursday and 7:45 a.m. and 2:00 p.m. on Fridays. On Fridays and days preceding certain holidays or vacation periods, certified staff are permitted to leave after the students are dismissed. Under special circumstances, certified staff may seek permission from their building principal to vary these duty hours. In addition, certified staff may be assigned responsibilities at other hours by the principal or superintendent for supervising or directing school activities or affairs or for participation in affairs under the direct sponsorship of the school.

Each teacher will be in their classroom and available to help students at 7:45 a.m. each day. Teachers will also be available to students from 3:30 to 3:45 p.m. on Monday - Thursday, unless sponsoring an activity. Classroom teachers will stand at their doors when class is dismissed and must be outside their classroom doors before each class period. Classroom teachers must be physically present in their classrooms at all times during class periods and conference periods.

Personal work may not be done on school time.

Sponsors

Certified staff members are assigned by the superintendent as class and club sponsors. Sponsors must be present at all meetings and activities of the sponsored group. Purchasing of supplies must be approved by the Superintendent.

Student Activities

Staff members who sponsor extracurricular activities such as athletics, class plays, and class activities may leave the school building only after making

sure that all students and other individuals have left the building. No student is to be left unattended in the school building at any time.

School-owned clothing or equipment that is checked out to students remains the property of the school. The clothing or equipment is not to be used or worn by the student except for its intended use. Each piece of equipment or clothing is to be returned to the instructor or coach when the season or the use for such clothing or equipment is over. Certified staff will be held responsible for clothing and equipment that is not returned.

Student Aides

Student aides are to be directly supervised by the certified staff member and are not to leave the building or be in the halls or anywhere they are not being supervised. Student aides are not to be used to assist the certified staff member by solely supervising a class or student, grade tests or class work, calculate student grades, or record grades. A student aide should not be present and assisting a certified staff member without another adult present after the end of regular teacher duty hours.

Student Attendance

Students are expected to arrive at each class, be seated and ready for instruction prior to the beginning of the class day or class period, as appropriate. Student tardiness is the classroom teacher's professional responsibility. Classroom teachers must insist that students be on time.

Each teacher must maintain an accurate record of student attendance each day. Classroom teachers must carefully check and record attendance information at the beginning of each school day and, in upper grades, at the beginning of each period. Students and student assistants are not permitted to check attendance. Excessive absenteeism should be reported to the building principal or guidance counselor.

Students returning from an absence must report to the office prior to going to class. A returning absentee must show each classroom teacher the admittance pass that was issued by the school office. No student should be accepted back into class after an absence without this pass.

A student who departs school during the school day must report to the office and sign out before leaving the building. A student who returns during the school day must sign in at the building office before returning to class. (Policy 5001)

Student Attire

The responsibility for proper daily grooming and dress is primarily the responsibility of students and parents/guardians.

Staff members should report students who are suspected of being not in compliance with the dress code to the building principal. The final decision on what is considered proper grooming and appearance is the responsibility of the building principal. (Policy 5031)

Student Illness

In the event of student illness or injury, classroom teachers should notify the building principal or superintendent immediately. Staff should never send a pupil home without notifying school officials and checking to see if his/her parents are home. (Policy 5023)

Student Medication

Student medications should not be dispensed by staff members unless they have the proper medication dispensing certification.

Staff members are not authorized to dispense prescription medicine without an agreement with a parent or guardian to provide a prescription container for the medicine that includes a pharmaceutical label, the physician's name, a child guard cap and directions for administering the medication.

After receiving the medication, the school employee should lock the medication in a cabinet or place it in an area where access is restricted to school employees only.
(Policy 5024)

Student Passes

Students may not leave a classroom without permission from the teacher/substitute. Students must sign out when leaving during class time.

Student Searches

Certified staff members may not search students or their belongings. If a staff member suspects that a student is in possession of contraband, he/she should immediately contact a member of the administration and supervise the student until the administrator arrives. Students who are suspected of having an item in violation of school rules may be directed to wait with a staff member.

Substitute Teaching During Planning Period

Certified staff may be required to substitute during their planning period. If a classroom teacher is requested to supervise another teacher's class during free or preparation period, the compensation will be ⅛ of daily substitute pay per period. (Negotiated Agreement, Substitute Salary p. 8)

Teaching Controversial Issues

Teachers may teach or lead discussions about controversial issues if they comply with the following criteria:

- The issues discussed must be relevant to the curriculum and be part of a planned educational program.
- Students must have free access to appropriate materials and information for analysis and evaluation of the issues.
- The teacher must encourage students to consider and discuss a variety of viewpoints.
- The topic and materials used must be within the range, knowledge, maturity, and competence of the students.
- The teacher must inform parents and the building principal before discussing sensitive or controversial issues.
- The teacher must keep detailed, documentary evidence to prove that both sides and/or all facts available were presented.
- Teachers must refrain from advocating partisan causes, sectarian religious views, or selfish propaganda through any classroom or a school device; however, a teacher shall not be prohibited from expressing a personal opinion as long as the student is encouraged to reach his/her own decision independently.

Textbooks

Classroom teachers will issue textbooks to the pupils, keeping a record of the number and condition of the book assigned to each pupil. If the books are new, classroom teachers must make sure the books are stamped and numbered before distribution.

Textbooks are to be stored in the classroom or storeroom. Textbooks are to be checked out to the students with teachers keeping an accurate record of each book by number in the place provided in grade books. Pupils are to pay for lost or damaged books. Student textbooks must be covered with a book cover.

Workbooks do not become the property of the students and in most cases should be retained by the school.

POLICIES AND PROCEDURES REGARDING CLASSIFIED STAFF ARE OUTLINED IN INDIVIDUAL AGREEMENT

STAFF DIRECTORY

Members of the Board of Education

Cory Holm	President
Brittany Hardin	Vice-President
Doug Wasserman	Secretary
Molly Thompson	Treasurer
Doug Luedke	Member
Michael Holzfaster	Member

Administrative Staff

Stacy McAbee	Superintendent
Sonya Price	PreK-12 Principal

Teaching Staff

Brittany Brott	Elementary SPED
Bethany Essink	MS/HS SPED
Shelly Fischer	Grade 2
Crystal Fox	MS/HS Science
Elizabeth Gleason	Grade 3
Kendra Jay	Grade 4
Lindsey Jorgensen	PreK-12 PE
Anthony Julian	HS History/AD
Erin Kuenning	Preschool
DoAnn McDonald	MS S.S./Science
Lisa Mitchell	Title I
Megan Mullen	IT / K-12 STEM
Tara Peters	K-12 Music
Morgan Pospisil	Kindergarten
Mary Schimonitz	HS English
Syd Schulz	Grade 5/HS FACS
Erica Schow	Grade 1
Hannah Seifer	MS English
Jean Spencer	Counselor
Jodi Storer	Librarian
Katherine Sylvester	DL Spanish I/II
Michelle Thomas	MS Math
Corey Turner	Ag Education
Austin Uden	HS Math
Trey White	Art

Paraprofessionals

Kim Connick
Jason Florom
Sophia Gordinier
Brittany Kugler
Cari Meyer
Annie Rudolph
Sara Vasquez

Office Staff

Olene Beck..... Business Manager
Cher Perlinger..... Administrative Asst.

Custodians

Chance Morland..... MS/HS Custodian
Mike Morland..... Head Custodian
David Newhoff ..... Elementary Custodian

Food Service Program

Paula Rosentrater..... Food Service Manager
Teresa Hehnke..... Assistant Cook
Angela Fricke..... Assistant Cook

Transportation Department

Matt Fox..... Activity/Route Driver
Jim Knothe..... Route Driver
Cal Hoover..... Route Driver

Special Services Staff

Kristi Chessmore..... SPED Director
Jenny Dyer ..... Physical Therapist
Cassie Jarzynka..... Occupational Therapist
Angie McBride..... Speech Pathologist
Dr. Luke McConnell ..... School Psychologist

Extracurricular Assignments

JH/HS Cross Country..... Lindsey Jorgensen
HS Head Football..... Chance Morland
Asst. HS Football..... Jared McFadden
Asst. HS Football..... Bobbie Potter
Asst. HS Football..... Trey Zuniga
HS Head Volleyball..... Lisa Mitchell
Asst. HS Volleyball..... Erin Kuenning
JH Football..... Anthony Julian

JH Volleyball..... Lisa Mitchell
HS Girls Head Basketball..... Chance Morland
HS Girls Asst Basketball..... Erica Schow
HS Boys Head Basketball..... Isaiah Fox
HS Boys Asst Basketball..... Trey White
HS Boys Wrestling..... Todd Ford
HS Girls Wrestling..... Shawn Hebbert
JH Wrestling..... Todd Ford
JH Girls Basketball..... Lindsey Jorgensen
JH Boys Basketball..... Anthony Julian
HS Track..... Linsdey Jorgensen
HS Track..... Libby Gleason
JH Track..... Lisa Mitchell
JH Track..... DoAnn McDonald
HS Golf..... Anthony Julian
Cheerleading Sponsor..... Kim Connick
Cheerleading Sponsor..... Brooklyn Kugler
FFA Sponsor..... Corey Turner
FFA Asst Sponsor..... Trey White
One Acts Head Coach..... Tania Fox
One Acts Asst Coach..... Jordan Gartner
One Acts Asst Coach..... Linda Drews
One Acts Asst Coach..... Eben Rosentrater
HS Science Olympiad..... Linda Drews
MS Science Olympiad..... Megan Mullen
Speech..... Crystal Fox
Sphero..... Libby Gleason
E-Sports..... Austin Uden
Future Problem Solvers..... Tara Peters
Student Council & Letter Club..... Mary Schimonitz
National Honors Society..... Jean Spencer
HAL Coordinator..... Libby Gleason
SAT Chair / 504 Coordinator..... Jean Spencer
6th Grade Class Sponsor..... Hannah Seifer
7th Grade Class Sponsor..... DoAnn McDonald
8th Grade Class Sponsor..... Jodi Storer
Freshmen Class Sponsor..... Tara Peters
Freshmen Class Sponsor..... Austin Uden
Sophomore Class Sponsor..... Trey White
Junior Class Sponsor..... Bethany Essink
Senior Class Sponsor..... Michelle Thomas

Internet access is an important tool for communicating, keeping up-to-date with current developments in education, and for conducting research to enhance management, teaching and learning skills. The following procedures and guidelines are intended to ensure appropriate use of the Internet at the school by the district's faculty and staff. Staff should also refer to the district's policy on Staff and District Social Media Use.

I. Staff Expectations in Use of the Internet

A. Acceptable Use While on Duty or on School Property

1. Staff shall be restricted to use the Internet to conduct research for instructional purposes.

2. Staff may use the Internet for school-related e-mail communication with fellow educators, students, parents, and patrons.

3. Staff may use the Internet in any other way which serves a legitimate educational purpose and that is consistent with district policy and good professional judgment.

4. Teachers should integrate the use of electronic resources into the classroom. As the quality and integrity of content on the Internet is not guaranteed, teachers must examine the source of the information and provide guidance to students on evaluating the quality of information they may encounter on the Internet.

B. Unacceptable Use While on Duty or on School Property

1. Staff shall not access obscene or pornographic material.

2. Staff shall not engage in any illegal activities on school computers, including the downloading and reproduction of copyrighted materials.

3. Staff shall not use school computers or district internet access to use peer-to-peer sharing systems such as BitTorrent, or participate in any activity which interferes with the staff member's ability to perform their assigned duties.

4. The only political advocacy allowed by staff on school computers or district internet access is that which is permitted by the Political Accountability and Disclosure Act and complies with district policy.

5. Staff shall not share their passwords with anyone, including students, volunteers or fellow employees.

II. School Affiliated Websites

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

Staff must provide administrators with the username and password for all school-affiliated web pages and must only publish content appropriate for the school setting. Staff must also comply with all board policies in their school-affiliated websites and must comply with the board's policy on professional boundaries between staff and students at all times and in all contexts.

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

III. Enforcement

A. Methods of Enforcement

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

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

2. Due to the nature of technology, the filter may sometimes block pages that are appropriate for staff research. The system administrator may override the technology protection measures that block or filter Internet access for staff access to a site with legitimate educational value that is wrongly blocked.

3. The district will monitor staff use of the Internet by monitoring Internet use history to ensure enforcement of this policy.

B. **Any violation of school policy and rules may result in that staff member facing:**

1. Discharge from employment or such other discipline as the administration and/or the board deem appropriate;

2. The filing of a complaint with the Commissioner of Education alleging unprofessional conduct by a certified staff member;

3. When appropriate, the involvement of law enforcement agencies in investigating and prosecuting wrongdoing.

IV. Off-Duty Personal Use

School employees may use the internet, school computers, and other school technology while not on duty for personal use as long as such use is (1) consistent with other district policies, (2) consistent with the provisions of Title 92, Nebraska Administrative Code, Chapter 27 (Nebraska Department of Education "Rule 27"), and (3) is reported as compensation in accordance with the Internal Revenue Code of 1986, as amended, and taxes, if any, are paid. All of the provisions of Rule 27 will apply to non-certificated staff for the purposes of this policy. In addition, employees may not use the school's internet, computers, or other technology to access obscene or pornographic material, sext, or engage in any illegal activities.
(Policy 4012)

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

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

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

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

- Chest tightness
- Wheezing
- Severe shortness of breath
- Retractions (chest or neck "sucked in")
- Cyanosis (lips and nail beds exhibit a grayish or bluish color)
- Change in mental status, such as agitation, anxiety, or lethargy

- A hunched-over position
- Breathlessness causing speech in one-to-two word phrases or complete inability to speak

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

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

EMERGENCY PROTOCOL:

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

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

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

SCHOOL CALENDAR 2026-2027

August 13	1st Day of School 8:00 - 3:27
August 17	1st Day of Preschool
September 7	Labor Day - No School
September 8	No School - Staff PLC Day w/ESU 16
September 21	No School - Staff Inservice
October 5	No School - P-T Conferences 12-7 pm
October 12	No Elem. - Teacher Training
October 16	End of Q1 (43 Days)
November 6	No School
November 25-27	No School - Thanksgiving Break
November 30	No Elem. - Teacher Training
December 18	End Q2 (41 days) End S1 (84 days)
December 21	Christmas Break Begins
December 23-27	NSAA Moratorium - No Winter NSAA Practice
January 4	No School – Teacher Inservice
January 5	School Resumes - Q 3 begins
January 25	No School - Staff Inservice
February 15	No School – Staff PLC Day w/ESU 16
February 22	No Elem – PK-5: P-T Conferences 1:00-7:00
March 1	No Elem. - Teacher Training
March 9	End of Q3 - (44 days)
March 10-12	No School - Mid Term Break
March 26	No School - Good Friday
March 29	No School - Easter Break
April 12	No School - Staff Inservice
April 26	No School - Spring Break
May 15	Graduation 3:00 p.m.
May 19	Students Last Day End Q 4 (43 days) End S2 (87 days)
May 26	Teacher Checkout

*****Please note that our school calendar has 5 extra days built into it for unscheduled dismissal (i.e. snow days, state tournaments). The earliest day for dismissal will be May 18, 2027. The final day of school will be announced in the May 2027 newsletter.
The calendar is subject to change with Board approval.

Teacher Evaluation Tool

The Network for Educator Effectiveness (NEE) will be used as the evaluation tool at Paxton Consolidated Schools for all staff. This comprehensive system uses multiple measures: classroom observations, student surveys, teacher curriculum planning, and professional development. Indicators for observation guidelines will be determined by the administration while using staff input.

3057
Title IX

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

Adopted on: June 14, 2021
Revised on: July 15, 2024, June 9, 2025

ACKNOWLEDGMENT OF RECEIPT

I acknowledge that I have received a copy of the Paxton School District Staff Handbook which includes the district's drug-free workplace policy statement. I understand that, as a condition of my employment, I am required to read and abide by the provisions of the handbook and by all board policies governing my employment. Further, if I have any questions about any provision of this handbook or any board policy, I should confer with my supervisor or building principal.

_____ _____

Signature Date

Staff Handbook Changes 2026-2027

"THE MISSION OF THE PAXTON CONSOLIDATED SCHOOL DISTRICT IS TO ENGAGE AND DEVELOP A COMMUNITY OF LIFELONG LEARNERS AND ACHIEVERS."

P. 24 - Meals Program
P. 31 - Staff use of AI
P. 40 - Substitute Folders
P. 50 - Lesson Plans
P. 59 - Staff Directory
P. 65 - Emergency Response to Life-Threatening Asthma or Systemic Allergic Reactions (Anaphylaxis)
P. 68 - School Calendar
P. 69 - Teacher Evaluation Tool

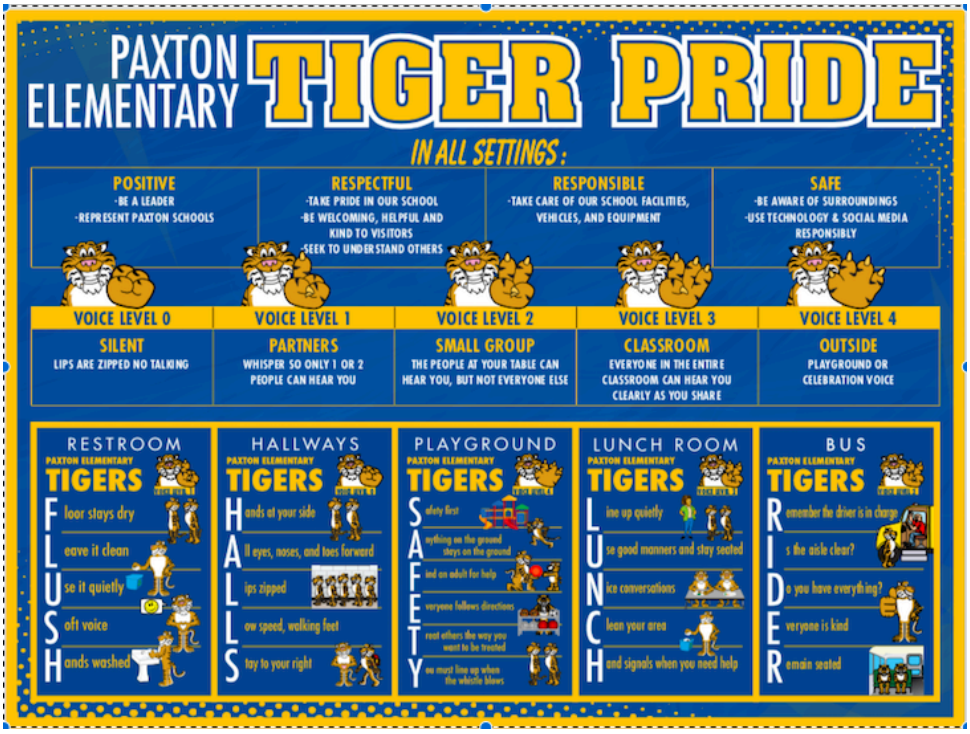
PAXTON CONSOLIDATED SCHOOLS

STUDENT HANDBOOK

2026-2027 Edition

308 N ELM ST
P.O. BOX 368
PAXTON, NE 69155

Phone: (308) 239-4283
Fax: (308) 239-4359


PAXTON ELEMENTARY TIGER PRIDE
IN ALL SETTINGS:
POSITIVE
-BE A LEADER
-REPRESENT PAXTON SCHOOLS
RESPECTFUL
-TAKE PRIDE IN OUR SCHOOL
-BE WELCOMING, HELPFUL AND KIND TO VISITORS
-SEEK TO UNDERSTAND OTHERS
RESPONSIBLE
-TAKE CARE OF OUR SCHOOL FACILITIES, VEHICLES, AND EQUIPMENT
SAFE
-BE AWARE OF SURROUNDINGS
-USE TECHNOLOGY & SOCIAL MEDIA RESPONSIBLY
VOICE LEVEL 0
SILENT
LIPS ARE ZIPPED NO TALKING
VOICE LEVEL 1
PARTNERS
WHISPER SO ONLY 1 OR 2 PEOPLE CAN HEAR YOU
VOICE LEVEL 2
SMALL GROUP
THE PEOPLE AT YOUR TABLE CAN HEAR YOU, BUT NOT EVERYONE ELSE
VOICE LEVEL 3
CLASSROOM
EVERYONE IN THE ENTIRE CLASSROOM CAN HEAR YOU CLEARLY AS YOU SHARE
VOICE LEVEL 4
OUTSIDE
PLAYGROUND OR CELEBRATION VOICE
RESTROOM
PAXTON ELEMENTARY TIGERS
FLUSH
loor stays dry
eave it clean
se it quietly
oft voice
ands washed
HALLWAYS
PAXTON ELEMENTARY TIGERS
HALLS
ands at your side
ll eyes, noses, and toes forward
ips zipped
ow speed, walking feet
tay to your right
PLAYGROUND
PAXTON ELEMENTARY TIGERS
SAFETY
afety first
ything on the ground stays on the ground
ind an adult for help
veryone follows directions
reat others the way you want to be treated
e must line up when the whistle blows
LUNCH ROOM
PAXTON ELEMENTARY TIGERS
LUNCH
ine up quietly
se good manners and stay seated
ice conversations
lean your area
and signals when you need help
BUS
PAXTON ELEMENTARY TIGERS
RIDER
emember the driver is in charge
s the aisle clear?
o you have everything?
veryone is kind
emain seated

PAXTON TIGERS MATRIX
PAXTON TIGERS
ALL SETTINGS
HALLWAY
RESTROOM
CAFETERIA
LOCKER ROOM
PARKING LOT
BUS
POSITIVE
Be a leader
Represent Paxton Schools
Greet others properly
Use kind words and actions
Wait your turn
Use kind words and actions
Try new foods
Enjoy those around you
Use kind words and actions
Be a good teammate
Be patient and courteous to other drivers and pedestrians
Use kind words and actions
RESPECTFUL
Take pride in our school
Be welcoming, helpful and kind to visitors
Seek to understand others
Use appropriate tone of voice and language
Use bathroom properly
One person per stall
Respect others privacy
Be aware of others and share the space
Respect others privacy and property
Use appropriate tone of voice and language
Yield to other drivers and pedestrians
Respect others property
Follow the driver's instructions
Use quiet voices
RESPONSIBLE
Take care of our school facilities, vehicles, and equipment
Keep your area clean and tidy
Use time wisely
Clean up properly
Wash hands
Keep floor dry and clean
Keep your area clean and tidy
Keep the parking lot clean
Be alert and report any incidents
Be ready to get on and off the bus
Keep track of your belongings
SAFE
Be aware of surroundings
Use technology & social media responsibly
Be aware of others and share the space
Wash hands
Keep floor dry and clean
Follow line routines
Walk slowly
Finish eating before leaving cafeteria
Practice safe behavior
Be aware of others
Obey laws regarding driver safety and cell phone use
Park in appropriate area
Use safe speeds
Stay seated
Keep the aisle clear

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WELCOME

Dear Students and Parents:

On behalf of the faculty, administration, and board of education, we welcome you to another school year. We are looking forward to helping your children reach their learning potential and achieve their educational goals in the upcoming year.

Please read this handbook carefully. Students and their parents are responsible for knowing the rules, regulations, and procedures covered in this handbook. The student handbook is an extension of school policies and has the force and effect of board policy when approved by the board of education.

There are several forms at the end of this handbook that you must read, sign, and return no later than *August 14,2026.*

This handbook contains information of value to every student and parent. It contains explanations of school regulations and procedures necessary for our school to run smoothly and efficiently. If you are ever in doubt about what is the right thing to do, ask a classroom teacher, speak with the building principal, or contact my office.

Sincerely,

Stacy McAbee
Superintendent

Intent of Handbook

This handbook is intended to be used by students, parents, and staff as a guide to the rules, procedures, and general information about this school district. Students and their parents must become familiar with the handbook, and parents should use it as a resource and assist their children in following the rules contained in it. The use of the word "parents" refers to any adult who has the responsibility for making education-related decisions about a child, including, but not limited to biological parents, adoptive parents, legal guardians, and adults acting in loco parentis.

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

Notice of Nondiscrimination

The school district does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

Name: Stacy McAbee
Title: Superintendent
Address: Paxton Consolidated Schools, POB 368, Paxton NE 69155
Telephone: 308-239-4283
E-mail: stacy.mcabee@paxtonschools.org

For further information on notice of nondiscrimination, visit http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm for the address and phone number of the office that serves your area or call 1-800-421-3481.

For additional prohibited discrimination and related information, please review school district Policy 3053 – Nondiscrimination.

MISSION STATEMENT

The mission of the Paxton Consolidated School District is to Engage and Develop a Community of Lifelong Learners and Achievers.

SECTION ONE

BASIC SCHOOL RULES AND GENERAL PRACTICES

Attendance (Policy 5001)

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 temporary illness or severe weather conditions make attendance impossible or impracticable.

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

Discontinuing Enrollment – 5 Year Old Students

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

Discontinuing Enrollment – 16 and 17 Year Old Students

Only children who are at least 16 years of age may be disenrolled from the district. The person seeking to discontinue the child's enrollment shall submit a signed, written request that demonstrates that the student meets the district's legal criteria allowing for disenrollment to the superintendent

using the applicable district form. The district will follow the procedures outlined on the attached form in considering requests to disenroll.

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

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

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

Excused Absences – Physical or Mental Illness
Absences shall be excused by a parent, guardian, or educational decision maker, as defined in section 79-530, of the child for physical or mental illness and as documented by a credentialed health professional, provided the documentation supports such absence. In the instance of chronic illness, documentation shall be reviewed each semester.

Excused Absences - Others
The following absences will be considered excused if they are confirmed by communication to the school from the student's parent/guardian. However, both excused and unexcused absences are still absences from school and can affect a student’s attendance record. Absences from school are still considered days missed from school according to the compulsory attendance law.

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 8 excused or unexcused absences or the hourly equivalent in any semester, the Attendance Officer will follow the district's policy to address barriers to the student's attendance.

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

When a student exceeds 10 excused or unexcused absences or the hourly equivalent in any semester, the student shall be required to make up those absences through attendance in the recovered time program before or after school. Absences shall be made up at a rate of 30 minutes per class period missed.

Absences due to illness
The school district will contact parents if a student becomes ill at school. A student who is absent due to illness has two days for every day of absence to complete missed assignments.

Planned absences
Parents who know in advance that a student will be absent must call the school or send a written note at the earliest possible date. Students who will be absent for reasons that can be anticipated, such as routine medical appointments and school activities, are encouraged to complete any work

required by the teacher before the absence. Parents should make every attempt to schedule medical and other appointments after school hours when possible.

Students are obligated to:

1) Complete all class work in advance for any absence that can be anticipated.
2) Provide written permission from a doctor if absent any part of a school day in order to practice or participate in school sponsored activities later in the day.
3) Check out of school at the office with administrative approval if leaving school during the school day.
4) Make up any and all work that is assigned by teachers as make-up work for the instructional time that has been missed.

Parents are obligated to:

1) Call the appropriate building office to inform the school of the reason for each absence.
2) Submit a doctor's statement, if requested, for each period of absence due to illness that exceeds five days.

PROCEDURES TO FOLLOW IN CASE OF ABSENCES

Parents should contact the school when their student is going to be absent so that student safety is assured as well as provisions made for missed work. School personnel will call the student's home or the parents' place of work if not notified of an absence prior to 10:00 AM MT each morning. If no contact is made by and/or note within 2 days of returning to school, the absence or tardy will be considered not school excused.

A student will be allowed ten (10) absences per class per semester. These absences **ARE NOT** cumulative. The student who has exceeded a total of ten (10) or more absences per class will be in violation of Paxton Consolidated School Attendance Policy. There may be cases of long-term illness, hospitalization, and other situations requiring special consideration. These will be considered, preferably before absences, on an individual basis by parents and the administration. Parents will be informed when their child has eight (8) absences per class. Attendance will be recorded on report cards each quarterly grading period.

SCHOOL EXCUSED ABSENCES: Students will be given an opportunity to make up the work missed without penalty. The student will be allowed two days for each full day absent to complete the assigned work. The student will be allowed one day to complete the assigned work if the student misses half a day or less. The student will receive zeroes for any makeup work not completed within the time allowed.

SCHOOL-SPONSORED ACTIVITY ABSENCES: Students who are absent a half day or less due to their participation in school-sponsored activities (field trips, ball games, quiz bowl, science Olympiad, track meets, etc.) should turn` in work the day it is due unless other arrangements have been made with the instructor. Students who are absent due to participation in school-sponsored activities will be allowed one day to turn in their work without penalty per each day on which they miss five or more periods.

CONSEQUENCES FOR VIOLATION OF ATTENDANCE POLICY

Consequences for students in grades 6-12 in violation of the attendance policy may include but shall not be limited to the following:

1. Zeroes recorded for any make-up work not completed on time.
2. Credit will not be granted for the number of absences after ten (10) per class per semester.
3. Students who miss more than 10 classes per semester will lose credit for that class.
4. The Attendance Officer will be in contact with the county attorney regarding all students with attendance issues.

Parents are obligated to:

1) Call the school office to inform the school of the reason for each absence.
2) Submit a doctor's statement, if requested, for each period of absence due to illness that exceeds five days.

Pregnant and Parenting Students

Students who are pregnant or parenting are encouraged to continue participating in the district's educational and extracurricular programs. Students who anticipate deviations from their regular school experience or accrue absences due to pregnancy or parenting should notify their building principal as early as possible to discuss their educational programming. The building principal will work with the student to develop a plan to assist the student in participating in district curriculum and extra-curricular activities.

Band

Students may participate in the elementary band and begin taking band lessons in the 5th grade. Students in grade 6 may also take band lessons. Students in grades 7-12 may participate in the high school band. Instruments will be provided by students or the school as provided by school policy. Fees may be charged as allowed or provided in the Public Elementary and Secondary Student Fee Authorization Act and the school's student fee policy or other applicable policy.

Bills

Students should pay bills for supplies, fines, shop materials, clothing orders, etc. in the school bookkeeper's office. Any check for these payments should be made out to Paxton Consolidated Schools unless otherwise instructed.
When students purchase items of significant value, they must make payment at the time of purchase or when the order is placed. Final reports will not be released until all fines are paid in full.

Books and Supplies

Students must take care of books and other supplies provided by the district.The school will assess fines for damage to books and school property. Students supply their own consumable items such as pens, pencils, tablets, notebooks, erasers, and crayons. Teachers will prepare a supply list for students at the beginning of the school year.

Breastfeeding and Lactation

In order to accommodate lactating and breastfeeding students, the district will provide reasonable opportunities to express breast milk or breastfeed in a place, other than a bathroom, which is shielded from view and free from intrusion from district students, employees, and the public. The district will also provide a location for students to store expressed breast milk in or near the location designated for students to express milk to create the least amount of disruption to the student's participation in class or activities.

Students who wish or need to express breast milk on a regular schedule must work with school administrators to create a schedule that accommodates the student's needs while facilitating education to the maximum extent possible.

In order to prevent interference with the educational process, no student shall express breast milk within school classrooms or buses. Nothing in this policy limits the authority of the administration to impose consequences consistent with the Student Discipline Act and other state and federal law.

Bulletin Boards

Bulletin boards are maintained throughout the building to communicate general information, material, and school announcements.
Special, approved announcements may be posted on the school website, e-mailed or announced over the Intercom system when necessary.
Bulletin board or electronic publishing space may be provided for the use of students and student organizations for notices relating to matters of general interest to students. The following general limitations apply to all posting or publishing:

1. All postings must be approved by the appropriate building principal or designee. Students may not post any material containing any statement or expression that is libelous, obscene, or vulgar; that would violate board of education policies, including the student code of conduct; or that is otherwise inappropriate for the school environment.

2. All postings must identify the student or the student organization posting or publishing the notice.

3. Material shall be removed after a reasonable time to assure full access to the bulletin boards or electronic publishing media.

Bullying

Students are prohibited from engaging in any form of bullying. The Centers for Disease Control and Prevention defines bullying as "any unwanted aggressive behavior(s) by another youth or group of youths who are not siblings or current dating partners that involves an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated." Nebraska statute defines bullying as "an ongoing pattern of physical, verbal or electronic abuse." The District's administrators will consider these definitions when determining whether any specific situation constitutes bullying. Both of these definitions include both in-person and cyberbullying behaviors.

The disciplinary consequences for bullying will depend on the severity, frequency, duration, and effect of the behavior and may result in sanctions up to and including suspension or expulsion. Students who believe they are being bullied should immediately inform a teacher or the building principal.

Reporting Bullying

Students who experience or observe bullying behavior must immediately report what happened to a teacher or administrator. Students can use the district's anonymous platform ***Safe2Help Nebraska*** to make this report. Students may always confer with their parents or guardians about bullying they experience or witness, but the students must also ultimately report the situation to a teacher or administrator.

Bullying Investigations

School district staff will investigate allegations of bullying using the same practices and procedures that the district observes for student disciplinary matters. In no circumstance will school district staff be deliberately indifferent to allegations of bullying.

Cafeteria Rules

1. All food must be consumed in the areas designated by the school.
2. After students have eaten, they must return trays to the kitchen. All straws, papers, milk cartons should be deposited in the trash cans. All leftover food should be scraped off the tray onto the correct container. Forks and spoons should be placed in the pan with water, NOT THROWN AWAY!
3. Students are to use proper manners including eating quietly.
4. Students may not throw food or other items.
5. Second servings are available to those who have made an effort to clean their trays and have requisite funds as required by board policy.
6. Students should remain at their tables until they are dismissed.
7. Parents who wish their child to eat lunch away from school must provide a written authorization to the student's building principal.
8. Students must treat lunch personnel with respect.
9. Students who violate the above rules will be disciplined.

Cell Phones and Other Electronic Devices (Policy 6025)

Students are prohibited from using cellular phones or other electronic devices while at school, except as provided in this policy or as deemed appropriate by a student's education team.

Students will not be allowed to wear headphones during the day unless they are specific for that class period or medically needed. Teachers will provide headphones for students if they are needed for class instruction. Headphones will be returned and kept in the teacher's classroom.

Students in grades 9-12 may use cell phones or other electronic devices on school grounds before and after school and during lunch During class time, students will place their phones in each classroom's designated cell phone area, backpacks or lockers. Student's smart devices will be placed in a designated area if they become a distraction in the learning environment. Students may not use cell phones or other electronic devices while they are in locker rooms or restrooms.

Students in grades PreK-8 are not allowed to use cell phones and other personal smart devices during the school day. Students may leave their cell phones or smart devices in their lockers or backpack, but are not allowed to carry them during the day.

By bringing their cell phones and other electronic communication devices to school, students consent to the search of said devices by school staff when the staff determines that such a search is reasonable or necessary.

Students are strictly prohibited from sending, sharing, viewing, or possessing pictures, text messages, emails or other material of a sexual nature in electronic or any other form on a computer, cell phone, or other electronic device while at school. Students who possess prohibited material on their cell phone or other electronic device while at school shall be subject to disciplinary consequences as articulated by the student handbook.

Students may not use cell phones or electronic communication devices while riding in school vehicles, including listening to music, unless they have permission to do so from the driver or other adult responsible for their supervision.

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

Students who violate this policy or other school rules will have their cell phones or electronic devices confiscated immediately. The administration will return confiscated devices to the parent or guardian of the offending student, after discussing the rule violation with the student and parent or guardian. 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.

Cheating, Plagiarism, and Academic Dishonesty

Students may not cheat, plagiarize, or otherwise participate in any academic dishonesty in any form. Prohibited behavior includes:

- Obtaining, attempting to obtain, or aiding another person to obtain credit for work by any dishonest or deceptive means.
- Lying.
- Copying another person's work or answers.
- Discussing the answers or questions on a test or assignment unless specifically authorized by the teacher.
- Taking or receiving copies of a test without the permission of the teacher.

- Using or displaying notes, "cheat sheets," or other sources of unauthorized information.
- Using the ideas or work of another person as if they were your own without giving proper credit to the source.
- Submitting work or any portion of work completed by another person.
- Failing to give credit for ideas, statements, facts, or conclusions which rightfully belong to another person.
- Failing to use quotation marks or other appropriate means of attribution when quoting directly from another person or source.
- Submitting work through the use of an AI (artificial intelligence) unless permitted by a classroom teacher.

A student who cheats, plagiarizes, or otherwise participates in any academic dishonesty is subject to discipline, up to and including expulsion. The instructor may refuse to accept the student's work in which the cheating or plagiarism took place, and assign a grade of "F" or zero for the work.

Child Abuse and Neglect

School employees will report suspected abuse or neglect of a child as required by state law and school policy. Nebraska law defines abuse or neglect as knowingly, intentionally, or negligently causing or permitting a minor child or an incompetent or disabled person to be (1) placed in a situation that endangers his or her life or physical or mental health; (2) cruelly confined or cruelly punished; (3) deprived of necessary food, clothing, shelter or care; (4) left unattended in a motor vehicle, if such child is six years of age or younger; (5) sexually abused; (6) placed in a situation to be sexually exploited through sex trafficking of a minor as defined in state law or by allowing, encouraging, or forcing such person to engage in debauchery, public indecency, or obscene or pornographic photography, films, or depictions; or (7) placed in a situation to be a trafficking victim as defined in state law.

Class Dismissal

Classes are in session from the ringing of the tardy bell until the teacher dismisses the class. The bell at the end of the period is not a dismissal bell, and students may not leave their classrooms until they have been excused by their classroom teacher.

Classroom Behavior

Student behavior and attitude in the classroom must be cooperative and serious. All students must:

- arrive to class on time;
- prepare for class with all necessary materials;
- be considerate of others;

- respond promptly to all directions of the teacher; and
- take care of school property and the property of others.

Teachers will establish classroom conduct rules that students must obey.

Closed Campus

Students may not leave the building without permission from the administration. Students may leave campus for lunch if they have secured their parents' written permission and submitted it to the office for approval.

Communicable Diseases

Any student who has contracted a contagious disease may be restricted from attendance at school until the student is no longer contagious. The school district uses the Title 173- Nebraska Health and Human Services/Control of Communicable Disease, Chapter 3 of the Nebraska Administrative Code as a "best practice" guideline for contagious and infectious diseases. If there are questions regarding the communicability of your child's health condition or if you know your child has contracted a contagious or communicable disease or condition not otherwise specified in board policy or this handbook, please call Southwest Nebraska Public Health Department @ swhealth.ne.gov (308) 345-4223 or your healthcare provider.

Communicating with Parents

Parents shall be kept informed of student progress, grades, and attendance through report cards, progress reports, and parent/teacher conferences. The school district will notify parents if their students are failing or close to failing. The school district will endeavor to notify parents of failing students prior to entry of the failing grade on the student's report card. Parents will also be notified of their student's possible failure to meet graduation requirements. Other pertinent information will be communicated to parents by mail or by personal contact. Official transcripts of student progress, grades, and attendance will be sent to other school systems upon the student's transfer when the district receives a written request signed by the student's parent or guardian or upon being notified that the student has enrolled in another school.

Complaint Procedure (Policy 2006)

Good communication helps to resolve many misunderstandings and disagreements. This complaint procedure applies to complaints unless the complaint is subject to a different procedure required by law, policy or contract. Individuals who have a complaint should discuss their concerns with appropriate school personnel in an effort to resolve problems at the lowest level of the chain of command. When those efforts do not resolve matters satisfactorily, including matters involving discrimination or

harassment on the basis of race, color, national origin, sex, marital status, disability, or age, a complainant should follow the procedures set forth in any specific policy addressing those areas or the procedures set forth below. Allegations of sex discrimination covered by Title IX will be addressed through the board's Title IX policy.

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

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 the complainant reasonably believes speaking directly to the person would subject the complainant or the complainant's student to discrimination or harassment.

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

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

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

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

    d) Complaints involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age may be submitted to the applicable coordinator.

Complaints involving discrimination or harassment may also be submitted at any time to the Office for Civil Rights, U.S. Department of Education: by email at OCR.KansasCity@ed.gov; by telephone at (816) 268-0550; or by fax at (816) 268-0599.

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

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

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

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

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

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

1) All relevant details of the complaint;

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

3) The action or solution which the complainant seeks.

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

4. If either the complainant or the respondent is not satisfied with the decision, he or she may appeal the decision to the superintendent.

The superintendent may assign a qualified designee to hear any appeal. This provision applies to appeals under the board's policies governing complaints of discrimination or harassment, including Title IX and any other policy with a separate grievance or complaint procedure, unless that other procedure includes its own appeal process. All requirements for appeals within any other policy apply, and in addition to those requirements, the following also apply.

a) The appeal must be in writing.

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

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

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

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

a) When the complaint is about a board policy, not implementation of the policy;
b) When the complaint involves the budget or school expenditures that have been or must be approved by the board; or
c) When the board is required by law, policy, or contract to hear a complaint or appeal.

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

d) This appeal must be in writing.

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

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

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

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

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

a) Coordinate with school district staff, other than the superintendent, to determine if another procedure in policy or law requires the complaint against the superintendent to follow another procedure. If so, the board president will coordinate handling the complaint through that procedure. If another procedure applies, such as in the case of allegations of sex discrimination against the superintendent, the board president or, at his or her discretion, the full board will serve only to hear any appeal by a party to the complaint.

b) Determine whether the complainant has discussed the matter with the superintendent.

1) If the complainant has not, the board president or designee will urge or require the complainant to discuss the matter directly with the superintendent, if appropriate or required.

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

c) Determine, in his or her sole discretion, whether to place the matter on the board agenda for consideration at a regular or special meeting by the full board.

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

e) Appoint or contract with other individuals qualified to assist the board through this process or any other applicable procedure used to address allegations against the superintendent.

No Retaliation. The school district prohibits retaliation against any person for filing a complaint or for participating in the complaint procedure in good faith.

Special Rules Regarding Educational Services and Related Services to Students with Disabilities. Students with disabilities and their families have specific rights outlined in state and federal law, including administrative processes by which they may challenge the educational services being

provided by the school district. Therefore, the appeal process contained in this policy may not be used to challenge decisions made by a student's individualized education plan (IEP) team or 504 team.

Complaints about the educational services provided to a student with a disability, including but not limited to services provided to a student with an IEP, access to curricular and extracurricular activities, and educational placement must be submitted to the school district's Director of Special Education. The Director of Special Education will address the complaint in a manner that he/she deems appropriate and will provide the complainant with a copy of the Notice of IDEA Parental Rights promulgated by the Nebraska Department of Education.

Complaints about the educational services provided a student with a disability pursuant to a Section 504 plan must be submitted to the school district's 504 Coordinator. The 504 Coordinator will address the complaint in a manner that he/she deems appropriate and will provide the complainant with a copy of the Notice of Section 504 Parental Rights adopted by the board of education.

Complaints about the educational services provided to a student who is suspected of having a disability must be submitted in writing to the school district's Director of Special Education or to the district's 504 Coordinator. The Director of Special Education or 504 Coordinator will either refer the student for possible verification as a student with a disability or will provide prior written notice of the district's refusal to do so.

Bad Faith or Serial Filings. The purpose of the complaint procedure is to resolve complaints at the lowest level possible within the chain of command. Individuals who file complaints (a) without a good faith intention to attempt to resolve the issues raised; (b) for the purpose of adding administrative burden; (c) at a volume unreasonable to expect satisfactory resolution; or (d) for purposes inconsistent with the efficient operations of the district may be dismissed by the superintendent or board president without providing final resolution other than noting the dismissal. There is no appeal from dismissals made pursuant to this section.

Computer Network Use by Students

Paxton Consolidated Schools uses Google Workspace for education to facilitate learning and collaboration. Google divides its products into two categories for schools:

- **Core Services:** (e.g., Gmail, Drive, Docs, Sheets, Classroom, Gemini). These services are governed by a strict privacy contract

between the District and Google. They contain **no advertising** and do not use student data for marketing.

- **Additional Services:** (e.g., Google Maps, Google Earth, Google Arts & Culture, YouTube). These tools provide significant educational value but are governed by Google's general Consumer Privacy Terms. Google may use data from these services to improve their products, though they still **do not show personalized ads** to K-12 students.

Students are expected to use computers and the Internet as an educational resource. The following procedures and guidelines govern the use of computers and the Internet at school.

I. **Student Expectations in the Use of the Internet**

A. **Acceptable Use**

1. Students may use the Internet to conduct research assigned by teachers.
2. Students may use the Internet to conduct research for classroom projects.
3. Students may use the Internet to gain access to information about current events.
4. Students may use the Internet to conduct research for school-related activities.
5. Students may use the Internet for appropriate educational purposes.

B. **Unacceptable Use**

1. Students shall not use school computers to gain access to material that is obscene, pornographic, harmful to minors, or otherwise inappropriate for educational uses.
2. Students shall not engage in any illegal or inappropriate activities on school computers, including the downloading and copying of copyrighted material.
3. Students shall not use email, chat rooms, instant messaging, or other forms of direct electronic communications on school computers for any unauthorized or unlawful purpose or in violation of any school policy or directive.
4. Students shall not use school computers to participate in on-line auctions, on-line gaming or mp3 sharing systems including, but not limited to Aimster or Freenet and the like.
5. Students shall not disclose personal information, such as their names, school, addresses, or telephone numbers outside the school network.

6. Students shall not use school computers for commercial advertising or political advocacy of any kind without the express written permission of the system administrator.
7. Students shall not publish web pages that purport to represent the school district or the work of students at the school district without the express written permission of the system administrator.
8. Students shall not erase, rename, or make unusable anyone else's computer files, programs or disks.
9. Students shall not share their passwords with fellow students, school volunteers or any other individuals, and shall not use, or try to discover, another user's password.
10. Students shall not copy, change or transfer any software or documentation provided by the school district, teachers or another student without permission from the system administrator.
11. Students shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called, but is not limited to, a bug, virus, worm, or Trojan Horse.
12. Students shall not configure or troubleshoot computers, networks, printers or other associated equipment, except as directed by a teacher or the system administrator.
13. Students shall not take home technology equipment (hardware or software) without permission of the system administrator.
14. Students shall not falsify electronic mail messages or web pages.
15. Students shall not use the computer for anything other than a teacher-directed or approved activity during instructional time.
16. Students shall not clear browser history or use private mode when browsing the Internet.

II. Enforcement

A. Methods of Enforcement

1. The district monitors all Internet communications, Internet usage, and patterns of Internet usage. Students have no right of privacy to any Internet communications or other electronic files. The computer system is owned by the school district. As with any school property, any electronic files on the system are subject to search and inspection at any time.

2. The school district uses a technology protection measure that blocks access to some Internet sites that are not in accordance with the policy of the school district. Standard use of the Internet utilizes a proxy server-based filter that screens for non-curriculum related pages.
3. Due to the nature of filtering technology, the filter may at times filter pages that are appropriate for student research. The system administrator may override the technology protection measure for the student to access a site with legitimate educational value that is wrongly blocked.
4. The school district staff will monitor students' use of the Internet through direct supervision and by monitoring Internet use history to ensure enforcement of the policy.

B. Consequences for Violation of this Policy

1. Access to the school's computer system and to the Internet is a privilege, not a right. Any violation of school policy and rules may result in:
   a. Loss of computer privileges;
   b. Short-term suspension;
   c. Long-term suspension or expulsion in accordance with the Nebraska Student Discipline Act; and
   d. Other disciplinary actions, as school administration and the school board deem appropriate.
2. Students who use school computer systems without permission and for non-school purposes may be guilty of a criminal violation and will be prosecuted.

III. Protection of Students

A. Children's Online Privacy Protection Act (COPPA)

1. The school will not allow companies to collect personal information from children under 13 for commercial purposes. The school will make reasonable efforts to disable advertising in educational computer applications.
2. This policy allows the school to act as an agent for parents in the collection of information within the school context. The school's use of student information is solely for education purposes.

B. Education About Appropriate On-Line Behavior

1. School district staff will educate students about appropriate online behavior, both in specific computer usage units and in the general curriculum.
2. Staff will specifically educate students on
   a. Appropriate interactions with other individuals on social networking websites and in chat rooms.

b. Cyberbullying awareness and response.

3. The School District's technology coordinator shall inform staff of this educational obligation and shall keep records of the instruction which occurs in compliance with this policy

Computer Loan Agreement

Paxton Consolidated Schools is pleased to make computers available to students in grades 6-12. The equipment is the property of Paxton Consolidated Schools and is being loaned to the student/parent/guardian for educational purposes only for the 2026-2027 school year. The equipment will be returned to the school on a predetermined date or if the student is discharged from the school prior to the end of the school year. A new contract must be signed annually.

In order for Paxton Consolidated Schools to make a computer available as well as continue to provide state of the art technology, all students must take responsibility for appropriate and lawful use of this opportunity. While Paxton Consolidated Schools teachers and other staff will make reasonable efforts to supervise student use of network and Internet access, they must have student cooperation in exercising and promoting responsible use of this access. The school district shall not be responsible for any claim, losses, damages or costs of any kind suffered directly or indirectly, by a user or his or her parents/guardians arising out of the use of its computer networks or Internet.

Listed within this section are the provisions of your agreement regarding computer network and Internet use. If you have any questions, you should contact an administrator. If any user violates any provisions under this Policy, the student's access will be denied, and he or she may be subject to additional disciplinary action.

Personal Responsibility

By signing the attached acknowledgement form, you are agreeing not only to follow the rules in this Policy, but are also agreeing to report any misuse of technology to an Administrator.

Computer Care

Students must have computers with them or under the direct supervision of a staff member or locked in a school locker at all times.

Computers must never be left unattended. Staff will pick up and give unattended computers to the Office.

Computers must be kept in the protective sleeve issued with the computer when not in use. If computers are kept in book bags or

backpacks without the sleeve, students are responsible for any property loss or damage.

Students in grades PreK-6 are not allowed to take their computers/iPads home. The following consequences are applied to students for computers/iPads left unattended:

1. First offense - iPad is brought to the office and student receives a warning
2. Second offense - iPad is brought to the office and returned every night to the office for one week
3. Third offense - iPad is brought to the office and returned every night to the office for one month
4. Fourth offense - iPad is brought to the office and student will lose their privilege to use a school iPad unless supervised by a staff member

Students will be expected to complete all homework. This may be accomplished by staying after school to complete it using the students iPad or using a device at home so your work can be completed.

If the computer is lost, stolen or damaged while in the student's possession, the student/parent/guardian is responsible for the replacement or repair. Warranty will cover accidental damage. Intentional damages are the responsibility for the student/parent/guardian. Computers must be returned in good usable condition as it was when checked out.

Conferences

Students' academic success has been closely linked to parental involvement in school. The school district has formal parent-teacher conferences at the end of the first quarter and during the third quarter (elementary only).

In addition to formal conferences, classroom teachers will communicate with parents as necessary. Parents are encouraged to communicate with their student's teacher or the building principal to discuss parental concerns, student needs or any other issue.

Copyright and Fair Use

The school district complies with federal copyright laws. Students must comply with copyright laws when using school equipment or working on school projects and assignments. Federal law prohibits the unauthorized

reproduction of works of authorship, regardless of the medium in which they were created.

The "fair use" doctrine allows limited reproduction of copyrighted works for educational and research purposes. "Fair use" of a copyrighted work includes reproduction for purposes such as criticism, news reporting, teaching (including multiple copies for classroom use), scholarship, or research. Students who are unsure whether their proposed reproduction of copyrighted material constitutes "fair use" should consult with their teacher or building principal, review the school district's copyright compliance policy, and review *Copyright for Students* found at https://www.whoishostingthis.com/resources/student-copyright/. You can find more information on copyright compliance requirements and permitted uses from the U.S. Copyright Office and the Library of Congress at the following site: http://www.loc.gov/teachers/usingprimarysources/copyright.html.

Damage to School Property

Students who damage school property either intentionally or unintentionally may be required to pay to replace or restore the property, at the discretion of the administration.

Dating Violence Policy 5030

Dating violence, as that term is defined by Nebraska law, will not be tolerated by the school district. Students who engage in dating violence on school grounds, in a school vehicle or at a school activity or that otherwise violates the Nebraska Student Discipline Act will receive consequences consistent with the Act and the district's student discipline policies.

The school district shall provide dating violence training to staff deemed appropriate by the administration and in accordance with Nebraska law.

Discrimination and Harassment

The school district prohibits discrimination and harassment based upon or related to race, color, national origin, sex, religion, marital status, disability, age or any other unlawful basis that (1) has the purpose or effect of creating an intimidating, hostile, or offensive school environment, (2) has the purpose or effect of substantially or unreasonably interfering with a student's school performance, or (3) otherwise adversely affects a student's school opportunities. Students who believe that they have been the subject of unlawful discrimination or harassment due to their disability should contact the following Section 504 Coordinator: Jean Spencer at 308-239-4283 (jean.spencer@paxtonschools.org) or in person at school. Students who believe that they have been the subject of unlawful discrimination or harassment due to their sex should contact the following Title IX

Coordinator: Sonya Price, PreK-12 Principal at 308-239-4283 (sonya.price@paxtonschools.org), Paxton Consolidated Schools, POB 368, Paxton, NE 69155 or in person at school. Students who believe that they have been the subject of any other unlawful discrimination or harassment should contact the superintendent, Stacy McAbee, at 308-239-4283 (stacy.mcabee@paxtonschools.org) or in person at school. Students may report discrimination or harassment to any staff member who will then forward it on to the appropriate coordinator or administrator. The staff member will follow school district policies to respond to the report.

Dress Code

Administrators determine the standards of dress and personal grooming within District policies. Students and parents shall be informed of the rules and regulations regarding student dress and grooming. All staff members may send students to the office for suspected violation of student dress code policies. Administrators are given general authority and professional discretion in the administration of these policies. Students, determined by building principals to not be properly dressed or groomed in accordance with District policies, will be handled according to policy 5031.

General Regulations. The District prohibits student attire or appearance that:

- Causes or is likely to cause a material and substantial disruption to the District's programs and activities.
- Promotes, depicts, or refers to violence, drugs, alcohol, vulgarity, obscenity, illegal activity, hate speech, bullying speech, or harassing speech.
- Includes words, gestures, or images that contain or imply sexual content or innuendo.
- Otherwise undermines the District's mission to inculcate the habits, manners, and values fundamental to civility, community, and the educational environment.

The District reserves the right to request immediate attire changes from students. The District will require students to adhere to uniform standards and/or wear district approved or issued uniforms in order to participate in activities.

Altering a student's appearance or removing or altering a student's attire without consent from their parent/guardian/caregiver is not allowed.

Additionally, students' hair should not be permanently or temporarily altered by school personnel.

Cultural and Religious Attire. Students are allowed to wear religious attire, adornments, and other attire associated with race, national origin or religion, or tribal regalia. Additionally, students are permitted to wear natural and protective hairstyles including but are not limited to braids, locks, twists, tight coils or curls, cornrows, Bantu knots, afros, weaves, wigs, or head wraps.
Any person who is a member of an indigenous tribe of the United States or another country may wear tribal regalia in any public or private location where the person is otherwise authorized to be on school grounds or at any school function.

Health and Safety Considerations. Students may be required to wear protective clothing or equipment or otherwise modify their attire or secure their hair to ensure the safety of themselves and others. In such cases, a good faith effort to reasonably accommodate students will be made to ensure safety without compromising religious beliefs, grooming practices, or requiring students to permanently alter their appearance. The least restrictive means appropriate to address the identified health or safety concern shall be used.

Health and Safety Accommodation Process. If a health and safety standard accommodation is necessary, the District will:

1. Engage in a good-faith effort to reasonably accommodate the student and
2. Notify the student's parent or guardian of such an attempt to accommodate the student's appearance or any attire, tribal regalia, hairstyles, adornment, or other characteristic associated with race, national origin, or religion
3. Attempt to obtain consent from a student's parent or guardian prior to altering a student's appearance or removing or altering a student's attire, tribal regalia, hairstyle, adornment, or other characteristic associated with race, national origin, or religion.

Recordkeeping. The District will record efforts made to accommodate a student's appearance, attire, hairstyle, adornment, or other characteristics

associated with race, religion, sex, disability, or national origin. Each record must include: the student's name; federally identified demographic characteristics; date of the occurrence; the health and safety standard relating to the accommodation; the nature of the accommodation requested; staff involved; communication with parents/guardians/caregivers, and; the outcome of the effort.

Enforcement. Violations of this policy shall be addressed in a manner consistent with the board's policies regarding student discipline.

The following standards will apply to <u>ALL</u> Paxton students:

- Students are to wear shoes at all times.
- Clothing which contains printed wording, pictures, or designs which advertise or promote alcohol, tobacco, electronic nicotine delivery systems, drugs, or which carries any vulgar or derogatory connotations, profanity, and/or sexual innuendo is strictly prohibited. Shirts or any item of clothing having questionable meanings deemed unacceptable in the educational setting will not be allowed.
- Clothing must properly cover the body. Any top worn in school must completely cover the back, stomach, and top of shoulders (minimum one-inch width covering the shoulder). Tube tops, halter tops, tops that are sheer or have bare shoulders, and clothing with a bare midriff are not permitted. Clothing cannot be excessively tight or allow the midriff, cleavage, undergarments or back to be exposed. When standing or seated, tops must touch the top of the pants, shorts, skirts or skorts. Form-fitting leggings, tights, and yoga or spandex style pants will be allowed as long as they are worn with a top that meets the acceptable length and criteria for skirts/shorts/dresses.
- No head coverings (caps, hats, hoodies, or bandanas) are to be worn in the building. Students are expected to remove such items upon entering the building to start the day. <u>These items are to be placed in the student's locker and should not be carried around during the school day.</u>
- Shorts may be worn. The following are considered acceptable shorts: walking shorts, Bermuda shorts, hemmed cut-offs, athletic (coaching) shorts, split-skirts, and culottes. The shorts should be fingertip length when arms are held straight down along the sides.
- Outer coats are not to be worn in classrooms without special permission from the administration. Coats are to be placed in

the student's locker and should not be worn during the school day.
- Skirt/Dress length will be treated the same as short lengths.
- Pajamas are not allowed.
- Students may not personalize school-issued attire.
- Any items that are disruptive to the educational process will not be allowed.
- Sponsors of student activities may allow special exceptions to these guidelines with permission of the administration. Examples may include: play performances, student dances such as Homecoming and Prom, class projects, etc.

Driving and Parking Personal Vehicles

Students who drive privately owned motor vehicles to school must obey the following rules:

1. Students may not move their vehicles during the school day without the permission of the building principal or superintendent. Students will not be allowed to sit in or be around their vehicles during the school day, without administrative permission.
2. Students must drive with care to ensure the safety of the pedestrians. Students may not drive carelessly or with excessive speed.
3. By driving personal vehicles to school and parking on school grounds, students consent to having that vehicle searched by school officials when they have reasonable suspicion that such a search will reveal a violation of school rules.

Drug Free Schools

The board of education has adopted policies to comply with the Federal Drug-Free Schools and Communities Act. Students are prohibited from using, possessing, or selling any drug, alcohol, or tobacco while on school grounds, at a school activity or in a school vehicle. Vape pens and cartridges also fall under the drug policy set forth in this handbook. Paxton Consolidated Schools will enforce the use of vape detectors throughout the school. Students caught with a vape device on school grounds will receive the appropriate consequence. In addition, students who participate in the school's activities program should refer to the Activities Handbook which prohibits the use or possession of alcohol, controlled substances and tobacco at all times.

Any student who violates any school policy regarding drug, alcohol, and tobacco use will be disciplined, up to and including short-term suspension, long-term suspension, or expulsion from school and/or referral to appropriate authorities for criminal prosecution.

Emergency Contact Information

Parents must complete an emergency information form for each child enrolled in the district. The form should list the family physician's name, where parents or a responsible adult can be located, and any necessary emergency instructions. Parents must promptly inform the school if this contact information changes during the school year.

Evacuations

The school district will hold routine evacuation drills throughout the school year. Classroom teachers will provide students with detailed instructions on building evacuations.

Eye Exams

All students enrolling in kindergarten or transferring into the school district from out of state must undergo a visual examination by a physician, a physician assistant, an advanced practice registered nurse, or an optometrist which consists of testing for amblyopia, strabismus, and internal and external eye health, with testing sufficient to determine visual acuity, except that no such physical examination or visual evaluation shall be required of any child whose parent or guardian objects in writing. They must provide evidence of the vision examination within six months prior to entrance. The cost of such physical examination and visual evaluation shall be borne by the parent or guardian of each child who is examined.

Field Trips

Classes occasionally take field trips off school property for educational enrichment. A student's parent, or "caregiver" as that term is defined in the Nebraska Strengthening Families Act, must authorize a student to participate in a field trip by signing a permission slip and providing it to the school before the field trip. Students who have not completed classroom work on time may not be allowed to attend field trips. Students must comply with the student code of conduct, any applicable extracurricular conduct codes, and all directives by trip chaperones.

First-Aid

First-aid items may only be used by school staff. Students who need first aid should ask for assistance from their classroom teacher or the nearest staff member.

Food Service Program

The school district provides a food service program including breakfast and lunch that is designed to provide adequate nutrition and an educational experience for students.

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.

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.

Payment for Meals

Students are encouraged to pay for meals several weeks in advance. Payment should be made to the bookkeeper in the office.

If a student has no funds available to pay for a meal, the student will be provided and charged for a limited "courtesy meal" option, such as a plain sandwich.

Collection of Delinquent Meal Charge Debt

The school district is required to make reasonable efforts to collect unpaid meal charges. The superintendent 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.

Nondiscrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form.

To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) Mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410

(2) Fax: (202) 690-7442; or

(3) Email: program.intake@usda.gov

This institution is an equal opportunity provider

Head Lice

Upon discovering the presence of live lice or louse eggs, the school will notify the student's parent(s) or guardian(s). The student will be isolated from contact with other students and their belongings, and a parent or guardian must pick the child up from school immediately.

By Nebraska DHHS regulation, students are not permitted to return to school until the student is treated such 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.

Health Problems Limiting Activities

Parents who do not want their children to play outdoors or participate in physical education for health reasons must send a written request to school. If a student persistently requests to be excused from these activities, the building principal or classroom teacher may require a doctor's verification.

Parents should notify the principal or superintendent if their student has any special health problems such as diabetes, asthma, or the like.

Homebound Instruction

The school district may provide a student with instruction in his or her home and under parental supervision if the student is physically or mentally ill or injured and unable to attend regular classes for an extended period of time. Homebound instruction shall be provided when the student's physical and mental condition are such that the student can benefit from instruction and no other provision will meet the student's educational needs. If you believe that homebound instruction is appropriate for your child, please contact the building principal to initiate the appropriate process to determine eligibility.

Homeless Children and Youth

Homeless students generally include children who lack a fixed, regular, and adequate nighttime residence, as further defined by applicable state and federal law.

It is the school's policy not to stigmatize or segregate homeless students on the basis of their status of being homeless. Transportation for homeless students who enroll in the district shall be furnished by the district under the same guidelines applying to other students or if such transportation is necessary for compliance with federal law.

Each homeless child shall be provided services for which the child is eligible comparable to services provided to other students in the school selected regardless of residency. Homeless children shall be provided access to education and other services that such children need to ensure that they have an opportunity to meet the same student performance standards to which all students are held.

If a homeless child registered to attend school in the district is receiving family reconciliation services pursuant to state law, the district will work in cooperation with any county or department of social services in the district to jointly develop an educational program for the child. The district's homeless coordinator is the superintendent, who may be contacted at 308-239-4283.

Illness or Injury at School

Students who feel ill or are hurt while at school should seek immediate assistance from their classroom teacher or the nearest staff member. The school will contact parents to pick students up from school whenever necessary. When school officials determine that a student needs immediate medical attention but the parents cannot be reached by phone, emergency

services will be summoned or the student will be taken directly to the doctor and/or hospital. Parents must complete an emergency information card for each child enrolled in the district. The card should list the family physician's name, where parents or a responsible adult can be located, and any necessary emergency instructions.

Immunizations

All students must furnish one of the following to school officials:

- proof of adequate immunizations for mumps, measles, rubella; diphtheria, pertussis, tetanus; polio; and hepatitis B series; or
- a signed parental statement of refusal to provide the immunization history. Homeless students who are in need of immunizations will be referred to the homeless coordinator, who shall assist in obtaining necessary immunizations or medical records.

Provisional Enrollment. Students who meet the statutory requirements for provisional enrollment shall be allowed to attend school for sixty days without the necessary immunizations.

Students who are excepted from the immunization requirement may be excluded from school in the event of an outbreak of any contagious disease in the school population.

Initiations and Hazing

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

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

Hazing is defined as any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership in any school organization. Hazing activities include, but are not limited to, whipping, beating, branding, an act of sexual penetration, an exposure of the genitals of the body done with the intent to affront or alarm any person, a lewd fondling or caressing of the body of another person, forced and prolonged calisthenics, prolonged exposure to the elements,

forced consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption, prolonged sleep deprivation, or any brutal treatment or the performance of any unlawful act that endangers the physical or mental health or safety of any person.

Lockers and Other School Property

The school district owns and exercises exclusive control over student lockers, desks, computer equipment, and other such property. Students should not expect privacy regarding usage of or items placed in or on school property, because school property is subject to search at any time by school officials. Periodic, random searches of lockers, desks, computers, and other such property may be conducted at the discretion of the administration. The assignment of a locker is on a temporary basis and may be revoked at any time. School officials may inspect student lockers without any particularized suspicion or reasonable cause.

Lost and Found

All lost and found articles are to be taken to the school office. Students may claim lost articles there. Unclaimed articles will be donated to a local charity or otherwise disposed of at the conclusion of each semester.

Medications

Whenever possible, parents should arrange medication schedules to eliminate the need for giving medication during school hours. When it is necessary for school personnel to administer medication to students, the school district will comply with the Nebraska Medication Aide Act, the requirements of Title 92, Nebraska Administrative Code, Chapter 59, (promulgated by the Nebraska Department of Education and entitled *Methods of Competency Assessment of School Staff Who Administer Medication*), and all state and federal regulations. Parents and guardians who wish to have their child receive medication from school personnel must comply with the following procedures:

Prescription medication. (1) Parents/guardians must provide a physician's written authorization for the administration of the medication. (2) Parents/guardians must provide their own written permission for the administration of the medication. (3) The medication must be brought to school in the prescription container and must be properly labeled with the student's name, the physician's name, and directions for administering the medication.

Non-prescription medication. (1) Parents/guardians must provide written permission for the administration of the medication. (2) The medication

must be brought to the school in the manufacturer's container. (3) The container must be labeled with the child's name and with directions for provision or administration of the medication.

The district reserves the right to review and decline requests to administer or provide medications that are not consistent with standard pharmacological references, are prescribed in doses that exceed those recommended in standard pharmacological references, or that could be taken in a manner that would eliminate the need for giving them during school hours. The district may request parental authorization to consult with the student's physician regarding any medication prescribed by such physician.

Medication form - When traveling for a school related activity, parents should fill out the medication form that can be provided by the office or sponsor. The medication form only pertains to students who need to take medication while they are away from school.

Media Center

Students must check out materials from the librarian on duty. Each borrower is responsible for all books checked out in his/her name. If a book is lost and not found by the end of the school year, the student must pay for it. Students must also pay for any damage they cause to library books.

Memorials

Memorials or plaques honoring deceased students are generally not allowed in or on the school grounds unless authorized by board policy. Dedications to students will not be allowed.

Scholarships in the deceased person's name will not be set up by the school. Scholarships set up by outside organizations or individuals, such as a foundation, will be allowed.

Opting Out of Assessments

The Board of Education has adopted a policy on approval and denial of state and federal assessment opt-out requests, which is based on requirements in law. The policy can be requested by contacting the Superintendent of Schools.

Parental Involvement

The school district recognizes the unique needs of students who are being served in its Title I program, and the importance of parent and family engagement in the Title I program. Parent and family engagement in the Title I Program shall include, but is not limited to:

1. An annual meeting to which all parents of participating children will be invited to inform parents of their school's participation under this part, to explain the requirements of this part, and the right of the parents to be involved. Invitations may take the form of notes sent with students or announcements in the school newsletter. Additional meetings may be scheduled, based upon need and interest for such meetings.

2. An explanation of the details for the child's and parents' participation, including but not limited to: curriculum objectives, the forms of academic assessment used to measure student progress and the achievement levels of the challenging State academic standards, type and extent of participation, parental input in educational decisions, coordination, and integration with other Federal, State, and district programs, and evaluations of progress.

3. Opportunities for participation in parent involvement activities, such as training to help parents work with their children to improve achievement. A goal of these parent activities is to provide parents with opportunities to participate in decisions relating to the education of their students, where appropriate.

4. The district will, to the extent practicable, provide parents of limited English proficiency, parents with disabilities, parents with limited literacy, are economically disadvantaged, are of a racial or minority background or parents of migratory children with opportunities for involvement in the Title I Program. Communication to parents about student progress and the district's other Title I Program communications will be provided in the language used in the home to the extent practicable. Responses to parent concerns will be provided in a timely manner.

5. Opportunities for parent-teacher conferences, in addition to those regularly scheduled by the school district, if requested by the parents or as deemed necessary by school district staff.

6. The district will coordinate and integrate parental involvement programs and activities with other programs in the community. These may include cooperation with other community programs such as Head Start and preschools and other community services such as the public library.

7. The district will educate teachers, specialized instructional support personnel, principals, and other school leaders, with the assistance of parents in the value and utility of contributions of parents, how to reach out to, communicate with and work with parents as equal partners.

Parties

Elementary classes may have seasonal parties during the year. Parents shall communicate with their student's classroom teacher for the teacher's rules regarding birthday and holiday parties. Invitations for private parties and non-school-sponsored events may not be distributed at school.

Personal Items

The school provides the necessary equipment for classroom and school day activities. Students should not bring items such as athletic equipment, electronic devices, toys, or other similar personal items to school unless they have the prior permission of their classroom teacher or a school administrator. The school is not responsible for damaged or lost personal items or equipment.

Physical Education

The school district requires students to receive physical education to assist them in developing gross and fine motor skills. Students are not required to wear P.E. uniforms, but are encouraged to wear tennis shoes for P.E.

Physical Exam

Students entering kindergarten and the seventh grade, and those entering school from another state, are statutorily required to show evidence that they have had a physical examination within six months prior to the date of entering school.

Pictures

The school district arranges for a photographer to be present at school in the fall to take class pictures. Parents will be notified of the date. Included in the individual packet is a class composite. Parents who want pictures of their students or of their student's class composite may purchase them directly from the photographer.

Playground Rules

Students must follow these rules to keep the playground safe when they are using the playground as part of the school day:

1. Students must obey the playground supervisor, and remain in sight of the supervisor at all times.

2. Students may not enter the street/parking lot to retrieve items unless given permission by the playground supervisor.
3. Students must play away from the school windows.
4. Touch and flag football are permitted, but tackle football is prohibited. Students may only play football on grassy areas.
5. Students may throw balls and other authorized play equipment. They may not throw rocks, gravel, snowballs, and/or clothing.
6. Students must use the playground equipment properly and in a safe manner.
7. Students may not leave the playground during recess time, and must request permission to go inside the building for any reason.
8. When the feel-like temperature reaches below 20 degrees Fahrenheit, student recess will be indoors.

Students who violate these rules will be disciplined with the loss of recess or other privileges, detention, and/or other consequences.

The school's playgrounds, equipment, and surrounding areas are generally not supervised. Staff will supervise students when the students are using these areas as part of the school day or as part of a school activity. At all other times and in all other circumstances, the school district does not provide supervision of its playgrounds, equipment, and surrounding areas.

Police Questioning and Apprehension

Police or other law enforcement officers may be called to the school at the request of school administration, or may initiate contact with the school in connection with a criminal investigation. The school district shall inform parents when law enforcement officers seek access to their student prior to the student being questioned unless the officers are investigating charges that the student has been the victim of abuse or neglect. Members of the school district staff will comply with board policy regarding police questioning of students.

Protection of Student Rights

The Board of Education respects the rights of parents and their children and has adopted a Protection of Pupil Rights policy in consultation with parents to comply with the Protection of Pupil Rights Amendment (PPRA). The policy is available on the district's website or upon request from the district's administrative office. Parents may opt their child out of participation in activities identified by the Protection of Pupil Rights policy by submitting a written request to the superintendent. Parents may have access to any survey or other material described in the Protection of Pupil Rights policy by submitting a written request to the superintendent.

ACT Exam

Students taking the ACT Exam will be prompted to complete a short, optional questionnaire addressing a number of topics. If you wish to review this questionnaire prior to the administration of the exam, please submit a written request to the superintendent.

Public Displays of Affection

Students may not engage in public displays of affection that are disruptive to the school environment or distracting to others. Prohibited conduct includes hugging, kissing, touching or any other display of affection that a staff member determines to be inappropriate.

Reasonable Suspicion Testing

Students may be required to submit to drug or alcohol testing if there is a reasonable suspicion that the student is under the influence of drugs or alcohol.

Rights of Custodial and Non-Custodial Parents

The school district will honor the parental rights of natural and adoptive parents unless those rights have been altered by a court.

The term "custodial parent" refers to a biological or adoptive parent to whom a court has given primary physical and legal custody of a child, and a person such as a caseworker or foster parent to whom a court has given legal custody of a child.

The district will not restrict the access of custodial and non-custodial parents to their students and their students' records, unless the district has been provided a copy of a court order that limits those rights. If the district is provided such a court order, school officials will follow the directives set forth in the order.

The district will provide the custodial parent with routine information about his or her child, including notification of conferences. The district will not provide the non-custodial parent with such information on a routine basis, but will provide it upon the non-custodial parent's request unless it has been denied by the courts.

A non-custodial parent who wishes to attend conferences regarding his or her child will be provided information about conference times so both parents may attend a single conference. The district is not required to schedule separate conferences if both parents have been previously informed of scheduled conference times.

If either or both parents' behavior is disruptive, staff members may terminate a conference and reschedule it with appropriate modifications or expectations.

Secret Organizations

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

School Day

The school day begins at 8:00 a.m. and ends at 3:27 p.m. Monday through Thursday with a 2:00 dismissal on Fridays. Students are to leave the school grounds after dismissal. **There will be no supervision provided by the school before or after these times**. Parents must arrange for their children to leave school promptly at the end of the day.

Self Management of Diabetes or Asthma/Anaphylaxis

Subject to school policy, the school district will work with the parent or guardian in consultation with appropriate medical professionals to develop a medical management plan for a student with diabetes, asthma, or anaphylaxis. Parents desiring to develop such a plan should contact the building principal.

Sniffer (Drug) Dogs

The administration is authorized to use sniffer dogs to minimize the presence of illicit items on school grounds. Students and staff are specifically notified of the following:

1. Lockers may be sniffed by sniffer dogs at any time.
2. Vehicles parked on school property may be sniffed by sniffer dogs at any time.
3. Classrooms and other common areas may be sniffed by sniffer dogs at any time students and staff are not present.
4. If contraband of any kind is found, the student or staff member shall be subject to appropriate disciplinary action.

Standardized Testing

Students will participate in the following tests:

- Grades K-2: MAP (Measure of Academic Progress) test in the Fall, Winter and Spring

- Grades 3-8: MAP (Measure of Academic Progress) test in the Fall, Winter, and NSCAS (Nebraska Student-Centered Assessment System) Growth test in the Spring
- Grade 9: MAP (Measure of Academic Progress) test in the Fall and Spring
- Grade 10: MAP (Measure of Academic Progress) test in the Fall and Pre-ACT in the Spring
- Grade 11: *ASVAB (Armed Services Vocational Aptitude Battery) test* and Practice ACT test in the Fall. ACT tests will be administered in the spring as a part of their state accountability testing.

Test results will be shared with parents when they become available.

Student Assistance

Parents who believe their students have any learning, behavior, or emotional needs that they believe are not being addressed by the school district should contact the student's teacher. If appropriate, the teacher may convene the Student Assistance Team (SAT). The SAT can explore possibilities and strategies that will best meet the educational needs of the student.

Student Fees

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

A. Definitions.

1. "Students" means students, their parents, guardians or other legal representatives.

2. "Extracurricular activities" means student activities or organizations that (1) are supervised or administered by the district; (2) do not count toward graduation or

advancement between grades; and (3) are not otherwise required by the district.

3. "Post-secondary education costs" means tuition and other fees associated with obtaining credit from a post-secondary educational institution.

B. Listing of Fees Charged by this District.

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

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

2. Safety Equipment and Attire.

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

3. Personal or Consumable Items.

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

4. Materials Required for Course Projects.

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

5. Technological Devices

The district will provide students with the technological devices necessary to complete all basic curricular projects.

As with all school property, students may be charged for damage to such devices. To protect against such potential losses, students and parents may, but are not required, to purchase insurance coverage for the devices. The maximum dollar amount of this insurance coverage facilitated by the district will be $0. The district may also charge a damage deposit which will be returned or may be rolled to cover the damage deposit for the next year if it is not needed to cover the costs of any damage to the device. The maximum dollar amount of this damage deposit will be $0.

6. Extracurricular Activities.

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

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

- Student Activity Card: $_0___
  - Covers admission to all extracurricular events
- Student Participation Fee: $_0__
  - Required of all students who participate in athletics and/or other extracurricular activities
- Future Business Leaders of America: $_0__

- DECA: $__0_
- National Honor Society: $_0__
- Cheerleading, Drill Team, Flag Corps: $_0__
  - Students must purchase uniforms and shoes selected by the sponsor and/or student group. The maximum dollar amount charged by the school district for these items will be: $_0__
- Football: $ _0__
  - Students must provide their own football shoes, undergarments, and mouthguards
- Golf: $__0_
  - Students must provide their own golf shoes, undergarments, and clubs
- Softball and Baseball: $_0__
  - Students must provide their own shoes, gloves, and undergarments
- Track, Volleyball, Basketball and Wrestling: $_0__
  - Students must provide their own shoes and undergarments
- Future Farmers of America: $_0_
  - Students must purchase their own jackets and pay dues
- Rifle and Trap Teams: $_0__
  - Students must provide their own weapons and ammunition
- Science Club: $_0__
- FCCLA: $_0__
- Spanish Club: $_0__

7. Post-Secondary Education Costs.

Some students enroll in postsecondary courses while still enrolled in the district's high school. As a general rule, students must pay all costs associated with such post-secondary courses. However, for a course in which students receive high school credit or a course being taken as part of an approved accelerated or differentiated curriculum program, the district shall offer the course without charge for tuition, transportation, books, or other fees. Students who chose to apply for post-secondary education credit for these courses must pay tuition and all other fees associated with obtaining credits from a post-secondary educational institution. The costs of these items will naturally vary, but the maximum dollar amount for tuition and fees is anticipated to be $130/hr per course.

8. Transportation Costs.

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

The maximum dollar amount of the transportation fee charged by this district shall be $__0___.

9. Copies of Student Files or Records.

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

The district will charge a fee of $__0_ per page for reproduction of student records.

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

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

The maximum dollar amount charged by the district for these services shall be $__0__.

11. Participation in Summer School or Night School.

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

The maximum dollar amount charged by the district for summer and night school shall be $__0__.

12. Charges for Food Consumed by Students.

The district will charge for items that students purchase from the district's breakfast and lunch programs. The fees charged for these items

will be set according to applicable federal and state statutes and regulations. The district will charge students for the cost of food, beverages, and the like that students purchase from a school store, vending machine, booster club or from similar sources. Students may be required to bring money or food for field trip lunches and similar activities.

The maximum dollar amount charged by the district for the breakfast and lunch programs is as follows:

- Breakfast Program – Grades K-5
  - *Regular Price $2.55*
  - Reduced Price $0
- Breakfast Program – Grades 6-12
  - *Regular Price $2.55*
  - Reduced Price $0
- Lunch Program – Grades K-5
  - Regular Price $3.35
  - Reduced Price $0
- Lunch Program – Grades 6-12
  - Regular Price $3.85
  - Reduced Price $0

13. Charges for Musical Extracurricular Activities.

Students who qualify for fee waivers under this policy will be provided, at no charge, the use of a musical instrument in optional music courses that are not extracurricular activities. The following list details the maximum dollar amount of all musical extracurricular activities fees and the equipment or attire required for participation in musical extracurricular activities:

- Band: $_0__
  - Students must provide their own instruments and marching band shoes, which must be white, rubber-soled sneakers
- Swing Choir: $_0__
  - Students must purchase outfits and shoes selected by the sponsor and/or student group. The maximum dollar amount charged by the district for these materials will be $_0__

14. Contributions for Junior and Senior Class Extracurricular Activities.

Students are eligible to participate in a number of unique extracurricular activities during their last two years in high school, including prom, various senior recognitions, and graduation. In order to fund these extracurricular activities, the school district will ask each student to make a contribution to

their class's fund. This contribution is completely voluntary. Students who chose not to contribute to the class fund are still eligible to participate in the extra activities. The suggested donation to the class fund will be $__0__.

C. Waiver Policy.

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

D. Distribution of Policy.

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

E. Voluntary Contributions to Defray Costs.

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

F. Fund-Raising Activities

Students may be permitted or required to engage in fund-raising activities to support various curricular and extracurricular activities in which they participate. Students who decline to participate in fund-raising activities are not eligible under this policy for waiver of the costs or fees which the fund-raising activity was meant to defray.

G. Student Fee Fund.

The school board hereby establishes a Student Fee Fund. The Student Fee Fund shall be a separate school district fund that will not be funded by

tax revenue, and that will serve a depository for all monies collected from students for (1) participation in extracurricular activities, (2) post-secondary education costs, and (3) summer school or night school courses. Monies in the Student Fee Fund shall be expended only for the purposes for which they were collected from students.

Student Government

Students are encouraged to formulate and participate in elective and representative student government activities. The organization, operation, and scope of the student government shall be administered by the superintendent or designee.

Student Illness

Students who suffer from a significant illness which has an actual or expected duration of six months or more may be eligible for accommodations and support under Section 504 of the Rehabilitation Act or under the Individuals with Disabilities in Education Act. The school will provide accommodations to students who are returning to school after a prolonged absence due to illness, including pediatric cancer, through a 504 plan or an IEP, as appropriate. The student's plan will include informal or formal accommodations, modifications of curriculum and monitoring by medical or academic staff as determined by the student's IEP team or 504 committee. Parents and staff will engage in ongoing communication about the needs of a student who is facing these circumstances.

Students who become ill at school will be sent to the building office where the school nurse or other school employee will determine the appropriate response. When a child is too ill to remain at school, a school employee will contact the child's parent(s) and arrange for the child to be picked up or sent home. If an illness or injury requires immediate medical attention, school officials shall attempt to contact the child's parent(s) regarding treatment for the child. If the parents cannot be contacted, school officials may have the child treated by an available physician. Students who show symptoms of a contagious disease may be sent home, and the district may require a physician's statement before allowing such students to return to school.

Student Records

The Family Education Rights and Privacy Act ("FERPA") provides parents certain rights with respect to their student's education records. These rights include the right to inspect and review the student's education records within 45 days of the date the school receives a request for access; and the right to request the amendment of the student's education records that you believe to be inaccurate.

If parents believe one of their student's records is inaccurate, they should write to the school principal, clearly identify the part of the record they want changed, and specify why they believe it is inaccurate. If the school decides not to amend the record as requested, it will notify the parents of the decision and advise them of their right to a hearing regarding the request for amendment.

Directory Information. FERPA and the Nebraska Public Records Law authorize school districts to make "directory information" available for review at the request of non-school individuals. These laws also give parents and guardians a voice in the decision-making process regarding the disclosure of directory information regarding their children. The school district has designated the following as directory information:

> name and grade, name of parent and/or guardian, address, telephone number, including the student's cell phone number, e-mail address, date and place of birth, dates of attendance, the image or likeness of students in pictures, videotape, film or other medium, major field of study, participation in activities and sports, degrees and awards received, social media usernames and handles, weight and height of members of athletic teams, most recent previous school attended, certain class work which may be published onto the Internet, classroom assignment and/or home room teacher, student ID number, user ID, or other unique personal identifier used by the student for purposes of accessing or communicating in electronic systems (but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a personal identification number (PIN), password, or other factor known or possessed only the authorized user). Directory information does not include a student's social security number.

Directory information about students may be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that market or manufacture class rings, sell student photographs or publish student yearbooks.

Federal law requires school districts to provide military recruiters and institutions of higher education with the names, addresses, and telephone listings of high school students unless parents have notified the school district in writing that they do not want this information disclosed without prior written parental consent. Military recruiters will be granted the same access to a student in a high school grade as is provided to postsecondary

educational institutions or to prospective employers of such students.

Parents who ***OBJECT*** to the disclosure of any directory information about their student should write a letter to the principal. This letter should specify the particular categories of directory information that the parents do not wish to have released about their child or the particular types of outside organizations to which they do not wish directory information to be released.

Non-Directory Information
All of the other personally identifiable information about students that is maintained in the school district's education records will generally not be disclosed to anyone outside the school system except under one of two circumstances: (1) in accordance with the provisions of the FERPA statutes and related administrative regulations, or (2) in accordance with the parent's written instructions.

One FERPA exception permits disclosure to school officials with legitimate educational interests without consent. A school official includes, but is not necessarily limited to, a teacher or other educator, administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); school board member; volunteer; contractor or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, representative of the district's insurance providers, auditor, medical consultant, therapist, or a third-party website operator who has contracted with the school district or its agent to offer online programs for the benefit of students and/or the district; members of law enforcement acting on behalf of the school district; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a "legitimate educational interest" if the official needs to review an education record in order to fulfill a school-related professional, contractual, statutory, or regulatory responsibility.

The district will share information with the Department of Education necessary to comply with the requirement of state law that all third- year high school students take a college entrance exam. Any redisclosure of information related to the administration of this exam shall be governed by the agreement between the Nebraska Department of Education and the third-party testing company.

Transfer of Records Upon Student Enrollment
Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. The school is not obligated to inform parents when it makes a disclosure under this provision.

Complaints
Individuals who wish to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA may contact the Office that administers FERPA:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

Student Schedule Changes

Student schedule changes may be made without penalty during the first three days of each semester. Drop and Add slips are to be obtained from the office of the Guidance Counselor and must be signed by the guidance counselor, the building principal and the teacher of the class that is to be added and dropped. The student and the parent/guardian must also sign the drop and add form.

Student Use of AI Tools

As used in this section, artificial intelligence tools ("AI Tools") mean machine-based resources that use computer science, algorithms, large language models, and/or machine learning to perform tasks, answer questions, collect information, and respond to human-directed tasks, queries, and objectives. AI Tools include, but are not necessarily limited to, commercially-available resources like ChatGPT, Gemini, Claude and similar programs.
AI Tools may be useful to student learning. However, students and staff must ensure that student use of AI Tools should focus on using such tools as a resource and for background material, rather than using the AI Tools to complete the assignment. Therefore, AI Tools may only be used by students in accordance with the following requirements:

1. Students may not use AI tools on any assignment, test, or project unless the staff member has given express permission for the student to do so. Staff Member permission to use an AI tool on one assignment does not carry over to other assignments. Individual staff

members will decide for each individual assignment the extent to which students may use AI Tools.

1. If a student uses any AI Tools in connection with a school assignment, the student must:
    1. Give proper attribution to the specific AI Tool(s) used to the same extent that students are expected to give proper attribution to other sources of information such as books, texts, encyclopedias, secondary sources, and other traditional media. Such attribution may include, but is not necessarily limited to, accurate quotations, citations, footnotes, endnotes, and/or bibliography entries.
    2. Never copy and paste the output from the AI Tool into the student's work as if the student wrote such a section himself or herself.
1. Students may never use AI Tools to:
    1. Cheat on any assignment, test, or quiz;
    2. Help answer questions on a test or quiz without staff member permission;
    3. Make or share deepfakes or fake images, audio, or video of any real person;
    4. Make or share sexual, nude, or intimate images of any real person—even if the image is fake or AI-made;
    5. Bully, harass, threaten, intimidate or impersonate any person;
    6. Place another student or staff member name, photo, voice, or personal information into an AI Tool without staff member authorization;
    7. Use AI Tools to bypass accommodations, content filers, or school security.
1. A student may use AI Tools as an accommodation if his/her IEP team or Section 504 committee has approved use of the tool. The student must disclose the use of AI Tools to the staff member grading the assignment.
1. A student's failure to meet the requirements stated in this policy will constitute a violation of the district's prohibitions against cheating plagiarism and/or academic dishonesty, including but not necessarily limited to such prohibitions stated in the Student Handbook, which violation will subject the student to discipline up to and including expulsion.
1. The student requirements stated above are the minimum requirements for any student assignment. An individual teacher may impose more stringent requirements for any specific academic assignment or coursework.

Tardiness

A student who does not have a valid excuse for being tardy to any class may be required to serve detention. After five tardies to school, the student and parents may be required to meet with the principal to discuss the situation.

SCHOOL EXCUSED TARDY: (1) Excuse must be given by phone or by note from the parent. (2) Ten minutes or less will be considered tardy. After 10 minutes an absence will be recorded for that period. Parents will be notified when their student has five (5) tardies per semester. Each subsequent tardy will result in an absence recorded for that class period for that semester.

NOT SCHOOL EXCUSED TARDY: Parents will be notified if their student has tardy the first period of the day and/or the first period after lunch. Each three (3) tardies will count as one absence for that class per semester. If a student has more than three tardies per semester, each subsequent tardy (beyond three) will be recorded as an absence for that class for that semester. Teachers will be responsible for tardies during periods other than the first period of the day and the first period after lunch.

Telephone Calls

The school's telephone may be used only with permission of staff.

Threat Assessment and Response Policy 3039

The board of education is committed to providing a safe environment for members of the school community. Students, staff and patrons are urged to immediately report any statements or behavior that makes the observer fearful or uncomfortable about the safety of the school environment.

1. Definitions

a. A **threat** is an expression of a willful intent to physically or sexually harm someone or to damage property in a way that indicates that an individual poses a danger to the safety of school staff, students or other members of the school community.

i. The threat may be expressed/communicated behaviorally, orally, visually, in writing, electronically, or through any other means.

ii. A **transient threat** is an expression of anger or frustration that can be quickly or easily resolved.

iii. A **substantive threat** is an expression of serious intent to harm others which includes, but is not limited to, any threat which involves a detailed plan and means.

b. A **threat assessment** is a fact-based process emphasizing an appraisal of observed (or reasonably-observable) behaviors to identify potentially dangerous or violent situations, to assess them and to manage/address them. Threat assessment is the process of identifying and responding to serious threats in a systematic, data-informed way.

i. The threat assessment process is distinct from student disciplinary procedures. The mere fact that the district is conducting a threat assessment does not by itself necessitate suspension, expulsion or emergency exclusion without complying with state law and board policy related governing those actions.

ii. The threat assessment process is distinct from specialized instruction which a student with a disability may receive from the school district. The school district will not change a student's educational placement as that term is used in the Individuals with Disabilities in Education Act *solely* as part of a threat assessment.

2. Obligation to Report Threatening Statements or Behaviors.

All staff and students must report **substantive threats** to a member of the administration immediately and comply with any other mandatory reporting obligations. Staff and students who are unsure whether a threat is substantive or transient should report the situation. Staff and students must make such report regardless of the nature of the relationship between the individual who initiated the threat or threatening behavior and the person(s) who were threatened or who were the focus of the threatening behavior. Staff and students must also make such reports regardless of where or when the threat was made or the threatening behavior occurred.

THREATS OR ASSAULTS WHICH REQUIRE IMMEDIATE INTERVENTION SHOULD BE REPORTED TO THE POLICE AT 911.

3. Threat Assessment Team

The threat assessment team (team) shall consist of School Safety Team Members. Not every team member need participate in every threat assessment. If the threat has been made by or is directed towards, a

student with a disability, the threat assessment team must include a staff member who is knowledgeable about special education services or Section 504 of the Rehabilitation Act, as appropriate. Neither the student nor their student's family members are part of the threat assessment team.

The team is responsible for investigating all reported threats to school safety, evaluating the significance of each threat, and devising an appropriate response. The threat assessment team shall work closely with the crisis team in planning for crisis situations. The threat assessment team shall be familiar with mental health resources available to students, staff and patrons and shall collaborate with local mental health service providers as appropriate.

4. Threat Assessment Investigation and Response

When a threat is reported, the school administrator shall initiate an initial inquiry/triage and, in consultation with members of the threat assessment team, make a determination of the seriousness of the threat as expeditiously as possible. The school administrator must contact law enforcement if the administrator believes that an individual poses a clear and immediate threat of serious violence.

If there is no reasonably apparent imminent threat present or once such an imminent threat is contained, the threat assessment team will meet to evaluate and respond to the threatening behavior. The team may, but is not required to, review the following types of information:

- Review of the threatening behavior and/or communication;
- Interviews with the individuals involved including students, staff members, and family members as necessary and/or appropriate;
- Review of school and other records for any prior history or interventions with the students involved;
- Any other investigatory methods that the team determines to be reasonable and useful.

At the conclusion of the investigation, the team will determine what, if any, response to the threat is appropriate. The team is authorized to disclose the results of its investigation to law enforcement and to the target(s) of any threatened acts. The team may refer the individual of concern to the appropriate school administrator for consequences under the school's student discipline policy or, if appropriate, report the results of its investigation to the student's individualized education plan team.

Regardless of threat assessment activities, disciplinary action and referral to law enforcement will occur consistent with board policy and Nebraska law.

5. Communication with the Public about Reported Threats

The team will keep members of the school community appropriately informed about substantive threats and about the team's response to those threats. This communication may include oral announcements, written communication sent home with students, or communication through print or broadcast media. However, the team will not reveal the identity of the individual of concern or of any target(s) of threatened violence unless permitted by law.

6. Coordination with the Crisis Team After Resolution of Threat

The threat assessment team will confer with the district's crisis team after a threat has been investigated to provide the crisis team with information that the crisis team may use in assessing or revising the district's All-Hazard School Safety Plan.

Transportation Services

The district operates school buses as a convenience for students and parents. They represent a substantial investment, and students are expected to care for and respect them.

Transportation to School

Students who ride the bus to school will arrive in time for them to eat breakfast at school. Parents must contact their bus driver if a student will not ride the bus on a given day. Bus drivers endeavor to adhere to their schedule, and will wait for riders only a short period of time so as not to jeopardize the time remaining for the rest of their schedule.

The Superintendent will schedule bus routes, and questions concerning them should be directed to that office.

Bus Regulations

Riding school vehicles is a privilege, not a right. The bus drivers have the same authority as teachers while transporting students. Students must comply with the following rules and all school conduct rules and directives while riding in school vehicles. In addition, students must also comply with the student code of conduct while riding in school vehicles. If misconduct is recurring, the student will not be allowed to ride the bus.

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

1) Students must obey the driver promptly.
2) Students must wait in a safe place for the bus to arrive, clear of traffic and away from where the vehicle stops.

3) Students are prohibited from fighting, engaging in bullying, harassment, or horseplay.
4) Students must enter the bus without crowding or disturbing others and go directly to their assigned seats.
5) Students must remain seated and keep aisles and exits clear while the vehicle is moving.
6) Students are prohibited from throwing or passing objects on, from, or into vehicles.
7) Students may not use profane language, obscene gestures, tobacco, alcohol, drugs, or any other controlled substance on the vehicles.
8) Students may not carry weapons, look-a-like weapons, hazardous materials, nuisance items, or animals onto the vehicle.
9) Students may carry on conversations in ordinary tones, but may not be loud or boisterous and should avoid talking to the driver while the vehicle is in motion. Students must be absolutely quiet when the vehicle approaches a railroad crossing and any time the driver calls for quiet.
10) Students may not open windows without permission from the driver. Students may not dangle any item (e.g. legs, arms, backpacks) out of the windows.
11) Student must secure any item or items that could break or produce injury if tossed about the inside of the vehicle if the vehicle were involved in an accident
12) Students 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 a note home to parents, suspension of bus riding privileges, exclusion from extracurricular activities, in-school

suspension, short term or long term suspension from school, and/or expulsion.

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

c) Records

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

Requests to be dropped off at a point **not** on the regular route will not be accommodated, unless extenuating circumstances arise and the request is approved by the transportation director or administration.

Students who are not regular route riders may not ride the bus home with a friend, unless the parent of the non-route student presents written permission to the bus driver ahead of time. The written permission should include the date, the non-route rider's name, the signature of the non-rider's parent, and the place approved for drop off. Such requests may not be granted if they cause overcrowding of the vans or buses (Vans-10 riders only, plus driver).

Transportation to Activities

The school district provides transportation to students who are participating in school-sponsored events and they must ride to those events in a school vehicle. Students who wish to take private transportation home from a school event must submit a release form to the sponsor that has been signed by that student’s parent.

Video Surveillance and Photographs

The Board of Education has authorized the use of video cameras on school district property to ensure the health, welfare, and safety of all staff, students and visitors, and to safeguard District facilities and equipment. Video cameras may be used in locations deemed appropriate by the Superintendent. If a video surveillance recording captures a student or other building user violating school policies or rules or local, state, or federal laws, it may be used in appropriate disciplinary proceedings against the student or other building user and may also be provided to law enforcement agencies.

Unless otherwise authorized by board policy or law, students are prohibited from making audio or video recordings during the school day on school grounds; when being transported to and from school activities or programs in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or by his or her designee; or at a school-sponsored activity or athletic event, unless the recording is made in a manner permitted by the school for members of the public. In such an instance, the students remain subject to the district's appropriate use and student discipline policies. For example, students are not prohibited from making recordings of an athletic event for their personal use similar to a parent or other patron are permitted, subject to other applicable board policy. However, this policy generally prohibits students from using smart-speakers or other devices which actively or passively create or transmit audio or video recordings, including Google Home, Amazon Alexa, Apple HomePod, and AngelSense devices.

An exception will be made to this policy if photographs or video recordings are necessary to accommodate a student's disability or are required by the student's Individualized Education Plan (IEP) or Section 504 Plan.

In no event shall photographs or video recordings be taken or made in restrooms, locker rooms, or other areas where there is a reasonable expectation of privacy. Students who violate this policy may be subject to discipline up to and including expulsion.

Weather-Related School Closing

The Superintendent will occasionally announce an emergency early school dismissal, late start, or cancellation of school due to extreme heat, snow, or ice. School closings will be announced on radio station KMCX 106.5, and television stations 2-KNOP. The school district's web page, social media outlets and weatherthreat will be used. Parents should assume that school is open and a regular schedule is being followed if there is no announcement concerning the school district. Please do not call the school or individual staff members to find out whether school is being canceled. Parents who do not believe it is safe to transport their students to school may keep their students home after contacting the district office.

When school is closed there will be no school-sponsored activities held without the permission of the superintendent or building administrator.

Withdrawal From School

Students who are moving from the district must notify the school office.

Work Permits

The building principal or other authorized school official shall be responsible for the issuance of work permits for children in accordance with state law.

SECTION TWO

ACADEMIC INFORMATION

Academic Lettering

A student in grades 9-12 is eligible for an academic letter if he/she achieves High Academic Honors in consecutive semesters.

Class Rank Policy 6008

Student class rank shall be determined by using a numeric grade point average derived from all classes graded on a numeric basis. To be included in the class ranking, a student must have received a numeric grade for each core curriculum class in which he/she was enrolled. For the purposes of this policy, core curriculum shall include all courses in the areas of language arts, mathematics, science, and social studies.

Students who transfer into the school district will be eligible to be included in class ranking after two semesters of attendance.

Students who transfer into the school district in the middle of their senior year will be eligible to be included in class ranking, although a mid-year transfer will not displace the ranking of a student who has not transferred mid-year. In those circumstances there will be two students holding the relevant class ranking. Mid-year transfer students will not be eligible to receive senior awards such as valedictorian and salutatorian unless the student has been enrolled in the district's high school for the last two semesters.

Grades

Students will receive letter grades for their academic core classes.

The middle and high school grading system is as follows:

A	Superior	100% - 93%
B	Above Average	92% - 85%
C	Average	84% - 76%
D	Unsatisfactory/Below Average	75% - 70%
F	Failing (no credit)	69% - 0%
I	Incomplete	

A student may earn an incomplete when he or she fails to complete classroom assignments. Any student in grades 6-11 who receives an incomplete will have this grade recorded on his/her permanent record until the required work is completed to the teacher's satisfaction. If a student

does not remove an incomplete by completing the minimum classroom assignments, the incomplete will be calculated as a failing grade in determining the student's grade point average.

If a student does not remove an incomplete by completing the necessary work within two weeks of the end of the grading period, the incomplete will become a failing grade that the student may make up only by taking the entire course again. The two-week period may be extended by mutual agreement of the teacher, principal, and student.

A student who receives an incomplete during his/her senior year must satisfactorily complete the classroom assignments to participate in the graduation ceremony. Seniors with incomplete grades will not be dismissed from school attendance until the classroom assignments are completed to the teacher's satisfaction.

GPA

A student's GPA (grade point average) is figured on a semester basis. The GPA is determined by averaging the students' cumulative grades in academic courses.

Graduation Awards Policy 6007

The valedictorian and salutatorian of the graduating class shall be the students with the highest and second highest cumulative percentage grade point averages respectively in core curriculum course work completed in grades nine through twelve. These students will receive their awards during commencement exercises.

Students to be considered as being the salutatorian or valedictorian of the senior class must be in attendance at Paxton Consolidated Schools both semesters of their senior year. If they enter Paxton Consolidated Schools during their senior year and the school has been in session for two weeks or more, the student will be considered only as a possible tie for the salutatorian of the class. All senior students who have an "A" average for the four years of attendance shall be announced at graduation exercises.

A Valedictorian and Salutatorian shall be honored from each graduating class. These individuals must complete all Paxton Consolidated School graduation requirements and must accumulate 240 credits of which 230 will be academic credits. These credits must include:

- 40 credits of English
- 40 credits of Math (includes Algebra I & II, Geometry and one unit that builds on Algebra or Geometry)
- 30 credits of Natural Science

- 35 credits of Social Studies
- 20 credits of World Language
- 65 additional academic credits

Note: Algebra I that was taken in Jr. High does not count towards the requirement to earn 40 credits of high school math. Students taking academic courses to fulfill graduation requirements as pass/fail credit (i.e. Edgenuity) will not be eligible for valedictorian or salutatorian recognition.

Graduation Requirements

Students must earn two hundred thirty (230) total credit hours in order to graduate from high school.

Required courses and credit hours that students must complete in order to qualify for the Paxton Consolidated Schools High School Diploma are:

GRADUATION REQUIREMENTS

Policy 6005

A. 40 credits English
B. 30 credits Math
C. 30 credits Science
D. 30 credits Social Studies
E. 10 credits Vocational Arts
F. 10 credits Fine Arts
G. 10 credits Personal Health and Physical Fitness
H. 5 credits Personal Finance/Business Math
I. 5 credits Computer Science (required for the graduating class of 2027 and after)

230 Total credits

Students must pass all the above listed required courses plus enough additional courses to total 230 credits.

Students will be required to earn 10 credits of American History and 10 credits of American Government as part of their Social Studies credits.

Vocational courses will include any course taught in these areas:

- Business
- Family and Consumer Science
- Industrial Technology
- Information Technology
- Agriculture
- Life Skill

Fine arts courses will include any course taught in these areas:

Music
Band
Art

Academic and Non-academic Classes: Non-academic classes include vocal and instrumental music, personal health and physical fitness, student aide, and School-to-Career. Only 30 of the 230 credits may be earned in non-academic classes. All other courses are considered to be academic classes. World language, speech, art, ag, business, information and industrial technology are all examples of academic classes.

Credit: A student must successfully complete a class to earn credit. Failed classes receive no credit.

Academic credit is earned at a rate of 5 credits per semester in an academic class that meets five days per week. If the class meets for a full year, the student earns 10 credits upon successful completion of the class.
Algebra I, if taken in Jr. High, does not count towards high school graduation requirements.

Students in 12th grade may apply for an Extended School to Career. Extended School to Career allows students in the 12th grade to leave the building for up to 3 consecutive class periods each school day to participate in a career based learning activity. These applications must be completed and approved by the guidance counselor and administration.

Transfer students must meet the minimum hour requirement for graduation both in terms of total number and specific subject areas. Substitutions may be made for deficiencies in required courses, provided that it was not possible to include the courses on the student's schedule while enrolled at this school district.

Students who receive special education services are mainstreamed into the regular education curriculum when appropriate. The curriculum content of regular education classes may be modified to accommodate the individual needs and abilities of verified special education students. Each curriculum modification will be included on the student's Individual Education Plan by the Multidisciplinary Team and/or school staffing teams composed of special and regular education staff. Hours in special education will be counted toward a high school diploma.

Parents of students who may not qualify for their high school diploma because of academic deficiencies will be notified of this possibility by the beginning of the second semester of the student's senior year.

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. Homework assignments shall be kept minimal on Wednesday nights, which is traditionally considered "family night" in the community.

Honor Roll

Honor Roll will be figured at the end of each grading period based on the student's academic grade average.

93 to 100 = A Honor Roll
85 to 92 = B Honor Roll

* Students acknowledged as achieving all A's during the grading period will be designated with an asterisk.

Example:	A Honor Roll	B Honor Roll
	92	90
	90	92
	97	90
	93	91
	98	89
	470 / 5=94	452 / 5 = 90.4

Late Work Policy

The late work penalty is a 25% deduction per day for students in grades 6-12. The purpose of the late work policy is to help students become more responsible, meet deadlines and complete tasks on time. Students are assigned tasks to help master content standards and course objectives. Students often fail classes when they do not complete their work in a timely manner. The 25% per day late work penalty for grades 6-12 has been established to help our students learn an important life skill as well as to learn course material. There are few jobs or careers in which consistently late completion of assigned tasks is acceptable. Note: If a student has a school-excused absence, the late work penalty applies when the make-up slip due date has expired.

Students who are absent a half day or less due to their participation in school-sponsored activities (field trips, ball games, quiz bowl, Science Olympiad, track meets, etc.) should turn in work the day it is due unless other arrangements have been made with the instructor. Students who are absent due to participation in school-sponsored activities will be allowed one day to turn in their work without penalty per each day on which they miss five or more periods.

Mid-Term Graduation

Students are generally required to attend four years of high school (minimum of seven semesters) to be eligible to receive a diploma from the school district.

The Board of Education, upon receiving administrative recommendation, may grant mid-term exit from high school to students who have completed the requirements for graduation. To be considered for mid-term exit from high school, the student and his/her parents or guardian should apply during the first quarter of the student's senior year. The Board of Education will act on all requests. Any student who is granted mid-term exit from high school forfeits all privileges of high school enrollment, except the right to participate in commencement exercises.

Promotion & Retention

6th-8th Grade Promotion Requirements

To be promoted from the 6th, 7th to the 8th grade, a student must earn a minimum of 45 credits. These credits will be earned from academic and non-academic courses including math, science, social studies, English and electives. Credit recovery can be earned by attending summer school during the month of June.

To be promoted from the 8th grade, a student must earn 45 credits in addition to those earned as a 7th grader.

7-8 Academic Class Credits	7-8 Non-Academic Class Credits
Language Arts-5/semester	Music-1/semester
Math-5/semester	Personal Health & Physical Fitness-5/sem
History-5/semester	Band-5/semester
Science-5/semester	
Reading-5/semester	

Computer Applications/STEM 7 – *5*/semester
Careers 8 - 2.5/9 wks.
Health 8 – 2.5/9 wks.
Ag Education 7/8 -2.5/9 wks. & Art 7/8 – 2.5/9 wks

9-12 Grade Level Promotion Classification

To be classified at the following grade levels in grades 9-12 you must meet the requirements below:

Freshmen must have met criteria set for promotion from the 8th grade.
Sophomore students must have accumulated a minimum of 50 high school credits as a freshman.
Junior students must have accumulated a minimum of l00 high school credits during their freshman and sophomore years.
Senior students must have accumulated a minimum of 150 high school credits during their freshman, sophomore, and junior years.

Report Cards

Report cards are sent home the week following the end of the nine-week reporting period. Progress reports are also sent to parents of students who are having difficulty in an academic subject at the start of the 4th & 7th week of the quarter.

SECTION THREE

STUDENT DISCIPLINE

General Discipline Philosophy

The school district has the authority to discipline students who behave inappropriately on the way to school, at school, during lunch, on the way home, and at all school activities (home and away or any time while on school or district property).

The school district's discipline is guided by the following principles:

1. The school district's discipline policy is intended to ensure that students take responsibility for their behavior.
2. Behavior expectations and the consequences for failing to meet those expectations will be clearly communicated to all students and their parents.
3. The severity of consequences for violating behavior expectations will generally be progressive in nature. That is, sanctions will increase with each instance of misconduct; however, each instance will be assessed on its own facts, and sanctions will be imposed based on the severity of the misconduct.
4. Parents play a vital role in supporting and reinforcing the school district's expectations of their students.
5. Behavior expectations apply to all students; consequences are enforced consistently without regard to a student's academic record or achievement.

Extracurricular activities including athletics, cheerleading, band, chorus, and club activities, are governed by the Student Activity Handbook. Students who are involved in extracurricular activities may face consequences related to the activity in addition to the consequences discussed in this handbook.

The school district reserves the right to refer to the appropriate non-school agency any act or conduct of its students which may constitute a crime under federal, state, county, or local law. The administration will cooperate with these agencies in their investigations.

Forms of School Discipline

Administrative and teaching personnel may take actions regarding student behavior that are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but need not be limited to, counseling of students, parent conferences, referral to restorative justice practices or services,

rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation. The actions may also include in-school suspensions during the day or mandatory attendance at Saturday school. When in-school suspensions, after-school assignments, Saturday School, or other disciplinary measures are assigned, the student is responsible for complying with such disciplinary measures; a failure to serve such assigned discipline as directed will serve as grounds for further discipline, up to expulsion from school. District administrators may develop building-specific protocols for the imposition of student discipline.

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

For purposes of this section, “Parent” means parent, guardian, or educational decisionmaker of the student. “Educational decisionmaker” means a person designated or ordered by a court to make educational decisions on behalf of a child.

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

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

After School Sessions and Detentions

Teachers and administrators may require students to stay after school or to serve detention when the student violates any of the rules contained in this handbook or violates classroom-specific conduct rules set by individual teachers.

Students who ride the bus home from school will be given a 24-hour notice of after-school time or a detention so that the parents may make plans to pick up the student the following day.

- After-school sessions will not exceed 30 minutes from the time of dismissal and are to be served in the teacher's room. A student who fails to attend an after school session may be given a detention by the teacher or may face additional disciplinary consequences up to and including long-term suspension and/or expulsion. A student who has a conflict with an after-school session is responsible for working it out with the teacher.

- Detentions are *30-60 minutes*, served in the central office or the detention room designated by the building principal.

In-School Suspension
The building administrator may require a student to serve in-school suspension. Students may be required to attend school-sponsored suspension at a designated location where they will work on school-related assignments, tasks and activities. There will be zero tolerance for behavior problems from students placed in in-school suspension. Students not completing their In-School Suspension will face further disciplinary action.

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

Short-Term Suspension
The Principal or the Principal's designee may exclude a student from school or any school function for a period of up to five school days (short-term suspension) on the following grounds:

1. Conduct constituting grounds for expulsion as hereinafter set forth; or

2. Other violations of rules and standards of behavior adopted by the board of education or the administrative or teaching staff of the school, which occur on or off school grounds, if such conduct interferes with school purposes or there is a nexus between such conduct and school.

The following process will apply to short-term suspensions:

1. The Principal shall make a reasonable investigation of the facts and circumstances. Short-term suspension shall be imposed only after a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.

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

3. Within 24 hours or such additional time as is reasonably necessary following the suspension, the Principal 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; the actions made by the school to try to discontinue or alleviate the behavior of the student prior to considering suspension; resources the school is able to provide or recommend to assist the student; and how the school plans to handle such behavior in the future, including an actionable plan aimed at maximizing strategies to keep the student in school.

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

4. Students who are short-term suspended will be given the opportunity to complete classwork, including but not limited to examinations, under the following conditions: supervised by school personnel.

Weapons and/or Firearms
Students may be disciplined for the possession of weapons and/or firearms pursuant to the board's separate policy (5049) on weapons and firearms or state law.

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

Pre-Kindergarten through Second Grade Students
An elementary school shall not suspend a student in pre-kindergarten through second grade unless the student:

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

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

Expulsion

1. **Meaning of Expulsion.** Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period.

2. **Summer Review**. Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year. The review will be conducted by the hearing officer who conducted the initial expulsion hearing, or a hearing officer appointed by the Superintendent in the event no hearing was previously held or the initial hearing officer is no longer available or willing to serve, after the hearing officer has given notice of the review to the student and the student's parent or guardian. This review shall be limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original hearing. This review may lead to a recommendation by the hearing officer that the student be readmitted for the upcoming school year. If the school board or board of education or a committee of such board took

the final action to expel the student, the student may be readmitted only by action of the board. Otherwise, the student may be readmitted by action of the Superintendent.

3. **Suspension of Enforcement of an Expulsion**: Enforcement of an expulsion action may be suspended (i.e., "stayed") for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect, and as a condition of such suspended action, the student may be assigned to a school, class, or program/plan and to such other consequences which the school district deems appropriate.

4. **Alternative School or Pre-expulsion Procedures.** The school shall provide either an alternative school, class or educational program for expelled students or shall follow the pre-expulsion procedures outlined in Neb. Rev. Stat. 79-266.

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

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

1. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes;
2. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property;
3. Causing or attempting to cause personal injury to a school employee, to a school volunteer, or to any student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision;
4. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student;
5. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon (see also board policy on weapons and firearms);

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

c. Violating school bus rules as set by the school district or district staff;
d. Possessing, using, selling, or dispensing tobacco, drug paraphernalia, an electronic nicotine delivery system, or a tobacco imitation substance or packaging, regardless of form, including cigars, cigarettes, chewing tobacco, and any other form of tobacco, tobacco derivative product or imitation, or electronic cigarettes, vapor pens, etc.;
e. Possessing, using, selling, or dispensing any drug paraphernalia or imitation of a controlled substance regardless of whether the actual substance possessed is a controlled substance by Nebraska law;
f. Possession of pornography;
g. Sexting or the possession of sexting images (a combination of sex and texting - the act of sending sexually explicit messages or photos electronically);
h. Engaging in initiations, defined as any ritualistic expectations, requirements, or activities placed upon new members of a school organization for the purpose of admission into the organization, even if those activities do not rise to the level of "hazing" as defined below. Initiations are prohibited except by permission of the superintendent;
i. Engaging in hazing as defined by state law and this policy. Hazing is defined as any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership in any school organization. Under state criminal law, hazing activities include, but are not limited to, whipping, beating, branding, an act of sexual penetration, an exposure of the genitals of the body done with the intent to affront or alarm any person, a lewd fondling or caressing of the body of another person, forced and prolonged calisthenics, prolonged exposure to the elements, forced consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption, prolonged sleep deprivation, or any brutal treatment or the performance of any unlawful act that endangers the physical or mental health or safety of any person. For purposes of school rules, hazing also includes any activity expected of someone joining a group, team, or activity that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate; personal servitude; restrictions on personal hygiene; yelling, swearing and insulting new members/rookies; being forced to wear embarrassing or

humiliating attire in public; consumption of vile substances or smearing of such on one's skin; binge drinking and drinking games; sexual simulation and sexual assault;

j. Bullying which shall include cyber-bullying, defined as the use of the internet, including but not limited to social networking sites such as Facebook, cell phones or other devices to send, post or text message images and material intended to hurt or embarrass another person. This may include, but is not limited to; continuing to send email to someone who has said they want no further contact with the sender; sending or posting threats, sexual remarks or pejorative labels (i.e., hate speech); ganging up on victims by making them the subject of ridicule in forums, and posting false statements as fact intended to humiliate the victim; disclosure of personal data, such as the victim's real name, address, or school at websites or forums; posing as the identity of the victim for the purpose of publishing material in their name that defames or ridicules them; sending threatening and harassing text, instant messages or emails to the victims; and posting or sending rumors or gossip to instigate others to dislike and gang up on the target;
k. Violation of the district's computer acceptable computer use policy are subject to discipline, up to and including expulsion;
l. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a simulated or "look-a-like" weapon;
m. Using any object to simulate possession of a weapon;
n. Knowingly making a false statement or knowingly submitting false information during the Title IX grievance process or any other school investigation or making a materially false statement in bad faith in the course of a Title IX grievance proceeding or any other school investigation; and
o. Any other violation of a rule or regulation established by a school district staff member pursuant to authority delegated by the board.

The length of any suspension, expulsion, or mandatory reassignment shall be as provided or allowed by law.

Reporting Requirement to Law Enforcement

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

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

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

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

1. The decision to recommend discipline shall be made within two school days after learning of the alleged student misconduct. On the date of the decision to discipline, the Principal shall file with the Superintendent a written charge and a summary of the evidence supporting such charge.
2. The Principal shall serve the student and the student's Parent with a written notice by registered or certified mail or personal service within two school days of the date of the decision to recommend long-term suspension or expulsion. The notice shall include the following:
    a. The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension, expulsion, or mandatory reassignment, including a summary of the evidence to be presented against the student;
    b. The penalty, if any, which the principal has recommended in the charge and any other penalty to which the student may be subject;
    c. Resources the school is able to provide or recommend to assist the student;
    d. How the school plans to handle such behavior in the future, including an actionable plan aimed at maximizing strategies to keep the student in school;
    e. A statement that, before long-term suspension, expulsion, or mandatory reassignment can be invoked, the student has a right to a hearing, upon request, and that if the student is suspended pending the outcome of the hearing, the student may complete

classwork and homework, including, but not limited to, examinations, missed during the period of suspension pursuant to district guidelines which shall not require the student to attend the school district's alternative programs for expelled students in order to complete classwork or;

f. A description of the hearing procedures provided by the act, along with procedures for appealing any decision rendered at the hearing;
g. A statement that the principal, legal counsel for the school, the student, the student's Parent, or the student's representative has the right (i) to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct and (ii) to know the identity of the witnesses to appear at the hearing and the substance of their testimony; and
h. A form on which the student, the student's Parent may request a hearing, to be signed by such parties and delivered to the principal or superintendent in person or by registered or certified mail to the address provided on the form.

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

4. Nothing in this policy shall preclude the student, student's Parent or representative(s) from discussing and settling the matter with appropriate school personnel prior to the time the long-term suspension, expulsion, or mandatory reassignment takes effect.

5. If a hearing is requested within five days after receipt of the notice, the Superintendent shall recommend appointment of a hearing examiner within two school days after receipt of the hearing request. The student or the student’s Parent may request designation of a hearing examiner other than the hearing examiner recommended by the superintendent if notice of the request is given to the superintendent within two school days after receipt of the superintendent’s recommended appointment. Upon receiving such request, the superintendent must provide one alternative hearing

examiner who is not an employee of the school district or otherwise currently under contract with the school district and whose impartiality may not otherwise be reasonably questioned. The student or the student's Parent must, within five school days, select a hearing examiner to conduct the hearing who was recommended or provided as an alternative hearing examiner, and shall notify the superintendent in writing of the selection. The superintendent must appoint the selected hearing examiner upon receipt of such notice.

6. The hearing examiner must, within two school days after being appointed, give written notice to the principal, the student, and the student's Parent of the time and place for the hearing.

7. The hearing shall be held within a period of five school days after appointment of the hearing examiner, but such time may be changed by the hearing examiner for good cause with consent of the parties. No hearing shall be held upon less than two school days' actual notice to the principal, the student, and the student's Parent, except with the consent of all the parties.

8. The principal or legal counsel for the school, the student, and the student's Parent or representative have the right to receive a copy of all records and written statements referred to in the Student Discipline Act as well as the statement of any witness in the possession of the school board or board of education no later than forty-eight hours prior to the hearing.

9. If a hearing is requested more than five school days following the receipt of the written notice, but not more than thirty calendar days after receipt, the Superintendent shall appoint a hearing examiner. The hearing will be held according to the requirements of section 79-269. The student shall be entitled to a hearing but the consequence imposed may continue in effect pending final determination.

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

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

STUDENT BEHAVIOR OFFENSES AND CONSEQUENCES

GROUP ONE

OFFENSES

1.1 Disturbance of class, study hall, cafeteria, school function or while traveling in a school vehicle.
1.2 Inappropriate behavior or display of affection.
1.3 Skipped detention.
1.4 Lack of respect for other students, teachers, personnel, and school property.
1.5 Leaving school grounds without permission or going to the parking lot without office permission.
1.6 Being in restricted areas of building or grounds without permission.
1.7 Improper care or deliberate damage to books or school property.
1.8 Traffic or parking violations related to school rules.
1.9 Violation of dress code.
1.10 Violation of Acceptable Use of Technology
1.11 Disruption; blurts out, loud voice, making excessive noises, moves around, talks to peers

CONSEQUENCES

1.1 First offense—Oral reprimand, detention (4 hours or less), teacher/student conference.
1.2 Second offense—Long-term detention (4 -16 hours), notification of parents.
1.3 Third offense—Office referral, in-school suspension, parent/student/teacher/ principal conference.
1.4 Fourth offense—Short-term out-of-school suspension, parent/principal conference. A parent may be asked to accompany the student to class for the same length of time.
1.5 Fifth offense—Long-term out-of-school suspension, parent/principal conference. A parent may be asked to accompany the student to in-school suspension for half the suspension time.
1.6 Sixth offense—Recommendation to superintendent for expulsion. For Group One offenses the first two offenses will be handled by the classroom teacher or by whoever sees the offense. After a student reaches the 1.3 status they will progress to 1.4 regardless of what class or by whom they are referred.

GROUP TWO

OFFENSES

2.1 Use of profanity.
2.2 Insubordination. (disobedience to authority).
2.3 Possession of a pocket knife. (a single edge blade no longer than two and a half inches)
2.4 Verbal assault or verbal/written threats. (student-to-student)
2.5 Smoking, chewing tobacco, use or possession of smoking materials including electronic nicotine delivery systems on school property, in any facilities belonging to the school system, or during times when students are to be in the direct control of the school system.

2.6 Tampering with or misrepresenting school documents
2.7 Defiance of staff/personnel authority.
2.8 Use of violence, force, coercion, threat, intimidation or similar conduct against any student, school employee, or other person.
2.9 Possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon.
2.10 Verbal abuse, harassment, profanity towards, or disrespect for school personnel and/or students.

CONSEQUENCES
2.1 First offense—Office referral, long-term detention, notification of parents.
2.2 Second offense—Office referral, in-school suspension, parent/student/teacher/principal conference, school counselor/student counseling sessions and parent contact.
2.3 Third offense—Short-term out-of-school suspension, parent/principal conference. A parent may be asked to accompany the student to class for the same length of time.
2.4 Fourth offense—Long-term out-of-school suspension, parent/principal conference. A parent may be asked to accompany the student to in-school suspension for half the suspension time.
2.5 Fifth offense—Recommendation to superintendent for expulsion.

GROUP THREE

OFFENSES
3.1 Damage to property of substantial value. The administration will determine what constitutes "substantial value". (Financial restitution will be required of the student in all cases of damage, defacing, or destruction.) If damage is over $100.00, it may be turned over to the appropriate law enforcement agency.
3.2 Fighting or causing to fight in school, on school property, or during a school-sponsored activity. A student would not be considered to have violated the policy if the student participated in the fight, but does so only in self-defense.
3.3 Trespassing.
3.4 Threat to obtain money or anything of value; theft or attempted theft.
3.5 Willfully causing or attempting to cause substantial damage to private or school property or stealing or attempting to steal private or school property.
3.6 Extortion of any student.
3.7 Public indecency.
3.8 Sexually assaulting or attempting to sexually assault any school employee or any student.
3.9 Engaging in any other activity forbidden by the laws of the State of Nebraska which constitutes a danger to other students or interferes with school purposes.
3.10 Sexting.
3.11 Unacceptable use of technology as defined in Policy 5037

CONSEQUENCES

3.1 First offense—Office referral, in-school suspension, parent/student/teacher/principal conference.

3.2 Second offense—Short-term out-of-school suspension, parent/student/teacher/principal conference, counselor/student counseling sessions. A parent may be asked to accompany the student to class for the same length of time.

3.3 Third offense—Long-term out-of-school suspension, parent/principal conference. A parent may be asked to accompany the student to in-school suspension for half the suspension time.

3.4 Fourth offense—Recommendation to superintendent for expulsion.

GROUP FOUR

OFFENSES

4.1 Unlawfully possessing, consuming or being under the influence of any drug, narcotic, or alcohol;

unlawfully possessing or consuming any "look-alike" drug, or drug paraphernalia; or the abuse of

over the counter drugs at school, at school sponsored events, or prior to attending school or school

events.

CONSEQUENCES

4.1 First offense—Out-of-school suspension up to nineteen (19) days, notification of parents, notification of law enforcement personnel, recommendation of drug/alcohol assessment at the expense of the student or his/her parents, or possible recommendation to the superintendent for expulsion.

Five Day Suspension:

*The student has been proven to be in violation of a school policy on drug/alcohol use.

*The student has agreed to a drug alcohol assessment.

*The student has revealed the source of their chemical to the proper school official after having been informed this information will be passed on to the appropriate law enforcement official for their further handling of the matter. Under no circumstances will a student be told that nothing further will happen to them. Since the matter has been referred to law enforcement officials, the issue is now in their hands and must be dealt with according to their policies and procedures.

Ten Day Suspension:

*A suspension for 10 days is to be made when a student has been proven to have been violating the Paxton Consolidated School District drug and alcohol rules and who has agreed to a formal drug and alcohol assessment, but who has refused to reveal the source of the chemical. In other words, a student

who has been drinking but who refuses to tell who got the liquor for them can receive no less than a 10 day suspension, assuming that he/she is agreeable to a chemical assessment.

Nineteen Day Suspension:

*A 19 day suspension is to be given to all students who refuse a chemical assessment or who for severity of infraction or other extenuating reasons do not fall into the first time recommendation to the superintendent for expulsion.

GROUP FIVE

OFFENSES

5.1 Assault and/or battery on an employee or student of the Paxton Public Schools.
5.2 Threatening or causing bodily harm to school personnel or students.
5.3 Pulling fire alarm.
5.4 Making a bomb threat.
5.5 Possession of fireworks.
5.6 Engaging in any activity forbidden by law which interferes with school purposes.
5.7 Stealing of personal or school property.

CONSEQUENCES

5.1 First offense—Long-term out-of-school suspension, parent/principal conference.
5.2 Second offense—Recommendation to superintendent for expulsion.

GROUP SIX

OFFENSES

6.1 Possession of a weapon (Ex. Knife or gun) as defined by local law enforcement.

CONSEQUENCES

6.1 First offense—Recommendation to superintendent for expulsion.

IMPORTANT FACTS

On Group two and three offenses, students will be able to move back one step (i.e., move from 3.4 to 3.3) if the student can go forty-five (45) school days without an office referral.

Regardless of the offense within a given group, the student will progress to the next level of consequences. Furthermore if a student receives an offense in a different group than what he/she has previously obtained the most severe consequences will be administered.

Students may receive full credit for their school assignments while serving an in-school suspension. Students may receive a maximum of 70% on school assignments while serving an out-of-school suspension. Students will receive zeroes in all school assignments while serving an expulsion.

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

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

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

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

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

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

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

EMERGENCY PROTOCOL:

1. CALL 911.
2. Summon school nurse if available. If not, summon designated trained, non-medical staff to implement an emergency protocol.
3. Check airway patency, breathing, respiratory rate, and pulse.

4. Administer medications (epinephrine auto injector and nebulized albuterol) per standing order.
5. Determine cause as quickly as possible.
6. Monitor vital signs (pulse, respiration, etc.).
7. Contact parents immediately and prescribing health care practitioner as soon as possible.
8. Any individual treated for symptoms with epinephrine at a school will be transferred to a medical facility.

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

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

SECTION FOUR

STAFF DIRECTORY

Members of the Board of Education

Cory Holm	President
Brittany Hardin	Vice-President
Doug Wasserman	Secretary
Molly Thompson	Treasurer
Doug Luedke	Member
Michael Holzfaster	Member

Administrative Staff

Stacy McAbee	Superintendent
Sonya Price	PreK-12 Principal

Teaching Staff

Brittany Brott	Elementary SPED
Bethany Essink	MS/HS SPED
Shelly Fischer	Grade 2
Crystal Fox	MS/HS Science
Elizabeth Gleason	Grade 3
Kendra Jay	Grade 4
Lindsey Jorgensen	PreK-12 PE
Anthony Julian	HS History/AD
Erin Kuenning	Preschool
DoAnn McDonald	MS S.S./Science
Lisa Mitchell	Title I
Megan Mullen	IT / K-12 STEM
Tara Peters	K-12 Music
Morgan Pospisil	Kindergarten
Mary Schimonitz	HS English
Syd Schulz	Grade 5/HS FACS
Erica Schow	Grade 1
Hannah Seifer	MS English
Jean Spencer	Counselor
Jodi Storer	Librarian
Katherine Sylvester	DL Spanish I/II
Michelle Thomas	MS Math
Corey Turner	Ag Education
Austin Uden	HS Math
Trey White	Art

Paraprofessionals

Kim Connick
Jason Florom
Sophia Gordinier
Brittany Kugler
Cari Meyer
Annie Rudolph
Sara Vasquez

Office Staff

Olene Beck..... Business Manager
Cher Perlinger..... Administrative Asst.

Custodians

Chance Morland..... MS/HS Custodian
Mike Morland..... Head Custodian
David Newhoff ..... Elementary Custodian

Food Service Program

Paula Rosentrater..... Food Service Manager
Teresa Hehnke..... Assistant Cook
Angela Fricke..... Assistant Cook

Transportation Department

Matt Fox.....Activity/Route Driver
Jim Knothe..... Route Driver
Cal Hoover..... Route Driver

Special Services Staff

Kristi Chessmore.....SPED Director
Jenny Dyer .....Physical Therapist
Cassie Jarzynka..... Occupational Therapist
Angie McBride.....Speech Pathologist
Dr. Luke McConnell .....School Psychologist

Extracurricular Assignments

JH/HS Cross Country..... Lindsey Jorgensen
HS Head Football..... Chance Morland
Asst. HS Football.....Jared McFadden
Asst. HS Football.....Bobbie Potter
Asst. HS Football.....Trey Zuniga
HS Head Volleyball..... Lisa Mitchell
Asst. HS Volleyball..... Erin Kuenning
JH Football..... Anthony Julian

JH Volleyball..... Lisa Mitchell
HS Girls Head Basketball..... Chance Morland
HS Girls Asst Basketball..... Erica Schow
HS Boys Head Basketball..... Isaiah Fox
HS Boys Asst Basketball..... Trey White
HS Boys Wrestling..... Todd Ford
HS Girls Wrestling..... Shawn Hebbert
JH Wrestling..... Todd Ford
JH Girls Basketball..... Lindsey Jorgensen
JH Boys Basketball..... Anthony Julian
HS Track..... Linsdey Jorgensen
HS Track..... Libby Gleason
JH Track..... Lisa Mitchell
JH Track..... DoAnn McDonald
HS Golf..... Anthony Julian
Cheerleading Sponsor..... Kim Connick
Cheerleading Sponsor..... Brooklyn Kugler
FFA Sponsor..... Corey Turner
FFA Asst Sponsor..... Trey White
One Acts Head Coach..... Tania Fox
One Acts Asst Coach..... Jordan Gartner
One Acts Asst Coach..... Linda Drews
One Acts Asst Coach..... Eben Rosentrater
HS Science Olympiad..... Linda Drews
MS Science Olympiad..... Megan Mullen
Speech..... Crystal Fox
Sphero..... Libby Gleason
E-Sports..... Austin Uden
Future Problem Solvers..... Tara Peters
Student Council & Letter Club..... Mary Schimonitz
National Honors Society..... Jean Spencer
HAL Coordinator..... Libby Gleason
SAT Chair / 504 Coordinator..... Jean Spencer
6th Grade Class Sponsor..... Hannah Seifer
7th Grade Class Sponsor..... DoAnn McDonald
8th Grade Class Sponsor..... Jodi Storer
Freshmen Class Sponsor..... Tara Peters
Freshmen Class Sponsor..... Austin Uden
Sophomore Class Sponsor..... Trey White
Junior Class Sponsor..... Bethany Essink
Senior Class Sponsor..... Michelle Thomas

SCHOOL CALENDAR 2026-2027

August 13	1st Day of School 8:00 - 3:27
August 17	1st Day of Preschool
September 7	Labor Day - No School
September 8	No School - Staff PLC Day w/ESU 16
September 21	No School - Staff Inservice
October 5	No School - P-T Conferences 12-7 pm
October 12	No Elem. - Teacher Training
October 16	End of Q1 (43 Days)
November 6	No School
November 25-27	No School - Thanksgiving Break
November 30	No Elem. - Teacher Training
December 18	End Q2 (41 days) End S1 (84 days)
December 21	Christmas Break Begins
December 23-27	NSAA Moratorium - No Winter NSAA Practice
January 4	No School – Teacher Inservice
January 5	School Resumes - Q 3 begins
January 25	No School - Staff Inservice
February 15	No School – Staff PLC Day w/ESU 16
February 22	No Elem – PK-5: P-T Conferences 1:00-7:00
March 1	No Elem. - Teacher Training
March 9	End of Q3 - (44 days)
March 10-12	No School - Mid Term Break
March 26	No School - Good Friday
March 29	No School - Easter Break
April 12	No School - Staff Inservice
April 26	No School - Spring Break
May 15	Graduation 3:00 p.m.
May 19	Students Last Day End Q 4 (43 days) End S2 (87 days)
May 26	Teacher Checkout

*****Please note that our school calendar has 5 extra days built into it for unscheduled dismissal (i.e. snow days, state tournaments). The earliest day for dismissal will be May 18, 2027. The final day of school will be announced in the May 2027 newsletter.
The calendar is subject to change with Board approval.

DAILY SCHEDULES

REGULAR DAY SCHEDULE
(M-TH Schedule)

8:00 - 8:50 Period 1
8:52 - 9:42 Period 2
9:47 - 10:37 Period 3
10:39 - 11:29 Period 4
11:31 - 12:21 Period 5
12:21 - 12:51 Lunch
12:53 - 1:43 Period 6
1:45 - 2:35 Period 7
2:37 - 3:27 Period 8

2:00 DISMISSAL BELL & PERIODS
(Friday Schedule)

8:00 - 8:39 Period 1
8:41 - 9:20 Period 2
9:25 - 10:04 Period 3
10:06 - 10:45 Period 4
10:47 - 11:26 Period 5
11:28 - 12:07 Period 6
12:07 - 12:37 Lunch
12:39 - 1:18 Period 7
1:20 - 2:00 Period 8

School dismissed at 2:00 on Fridays.

Lunch Schedule

Time	Monday-Thursday	Time	Friday
10:50- 11:20	K-1 Lunch	11:00-11:30	4-5 Lunch
11:29 - 11:59	6-7 Lunch	11:26-11:56	6-7 Lunch
11:40 - 12:10	2-3 Lunch	11:35-12:05	K-1 Lunch
11:50 - 12:20	4-5 Lunch	11:45-12:15	2-3 Lunch
12:21- 12:51	8-12 Lunch	12:07-12:37	8-12 Lunch

3057
Title IX

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

Adopted on: July 15, 2024
Revised on: June June 9, 2025

5052 School Wellness Policy

The school district is committed to providing a school environment that enhances learning and the development of lifelong wellness. The goals outlined in this policy were determined and selected after reviewing and considering evidence-based strategies.*

1. Goals for Nutrition Promotion and Education

a. The district will promote healthy food and beverage choices for all students, as well as encourage participation in school meal programs by such methods as implementing evidence-based healthy food promotion techniques through the school meal programs and promoting foods and beverages that meet or exceed the USDA Smart Snacks in School nutrition standards.

b. The health curriculum will include information on good nutrition and healthy living habits.

c. Teachers will incorporate information on nutrition and wellness into the classroom curriculum as appropriate.

d. The district will collaborate with public and private entities to promote student wellness.

e. Water will be made available to students throughout the school day.

2. Goals for Physical Activity

a. The school district’s curriculums shall include instruction on physical activity and habits for healthy living.

b. Students will be encouraged to engage in physical activities throughout the school day and will be provided with opportunities to do so.

c. The district encourages parents and guardians to support their children's participation in physical activity, to be physically active role models, and to include physical activity in family events.

3. Goals for Other School-Based Activities Designed to Promote Student Wellness

a. The district will participate in state and federal child nutrition programs as appropriate.

b. The district will provide professional development, support, and resources for staff about student wellness.

c. Students will be provided sufficient time in which to eat school-provided meals.

d. The district's lunchrooms will be attractive and well-lighted.

e. The district will allow other health-related entities to use school facilities for activities such as health clinics and screenings so long as the activities meet the district's requirements and criteria for the use of facilities.

f. The district may partner with other individuals or entities in the community to support the implementation of this policy.

g. The district will strive to provide physical activity breaks for all students, recess for elementary students, and before and after school activities, as well as encourage students to use active transport (walking, biking, etc.)

h. The district will use evidence-based strategies to develop, structure, and support student wellness.

4. Standards and Nutrition Guidelines for All Foods and Beverages Sold to Students on the School Campus and During the School Day

a. The district will ensure that student access to foods and beverages meet federal, state and local laws and guidelines including, but not limited to:

i. USDA National School Lunch and School Breakfast nutrition standards

ii. USDA Smart Snacks in School nutrition standards.

b. The district will offer students a variety of age-appropriate, healthy food and beverage selections with plenty of fruits, vegetables, and whole grains aimed at meeting the nutrition needs of students within their calorie requirements in order to promote student health and reduce childhood obesity.

5. Standards for All Foods and Beverages Provided, But Not Sold to Students During the School Day

The district may provide a list of healthy party ideas or food and beverage alternatives to parents, teachers, and students for classroom parties, rewards and incentives, or classroom snacks. The district discourages the use of food and beverages as a reward or incentive for performance or behavior.

6. Food and Beverage Marketing

Marketing and advertising is only allowed on school grounds or at school activities for foods and beverages that meet or exceed the USDA Smart Snacks in School nutrition standards, except as follows:

a. This requirement does not apply to marketing that occurs at events outside of school hours such as after school sporting or any other events, including school fundraising events.

b. The district will not immediately replace menu boards, coolers, tray liners, beverage cups, and other food service equipment with depictions of noncompliant products or logos to comply with the new USDA Smart Snacks in Schools nutrition requirements. All previously purchased products will be used, and all existing contracts honored.

c. All equipment that currently displays noncompliant marketing materials will not be removed or replaced (e.g., a score board with a Coca-Cola logo). However, as the district reviews and considers new contracts, and as scoreboards or other such durable equipment are replaced or updated over time, any products that are marketed and advertised will meet or exceed the USDA Smart Snacks in School nutrition standards

7. Public Participation

Parents, students, representatives of the school food authority, teachers, school health professionals, board members, school administrators, and

members of the general public shall be allowed to provide their input to the school district during the wellness policy adoption and review process.

8. Competitive Foods (Includes Food and Beverages Sold in Vending Machines, School Stores, and Fundraisers)

1. Definitions. "Competitive food" means all food and beverages other than meals reimbursed under programs authorized by the Richard B. Russell National School Lunch Act and the Child Nutrition Act of 1966 available for sale to students on the school campus during the school day. For the purpose of competitive food standards implementation, "school day" means the period from the midnight before to 30 minutes after the end of the official school day.
2. Applicability. Except as otherwise allowed by the Nebraska Department of Education (NDE) or applicable law, all competitive food sold during the school day must meet the USDA Smart Snacks Standards and the nutrition standards found in 7 CFR § 210.11. The competitive food restrictions do not apply to food sold during non-school day hours, weekends, and off-campus fundraising events such as concessions during after-school sporting events, school plays or concerts; or to bulk food items that are sold for consumption at home. (Ex: frozen pizzas, cookie dough tubs, etc.)
3. Fundraiser Exemptions. A special exemption is allowed for the sale of food and/or beverages that do not meet the competitive food standards as required in this section for the purpose of conducting an infrequent school-sponsored fundraiser. The specially exempted fundraisers must not take place more than the frequency specified by NDE during such periods that schools are in session. No specially exempted fundraiser foods or beverages may be sold in competition with school meals in the food service area during the meal service.
4. Other Exemptions. The only other nutrition exemptions from the competitive food requirements are those found in 7 CFR § 210.11.
5. Other Limitations. No competitive food can be sold to children anywhere on school premises beginning one half hour before breakfast and/or lunch service until one half hour after meal service unless all proceeds earned during these time periods go to the school nutrition program.

9. Triennial Assessment

The school board shall assess and review this policy at least every three years to determine:

a. Compliance with this policy;
b. How this policy compares to NDE model wellness policies;
c. Progress made in attaining the goals of this policy.

The school board will update or modify this policy as appropriate.

10. Public Notice

In addition to identifying the topic on its meeting agenda as required by the Open Meetings Act, the school district will provide notice of this policy at least annually to the public and other stakeholders identified in this policy by one or more of the following methods: on its webpage, in its newsletter, in the student and employee handbooks, newspaper advertisements, direct mailings, electronic mail, and public postings.

In addition to identifying the topic on its meeting agenda as required by the Open Meetings Act, the school district will provide notice of the Triennial Assessment and progress reports towards meeting the goals in this policy using one or more of those same methods.

11. Recordkeeping

The District will retain records to document compliance with the requirements of the wellness policy at its central office.

12. Operational Responsibility

The superintendent is responsible for coordinating the implementation of this policy and for monitoring the district's progress in meeting the goals established by this policy. The superintendent will periodically report to the board on the district's progress in implementing this policy.

* These strategies include, but are not necessarily limited to, those cited in the Alliance for a Healthier Generation's Model Wellness Policy (Updated June 2020 to Reflect the USDA Final Rule) found at https://api.healthiergeneration.org/resource/2.

Adopted on: June 14, 2021

Reviewed and Revised on July 17, 2023, July 15, 2024

SECTION FIVE

FORMS

This section contains forms that students and their parents must complete and return to the school office **NO LATER THAN** August 14, 2026.

RECEIPT

This Student Handbook is distributed in accordance with Nebraska State Law, Section 79-262, paragraph three which states in part: "Rules and Standards which form the basis for discipline shall be distributed to students and parents at the beginning of each school year or at the time of enrollment…"

Parents (or guardians) and students are required to sign & return the receipt form below by August 14, 2026.

PARENT/STUDENT AGREEMENT

I have received and read the Student Handbook that describes the Paxton Consolidated School District's discipline policies, regulations, rules, and expectations to be followed by students enrolled in the Paxton Consolidated Public Schools, including the Drug Free School Policy. My child and I have discussed these policies and understand that we must comply with them.

RECOGNITION OF POTENTIAL AMENDMENTS OR SUPPLEMENTS

The rules and information provided in this handbook may be supplemented or amended by the School District's administration at any time, consistent with applicable law and board policy. All parents shall be provided notice of any such changes by the district's regular means of contact. By signing below, you agree that you will read any such information and communications, discuss them with your child, and recognize that you must comply with all rules, procedures, and requirements as they apply at that time.

PAXTON CONSOLIDATED SCHOOLS
2026-2027 STUDENT & PARENT/GUARDIAN ACKNOWLEDGEMENT AND RECEIPT FORM

Please Print: STUDENT:_____ **GRADE:** _____

➢**SCHOOL POLICIES** CAN BE FOUND AT: http://www.paxtonschools.org
➢**STUDENT HANDBOOK**: I (We) have read the 2025-2026 Student Handbook for Paxton students as approved by the Paxton Consolidated Schools Board of Education and administration. The handbook can be found at http://www.paxtonschools.org We understand that these guidelines may not cover all incidents and that some situations may need to be handled by the administration on an individual basis. We also understand that we have the right based on the Student Discipline Act (sections 79-254 through 79-294 of the Nebraska statutes) to meet with the administration about an individual situation or problem.
➢**STUDENT ACTIVITY HANDBOOK (Grades 5-12):** I (We) have read the 2025-2026 Student Activity Handbook for Paxton students as approved by the Paxton Consolidated Schools Board of Education and administration. The handbook can be found at http://www.paxtonschools.org We understand that these guidelines may not cover all incidents and that some situations may need to be handled by the administration on an individual basis. We also understand that we have the right based on the Student Discipline Act (sections 79-254 through 79-294 of the Nebraska statutes) to meet with the administration about an individual situation or problem.
➢**SCHOOL TECHNOLOGY ACCOUNT**: Your signature below verifies your acceptance of the Paxton Consolidated Schools Technology System Agreement and the conditions outlined. By your signature, you acknowledge that you have read and retained the Paxton Consolidated Schools Technology System Use Rules and Agreement located in the Paxton Consolidated Schools Student Handbook. Paxton School District manages Google Workspace for Education accounts, including Core and Additional Services. Your signature herein indicates that you are bound with said agreement.
➢**INSURANCE: (check only ONE)**

_____ We have adequate insurance and DO NOT wish to participate in any of the policies offered.

_____ We wish to participate with insurance policy offered at www.sas-mn.com
➢**IMAGE RELEASE: (check only ONE**) From time to time, we feature some of our students on our school's website, especially if your child is involved in extracurricular activities. We need you to sign this form and check the appropriate box indicating yes that we can post your child's picture as well as to allow news and media when they do their school coverage; or no that you do not wish us to do so.

_____ YES we authorize Paxton Consolidated Schools permission to post our child's picture/video AND first name on the school website as well to allow news and media coverage.

_____ YES we authorize Paxton Consolidated Schools permission to post our child's picture/video WITHOUT first name on the school website as well as to allow news and media coverage.

_____ NO we do not authorize photo/video release of our child.
➢ **REQUEST OF NOTIFICATION OF STUDENT CHECKING OUT LIBRARY BOOKS:**
I hereby request to be notified when my student checks out a book from the school library.

_____ YES EMAIL: _____

_____ NO

➤**CONCUSSION FORM**: I (We) have received a copy of the Concussion Protocol Form; and will comply with it.
➤**SCHOOL COMPUTER LOAN AGREEMENT Gr 6-12**: I (We) acknowledge we have read the Computer Loan Agreement located within the Paxton Consolidated Schools student handbook and agree to comply with the Computer Loan Agreement. **The signature of both the student and parent/guardian are needed on this form for students to receive a school-issued digital device.**
➤**NOTICE OF POLICY ON OPTING OUT OF ASSESSMENTS**
The Board of Education has adopted a policy on approval and denial of state and federal assessment opt-out requests, which is based on requirements in law. The policy can be requested by contacting the Superintendent or locating on the school website under School District Policies. (Policy 5018).

DRUG-FREE SCHOOLS STATEMENT: RECEIPT SHALL ALSO SERVE TO DEMONSTRATE THAT YOU AS PARENT OR GUARDIAN OR A STUDENT ATTENDING PAXTON CONSOLIDATED SCHOOLS HAVE RECEIVED NOTICE OF THE STANDARDS OF CONDUCT OF THIS DISTRICT EXPECTED OF STUDENTS CONCERNING THE ABSOLUTE PROHIBITION AGAINST THE UNLAWFUL POSSESSION, USE, OR DISTRIBUTION OF ILLICIT DRUGS AND ALCOHOL ON SCHOOL PREMISES OR AS A PART OF ANY OF THE SCHOOL'S ACTIVITIES AS DESCRIBED IN BOARD POLICY OR ADMINISTRATIVE REGULATION. THIS NOTICE IS BEING PROVIDED TO YOU PURSUANT TO THE SAFE AND DRUG-FREE SCHOOLS LAW AND 34C.F.R. PART 86, BOTH FEDERAL LEGAL REQUIREMENTS FOR THE DISTRICT TO OBTAIN FEDERAL FINANCIAL ASSISTANCE.

YOUR SIGNATURE ON THIS RECEIPT ACKNOWLEDGES THAT YOU AND YOUR CHILD OR CHILDREN WHO ARE STUDENTS ATTENDING THIS DISTRICT FULLY UNDERSTAND THE DISTRICT'S POSITION ABSOLUTELY PROHIBITING THE UNLAWFUL POSSESSION, USE, OR DISTRIBUTION OF ILLICIT DRUGS AND THE POSSESSION, USE, OR DISTRIBUTION OF ALCOHOL OR TOBACCO ON SCHOOL PREMISES OR AS A PART OF THE SCHOOL'S ACTIVITIES AS HEREIN ABOVE DESCRIBED AND THAT COMPLIANCE WITH THESE STANDARDS CAN AND WILL RESULT IN PUNITIVE MEASURES BEING TAKEN AGAINST ANY STUDENT FAILING TO COMPLY WITH THESE STANDARDS.

➤**RECOGNITION OF POTENTIAL AMENDMENTS OR SUPPLEMENTS:** The rules and information provided in the handbooks may be supplemented or amended by the School District's administration at any time, consistent with applicable law and board policy. All parents shall be provided notice of any such changes by the district's regular means of contact. By signing below, you agree that you will read any such information and communications, discuss them with your child, and recognize that you must comply with all rules, procedures, and requirements as they apply at that time.
➤With your **signature** below you are acknowledging you have read all the information on the acknowledgement form and any documentation that is pertinent. Your signature below states that you have read and agree to comply with each of the forms, documents and policies outlined above.
You must return this signed form to the Paxton School Office by August 14, 2026.

Student:_____

Parent/Guardian: _____ **Date signed:** _____

Note: Paper copies of any of the forms, documents and policies outlined above are available at the school office upon request.
Note: A separate acknowledgement form is required for each student.

Student Handbook Changes 2026-2027

P. 12 - Prohibition on Discontinuing Enrollment, Abuse or Neglect Investigation
P. 12 - Excused Absences - Physical or Mental Illness
P.13 - Excessive Absenteeism
P. 14 - Parent Obligated to… (was missing from a previous change - matched five days on page 14 to page 15)
P. 27 - Google Workspace for Education
P. 53 - Included basketball in student activity fees
P. 55 - Lunch prices
P. 60 - Student Use of AI Tools
P. 76 - Forms of school discipline (this is an add on)
P. 79 - Short Term Suspension (this is an add on)
P. 80 - Long Term Suspension (this is an add on)
P. 86-88 - Due Process (corrected along with new additions)
P. 93-94 - Emergency Response to Life-Threatening Asthma or Systemic Allergic Reactions (Anaphylaxis)
P. 95-97 - Staff Directory changes
P. 98 - School Calendar
P. 108 - Library notification and Google Workspace in Technology section

Paxton Consolidated Schools Activity Handbook

Rules and Regulations
2026- 2027

"THE MISSION OF THE PAXTON CONSOLIDATED SCHOOL DISTRICT IS TO ENGAGE AND DEVELOP A COMMUNITY OF LIFELONG LEARNERS AND ACHIEVERS."

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Introduction

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

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

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

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

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

NONDISCRIMINATION IN EDUCATION PROGRAMS AND ACTIVITIES

The school district does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

Name: Stacy McAbee
Title: Superintendent
Address: Paxton Schools, 308 N Elm St, Paxton, NE 69155
Telephone: 308-239-4283
E-mail: stacy.mcabee@paxtonschools.org

For further information on notice of nondiscrimination, visit http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm for the address and phone number of the office that serves your area or call 1-800-421-3481.

For additional prohibited discrimination and related information, please review school district Policy 3053 – Nondiscrimination.

SECTION ONE:
GENERAL INFORMATION ABOUT THE ACTIVITIES PROGRAM

Academic Eligibility

To be eligible to participate in the school's activity programs, each student must (1) meet Nebraska State Activities Association (NSAA) requirements concerning scholastic eligibility (see Section Three of this Handbook), (2) be registered for 10 credit hours per semester and be in regular attendance, and (3) have not less than a 70% grade in two or more classes for a period of one week to remain eligible to participate in any portion of the activities program. Academic eligibility begins at the start of the 4th week of each quarter and continues to the end of the quarter. Eligibility is figured at 9 AM Monday. Students who are ineligible remain so until the following Monday when eligibility is once again determined. Participants must attend practices and participate in all conditioning during any period of ineligibility.

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

Students may not participate in any activity, performance or practice while serving an out-of-school suspension (short-term suspension, long-term suspension, or expulsion from school).

All students in grades 6-12 participating in interscholastic activities will have a weekly eligibility requirement. The weekly eligibility requirement will start at the end of the third week of each 9 weeks grading period and continue through that grading period. Students may become ineligible anytime after the first three weeks of each 9 weeks grading period and continue through that grading period. Teachers will report students who are ineligible by 9:00 a.m. on Monday morning.

A student will become ineligible if his/her accumulated academic grade point average drops below 70 percent in two or more academic classes during a week.

A student will not be ineligible if they have only one (l) failing class. Eligibility/ineligibility will be established on a weekly basis from Monday at 9:00 a.m. to the following Monday at 9:00 a.m. The student and parent will be notified of this period of ineligibility.

When an activity is scheduled on a Monday, eligibility will be checked at 12:00 p.m. on the Friday before the activity. Students and parents will be notified before dismissal on Friday.

When a student becomes ineligible the student will not be permitted to participate in or at any interscholastic activities or any NSAA sponsored events during the week that they are ineligible.

Activity Pass

Every student in grades 6-12 who participates in at least one Paxton school-sponsored, interscholastic, extracurricular activity for the duration of that activity during the school year will receive a student activity pass. This pass will provide admission to all home activities during the school year. Students in grades 6-12 who do not participate in extracurricular activities and any students in grades K-5 may purchase a student activity pass for $40 per student which will grant them admission to school-sponsored activities at Paxton. The student activity pass does not cover conference or district events that Paxton may host.

Attendance at Practices and Contests

Participants in the activities program are expected to attend and be on time at all practices and meetings scheduled by the coach or sponsor. Participants may be excused for absences resulting from a participant's illness, a death in the family, a doctor's appointment, a court appearance, or other absences that are arranged in advance. The coach, sponsor, or director of an activity may require a participant who has an excused absence to complete an alternate assignment for missing a practice, meeting, event, performance, or contest. A participant who is unable to attend a scheduled practice, meeting, or game must contact the coach or sponsor in advance. Students who are absent from school due to illness are not required to provide the coach or sponsor with additional notification of the student's absence from practice. If a student has 1 unexcused absence from practice they will be suspended from the next contest. If a student has 2 unexcused absences they will be dismissed from the team. It is at the coaches discretion to determine what is excused and unexcused.

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

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

Closings

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

Colors

The Paxton Consolidated Schools colors are navy and gold.

Complaint Procedure

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

Concussion Awareness

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

The School District will:

a. Require all coaches and trainers to complete one of the following on-line courses on how to recognize the symptoms of a concussion or brain injury and how to seek proper medical treatment for a concussion or brain injury:

   - Heads UP Concussions in Youth Sports
   - Concussion in Sports—What You Need to Know
   - Sports Safety International
   - ConcussionWise
   - ACTive™Athletic Concussion Training for Coaches; and

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

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

a. has been evaluated by a licensed healthcare professional;

b. has received written and signed clearance to resume participation in athletic activities from the licensed health care professional; and

c. has submitted the written and signed clearance to resume participation in athletic activities to the school accompanied by written permission to resume participation from the student's parent or guardian.

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

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

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

c. any actions taken to treat the student.

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

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

Dances

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

In order to promote a healthy, safe, enjoyable evening for all students, the following procedures will be in place for all school-sponsored dances.

1. Once students have entered the dance, they must stay. Once students leave the dance they may not return.
2. The doors will be open for one hour after the scheduled start of the dance. No one will be admitted after the doors close unless special arrangements are made with the Principal in advance.
3. Students should be properly attired. The dress code for dances is the same as defined in the Student Dress Code. An exception to the dress code allows for strapless gowns to be worn at dances as long as the gown adheres to the school dress code pertaining to midriff and length.
4. Sexually suggestive dancing or behavior may result in a student being removed from the event.
5. Dates 21 years of age or older will only be admitted with prior permission of the Principal.
6. All dates not currently enrolled in grades 9-12 at Paxton Consolidated Schools must be registered in the office prior to the dance. Out of town dates still in high school must submit the dance permission form to the Paxton Principal before the dance. Guest permission forms will not be accepted at the door the night of the dance. A phone number where the parent of a guest can be reached on the night of the dance is required. Elementary and Middle School students may not bring dates who do not attend Paxton Consolidated Schools.
7. Students who are academically ineligible will not be allowed to attend school dances.
8. Students who refuse to follow dance guidelines will be asked to leave and their parents will be notified.

Breathalyzer Tests

To ensure a safe, healthy, and substance-free environment for all attendees, all students and their dates will be required to submit to a breathalyzer test prior to entering any school-sponsored dance. These tests will be conducted at the entrance by representatives of the Sheriff's Department and/or the administration. Admission to the dance is contingent upon a negative test result. Any student or guest who refuses the test, or who registers a positive result, will be denied entry, and parents/guardians will be contacted immediately for pickup. Regular school disciplinary procedures will apply.

Junior High/Middle School Dances

Junior high/middle school (6-8) dances are restricted to students currently enrolled in the junior high school and will be sponsored by junior high teachers and parents. Any organization wishing to sponsor a junior high dance must obtain permission from the principal regarding date and times. Each dance must be sponsored by at least two faculty members. Once admitted to the dance, students must remain until the close of the dance. Students who leave the dance will not be readmitted. Students who are academically ineligible will not be allowed to attend school dances.

High School Dances

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

Homecoming and Prom

The Homecoming dance and Prom are open to students and guests of Paxton High School freshman, sophomore, junior and senior classes.

Guests must follow all rules that the students must follow. Each student is responsible for his/her guest's conduct. Appropriate attire is required for these dances. No blue jeans, shorts, or T-shirts will be allowed at the banquet or dance for Prom.

Electronic Communication

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

Equipment

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

School-owned clothing or equipment that is checked out to individual students remains the property of the school. The clothing or equipment is not to be used or worn by the student except for the intended use. Students should not use or wear school uniforms, including athletic and cheerleading uniforms, while making and/or posting provocative videos on social media platforms. The administration and coaches will determine the nature of the video as being provocative or not, and then decide the course of consequences set forth in the student handbook. Each piece of equipment or clothing is to be returned to the instructor or coach when the season or the use for such clothing or equipment is over. Each participant is responsible for all equipment checked out to him/her. Students will be assessed the replacement cost for school equipment that has been checked out to him/her and is lost or stolen. Students may not personalize school issued attire.

Fundraising

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

Individual Training Rules and Rules of Conduct

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

Initiations and Hazing

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

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

Hazing is defined as any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership in any school organization. Hazing activities include, but are not limited to, whipping, beating, branding, an act of sexual penetration, an

exposure of the genitals of the body done with the intent to affront or alarm any person, a lewd fondling or caressing of the body of another person, forced and prolonged calisthenics, prolonged exposure to the elements, forced consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption, prolonged sleep deprivation, or any brutal treatment or the performance of any unlawful act that endangers the physical or mental health or safety of any person.

Injuries

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

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

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

Insurance

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

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

Lettering Requirements

The following guidelines will be used in determining students' eligibility for lettering:

Cross Country: Members of the Paxton Cross Country team must accumulate 50 points during the cross country season to letter. Each practice is worth 1 point if the cross country athlete shows leadership, a strong work ethic, and a positive attitude. The athlete may also gain 5 points with a season best in cross country competition. Cross country members finishing in the top ten at a competition will receive 10 points. Athletes that finish 11^{th} – 20^{th} place receive 5 points. Any athlete that completes their 5K but does not place in the top 20 will gain 2.5 points

toward their 50 point goal that is required to letter in cross country. A letter may also be presented by the discretion and recommendation of the coaching staff in that sport.

Football: A football letter may be earned by accumulating 100 points during the season. Points will be earned by practice attendance. Points per practice will be determined by dividing the total number of practices for the season by 100. The number of practices will be determined at the beginning of each year as the start date fluctuates. If a student is not at practice, for any reason whatsoever, no points will be awarded. On days where two practices are offered, each practice will count in the total number of practices. Bonus points will be offered for each quarter in a varsity game played. Bonus points will be valued at 50% of a single practice. Letters may be withheld on the recommendation of the coaching staff. Reasons for such recommendation by the coaching staff may include, but are not limited to the following: failure to work in practice, poor attitude, failure to follow training rules, becoming academically ineligible and poor practice attendance. A letter may also be presented by the discretion and recommendation of the coaching staff in that sport.

Volleyball: A volleyball letter shall be earned by competing in one-half of the varsity games or matches which are scheduled. Any player who plays in the sub-district, district or state tournaments shall also letter. Letters may be withheld on the recommendation of the coaching staff. Reasons for such recommendation by the coaching staff may include, but are not limited to the following: failure to work in practice, poor attitude, failure to follow training rules, becoming academically ineligible and poor practice attendance. A letter may also be presented by the discretion and recommendation of the coaching staff in that sport.

Basketball: A basketball letter may be earned by competing in a number of quarters of varsity games played, excluding tournaments, plus one. If the current schedule consists of sixteen games, you will be required to play in at least seventeen quarters. Any athlete who plays in the sub-District, District or State tournament shall also letter. Letters may be withheld on the recommendation of the coaching staff. Reasons for such recommendation by the coaching staff may include, but are not limited to the following: failure to work in practice, poor attitude, failure to follow training rules, becoming academically ineligible, and poor practice attendance. A letter may also be presented by the discretion and recommendation of the coaching staff in that sport.

Wrestling: The athlete must accumulate 15 varsity team points, or place in a major varsity tournament (eight teams or more), or wrestle in at least five varsity competitions, complete the season and/or have the recommendation of the head coach.

Cheer Squad: A cheer letter shall be earned by participating in 80% of the performances/cheering at games.. Letters may be withheld on the recommendation of the coaching staff. Reasons for such recommendation by the coaching staff may include, but are not limited to the following: failure to work in practice, poor attitude, failure to follow rules, becoming academically ineligible, and poor practice attendance. A letter may also be presented at the discretion and recommendation of the coaching staff.

Golf: To earn a letter in golf, the student must play in 75% of the tournaments as a varsity player including districts, medal at a tournament, or be a member of a state qualifying team. A letter may be presented or withheld at the discretion and recommendation of the coaching staff.

Track: Members of the track team must accumulate 100 points during the season to letter. Each day of practice will be worth x pts. (# practice days * x = 100). If a member of the team attends all required practices and fully participates in the whole practice, they will have accumulated enough points to meet the 100-point requirement. Track team members arriving late to practice or leaving practice early will receive half the points. If a member starts practice later due to a prior athletic commitment, the necessary adjustments will be made. No points are awarded if not at practice, for whatever reason. Points can also be earned for meet performances as follows: Any team points won in an individual event, relay points will be divided evenly to the four members of the relay, 5 points for every Season Best they achieve in their events. A letter may be presented or withheld at the discretion and recommendation of the coaching staff in that sport.

Student Managers: The student manager must complete the season and have the recommendation of the head coach of the sport involved.

E-Sports: *To letter in E-Sports a student may earn a letter in one of the following ways:*

1. *Be a member of the competition team.*
2. *Be an alternate for the competition team.*
3. *Attend 80% of team practices.*

Future Problem Solvers: Future Problem Solving is a creative problem solving program that is offered to students in Paxton Consolidated Schools in grades 6-12. To letter in Future Problem Solvers, students in grades 9-12 must qualify for the State FPS Bowl or receive a gold, silver, or bronze rating on any of the practice problem.

Instrumental Music: The student must be in attendance for all pep band performances at football games, volleyball games, volleyball tournaments, basketball games, et cetera. Attendance at Homecoming, concerts, and district music contest is required. Two excused absences will be allowed per season. The band director should be given prior notification if the student plans to be absent from a scheduled event.

Vocal Music: To receive a varsity letter in Chorus, students must participate in all required performances throughout the year, be active and hard working members, following the four A's (attitude, attentiveness, accountability and achievement), and receive the teacher's recommendation. They must meet all attendance requirements, as stated in the Paxton Schools Student-Parent Handbook.

Play Production: The student must participate in two school presentations or programs. He/she must participate in one-half of the invitational meets. He/she must attend the conference and district contests as a participant or an active supporter of the speech program. The performing arts coach will make the final decision on individual cases.

Quiz Bowl: To letter in Academic Quiz Bowl a student may earn a letter in one of the following ways: 1. Be a member of the competition team.
2. Be an alternate for the competition team.

Science Olympiad: To letter in Science Olympiad the student must qualify for the state competition by medaling at a regional event (i.e. ESU 16 in Ogallala or ESU 10 in Kearney).

Speech: The student must participate in one-half of the scheduled invitational meets during the school year. He/she must attend the conference and district contests as a participant or an active supporter of the speech program. The speech coach will make the final decision on individual cases.

Mascot

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

Practices

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

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

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

Secret Organizations

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

Student Manager, Helpers, or Activity Aides

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

Sunday and Wednesday Night Activities

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

The school does not allow Sunday practice sessions, except when a varsity team, group of students, or individual is scheduled to compete or perform on a Monday. Practices scheduled for a Sunday must have the prior approval of the activities director or building principal.

Transportation

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

The students may ride with their parents to and from the activities if prior approval is obtained by a note from the parent or a phone call to the office or if the parent is at the activity and signs a liability sheet and gives it to the sponsor of the activity that the student will ride home with them.

Students may also ride to and from activities with another student's parents, if prior approval has been obtained by a note from the parent or guardian. .Students are to remain at each contest until the competition has ended, unless prior arrangements have been made between the sponsor and the student.

Sign off liability sheets will be located in all activity buses for parents to sign when their child is not riding home on the bus from an activity.

Weight Room

The weight room has been developed to help each athlete, student, or adult in the community maintain a level of physical fitness. No one may use the weight room or equipment without proper supervision. The school will develop a schedule for use of the weight room by athletes during the school year and during the summer months.

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

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

4. Summer conditioning programs
5. Adult education

SECTION TWO:
AVAILABLE ACTIVITIES

Athletic Teams

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

Band and Choir

The school district sponsors choir, marching band and pep band in addition to concert band. Participants must be enrolled in band or choir in order to be eligible to participate in these groups.

Cheer Squad

The school district sponsors a cheer squad. Members of the Paxton Tiger Cheer Squad will learn cheer routines and may perform cheer routines at home athletic events and pep rallies.

Future Farmers of America (FFA)

FFA is an integral part of the agricultural education department and all students of that department are urged to belong. The activities include training in leadership, opportunities for travel and recreation, and safety and community service activities. Students may participate in field trips, conventions, judging contests, and hands-on experience.

E-Sports

E-Sports is a form of electronic sports competition through the use of video games. E-Sports takes a massive amount of communication and coordination among athletes. It allows for a deeper level of interaction and trains efficient communication amongst the players. Competition games are divided into Fall, Winter and Spring Seasons.

Future Problem Solvers

Future Problem Solving is a creative problem solving program that is offered to students in Paxton Consolidated Schools in grades 6-12.

I. FPS OBJECTIVES

A. Enhance creative thinking.

B. Stimulate young people's knowledge of and interest in the future.

C. Help young people increase their communication skills, both written and verbal.

D. Assist young people to function more effectively as members of a team.

E. Provide students with a problem solving model that can be integrated into their lives.

F. Assist students to develop and improve their research skills.

G. Help children to improve their analytical and critical thinking skills.

H. Guide students to become more self-directed and responsible people.

Letter Club

Any student who has lettered in any sport or school sponsored extracurricular activity is eligible for membership. The purpose of the Letter Club is to stimulate and encourage sportsmanship and to assist in bringing about a closer bond between students in all sports and school sponsored extracurricular activities.

National Honor Society

The National Honor Society is a national organization that recognizes student character, scholarship, leadership, and service to the school.

TIGER CHAPTER OF THE NATIONAL HONOR SOCIETY

Faculty Council Selection Procedure

The following criteria are evaluated. The student must earn a total of **450** points to be selected for membership in the National Honor Society.

I. Scholarship Total possible points = 100

Points for scholarship are determined by the student's cumulative grade point average which must be 93% or higher.

II. Co-Curricular and Community Activities Total possible points = 100

Students must have participated in an activity in gr. 9-12 for a minimum of two years to receive points.

Scoring: 100 pts. - Participation in 9-10 activities
90 pts. - Participation in 7-8 activities
80 pts. - Participation in 4-5-6 activities
60 pts. - Participation in 3 activities
40 pts. - Participation in 2 activities
20 pts. - Participation in 1 activity
0 pts. – No Participation in activities

Activities include, but are not limited to: vocal music, instrumental music, student council, speech, play production, football, volleyball, cross country, basketball, wrestling, track, golf, elected officer of class or organization, FPS, FFA, Dance Team, Science Olympiad, Quiz Bowl, 4-H, Girl/Boy Scouts, paid employment

III. Service Activities Total possible points = 100

This involves voluntary contributions made by the student to the school or community, done without compensation. Non-club or class related. 2 points per hour of service**.**

IV. Leadership Total possible points = 100

The student will be rated on each of the ten qualities listed below. Each quality is worth a maximum of 10 points.

1. Responsibility
2. Stimulates Action of Others
3. Handling Temper
4. Gaining Recognition
5. Acceptance of Criticism
6. Flexibility
7. Poise
8. Making Judgments
9. Self-Confidence
10. Cooperation

V. Character Total possible points = 100

The student will be rated on each of the ten qualities listed below. Each quality is worth a maximum of 10 points.

1. Tone of Voice
2. Tact
3. Personal Appearance
4. Sense of Humor
5. Loyalty and Trust
6. Friendliness
7. Intelligence
8. Respect
9. Facing Reality
10. Perseverance work

VI. Overall Application Total possible points = 50

1. Overall Appearance – neat and organized
2. Completeness – submitted all required sections
3. Personal Statement – submitted as directed
4. Signatures – application includes verification signatures
5. Met Deadline – application submitted on time

DISMISSAL PROCEDURE
FOR THE
TIGER CHAPTER OF THE NATIONAL HONOR SOCIETY

In the following cases a warning may be given, due process followed and if necessary dismissal from the National Honor Society.

1. SCHOLARSHIP - If a student's average falls below 90 percent, the student will be given a warning and will have one nine week grading period to raise their average.

2. CO-CURRICULAR, LEADERSHIP, SERVICE, AND CHARACTER - If a student has fallen below the criteria that was established for selection into the National Honor Society the

Faculty Council may ask that the student appear before them and explain why such shortcomings are taking place before a warning is issued. If after a warning is issued, the student does not improve in the particular area(s), the Faculty Council can request a re-evaluation of that member and possible dismissal may occur.

3. FAILURE TO COMPLETE NATIONAL HONOR SOCIETY INDIVIDUAL AND/OR GROUP PROJECT. Some possible reasons for warning and/or possible dismissal: (this could mean during the summer also)

1. Scholarship
2. Traffic violations
3. Civil disobedience
4. Being removed from class
5. Cheating
6. Incompleteness of service project for National Honor Society
7. MIP (minor in possession)
8. DUI (driving under the influence)
9. Shoplifting
10. Vandalism
11. Et Cetera

The above list is not the only possible situation that warnings and/or possible dismissals may be given. The decisions will be left to the discretion of the Faculty Council.

Play Production

Play Production contests involve the presentation of the one act play at conference, NSAA district and NSAA state competition if eligible. Students may also present the one act play at a performance at the Paxton High School.

Quiz Bowl

Academic Quiz Bowl contests involve two teams competing head-to-head to answer questions from all areas of **knowledge**, including history, literature, science, fine arts, current events, popular culture, sports, and more.

Science Olympiad

Science Olympiad competitions are like academic track meets, consisting of a series of team events in each division (Division B is middle school; Division C is high school.) Each year, a portion of the events are rotated to reflect the ever-changing nature of genetics, earth science, chemistry, anatomy, physics, geology, mechanical engineering and technology Emphasis is placed on active, hands-on group participation.

Speech

Speech meets allow students the opportunity to compete in individual events including Interpretation of Humorous Prose, Interpretation of Serious

Prose, Poetry, Persuasive, Entertainment, Extemporaneous, Informative and group events including Duet Acting and Oral Interpretation of Drama.

Student Council

The purpose of student council is to arouse the spirit of loyalty toward the school, to promote good citizenship, to sponsor school activities, to extend the spirit of good fellowship throughout the student body, to foster a spirit of cooperation between the students and faculty, and to seek to develop a spirit of cooperation, good will, and better understanding with other schools. The organization, operation, and scope of the student government shall be administered by the Superintendent or designee. The Student Council Members shall be elected from the class and by the class they are to represent.

The Student Council Members shall be selected in this way:

Grade 12 shall elect four class members to the Student Council.

Grades 7, 8, 9, 10, and 11 shall elect three class members each to the Student Council.

SECTION THREE:
NEBRASKA STATE ACTIVITY ASSOCIATION RULES

Eligibility

In order to represent a high school in interscholastic athletic competition, a student must abide by eligibility rules of the Nebraska School Activities Association. Eligibility requirements are established by the NSAA in its Constitution and its Bylaws and Approved Rulings. These documents can be found online at https://nsaahome.org/constitution-bylaws/. A summary of the major rules is given below. Contact the principal, activities director or the activity sponsor or coach for an explanation of the complete rule.

1. Student must be a *bona fide* student of their member school and have not graduated from any high school.
2. After a student's initial enrollment in grade nine, he/she shall be ineligible after eight semesters of school membership beginning with his/her enrollment in grade nine.
3. Student is ineligible if nineteen years of age before August 1 of current school year. (Student in grades 7 or 8 may participate on a high school team if he/she was 15 years of age prior to August 1 of current school year.)

4. Student must be enrolled in some high school on or before the eleventh school day of the current semester.
5. Student must be continually enrolled in at least twenty credit hours per semester and regular in attendance, in accordance with the school's attendance policy at the school he/she wishes to represent in interscholastic competition.
6. Student must have been enrolled and received twenty hours of credit in school the immediate preceding semester.
7. **Guardianship does not fulfill the definition of a legal parent.** If a guardian has been appointed for a student, the student is eligible in the school district where his/her legal parent(s) have their domicile. Individual situations involving guardianship may be submitted to the Executive Director for review and a ruling.
8. A student entering grade nine for the first time after being promoted from grade eight of a two-year junior high, or a three-year middle school, or entering a high school for the first time after being promoted to grade ten from a three-year junior high school is eligible. After a student makes an initial choice of high schools, any subsequent transfer, unless there has been a change of domicile by his/her parents, shall render the student ineligible for ninety school days. If a student has participated on a high school team at any level as a seventh, eight, or ninth grade student, he/she has established his/her eligibility at the high school where he/she participated. If the student elects to attend another high school upon entering ninth or tenth grade, he/she shall be ineligible for ninety school days.
9. **Student eligibility related to domicile can be attained in the following manners**:
    a. If the change in domicile by the parents occurs during a school year, the student may remain at the school he/she is attending and be eligible until the end of the school year or transfer to a high school located in the school district where the parents established their domicile and be eligible.
    b. If the domicile is changed during the summer months and the student is in grade twelve and the student has attended the high school for two or more years, the student may remain at the high school he/she has been attending and retain eligibility.
    c. If a student elects to remain at the same high school initially enrolled after being promoted from grade eight of a middle or junior high school, or grade nine of a junior high school, he/she is eligible at that school, or is eligible at a high school located within the school district in which the parents established their domicile.

d. **If the legal parents of a student change their domicile from one school district that has a high school to another school district that has a high school, the student shall be eligible immediately in the school district where the parents established their domicile**.

10. Nebraska transfer students whose name appears on the NSAA transfer list prior to May 1 shall be eligible immediately in the fall at the transfer high school. Those students whose name does not appear on the NSAA transfer list prior to May 1 shall be ineligible for ninety school days, with such transfers being subject to hardship waiver guidelines.
11. Nebraska transfer students must have signed and delivered all forms necessary to make such transfer to the school in which he/she intends to enroll for the 2022-23 school year prior to May 1, 2022; for the student to be eligible, the school to which the transfer is being made must have notified the NSAA office via an NSAA online transfer form, no later than May 1, 2022. The student would become ineligible for ninety school days the next fall if the student were to change his/her mind and decide not to transfer. If such student were to transfer to the new school, but later decides to return to his/her former district before 90 school days have elapsed, such student will be ineligible in the former district for 90 school days, with the ineligibility period commencing at the start of the fall semester. Those students who did not have their enrollment forms signed, delivered, and accepted prior to May 1, 2022, shall be ineligible for ninety school days, with such transfers being subject to hardship waiver guidelines.
12. Once the season of a sport begins, a student shall participate in practices and compete only in athletic contests/meets in that sport, which are scheduled by his/her school. Any other competition will render the student ineligible for a portion of, or all of, the season in that sport. The season of a sport begins with the first date of practice as permitted by NSAA rules.
13. During the season of a particular sport, athletes participating in that sport for a high school may attend, but may not physically take part, either as an individual or as a member of a team, in the sport activity in which instruction is being offered in the clinic, camp, or school. (*Refer to NSAA Bylaw 3.5.1.1 for exception in Swimming and Diving.)
14. A student shall not participate on an all-star team while a high school undergraduate.
15. A student must maintain his/her amateur status.

NSAA Sportsmanship Rules

Students must abide by the Nebraska School Activities Association Sportsmanship Rules. A complete copy of these rules can be found at http://www.nsaahome.org/nsaaforms/pdf/manualsp.pdf. Unsportsmanlike conduct shall include physical or verbal assault upon any participant, game official, or spectator, or any acts that may endanger the personal safety of individuals involved, or acts which hinder the normal progress of a contest or lead to the restriction of discontinuance of a contest.

If a student, participant, patron, and/or staff member representing a member school acts in a manner constituting unsportsmanlike behavior during competition the member school and/ or individuals shall be subject to penalties. A student, participant, patron, and/or staff member may not be permitted to attend activities if involved in unsportsmanlike conduct.

SECTION FOUR:
CODE OF CONDUCT

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

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

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

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

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

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

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

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

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

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

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

include a probationary period and conditions that must be satisfied prior to or following reinstatement. Administrators and coaches will take the following into consideration when making disciplinary decisions:

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

If a student has in-school suspension, they will be suspended from the next activity contest that they are a bona fide member of. If a student has out- of-school suspension, they will be suspended from the next two activity contests that they are a bona fide member of. If suspended, the student must continue to participate in practices and conditioning during the suspension if required by the coach or activity sponsor. The failure to comply with the practice and conditioning requirement will make the student ineligible for reinstatement to the activity.

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

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

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

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

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

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

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

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

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

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

A Parent's Guide to Concussions

WHAT IS A CONCUSSION?

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

CONCUSSION FACTS

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

WHAT ARE THE SIGNS AND SYMPTOMS OF A CONCUSSION?

Signs Observed by Parents or Guardians

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

Symptoms Reported by Athlete

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

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

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

WHEN IN DOUBT – SIT THEM OUT!

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

WHEN MAY AN ATHLETE RETURN TO PLAY FOLLOWING A CONCUSSION?

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

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

Once an athlete is free of symptoms of a concussion and is cleared to return to play by a healthcare professional knowledgeable in the care of sports concussions, he or she should proceed with activity in a stepwise fashion to allow the brain to readjust to exertion. On average, the athlete will complete a new step each day. The return-to-play schedule should proceed as below following medical clearance:

Step 1: Light exercise, including walking or riding an exercise bike. No weight-lifting.
Step 2: Running in the gym or on the field. No helmet or other equipment.
Step 3: Non-contact training drills in full equipment. Weight training can begin.
Step 4: Full contact practice or training.
Step 5: Game play.

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

HOW CAN A CONCUSSION AFFECT SCHOOLWORK?

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

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

WHAT CAN YOU DO?

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

OTHER FREQUENTLY ASKED QUESTIONS:

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

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

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

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

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

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

How long do the symptoms of a concussion usually last?

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

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

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

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

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

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

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

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

AUTHORIZATION AND ACKNOWLEDGEMENT

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

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

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

ACKNOWLEDGEMENT OF CONDUCT CODE

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

Activity Handbook Changes 2026-2027

P. 10 - Dances - addition of Breathalyzer Tests

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 generally 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. If the superintendent's evaluation is conducted at a board meeting, 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: June 14, 2021
Reviewed and revised: June 9, 2025, December 8, 2025

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 November board meeting, and (2) at or prior to the April board meeting. Annual evaluations shall generally 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.

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Adopted on: June 14, 2021
Reviewed and revised: June 9, 2025, December 8, 2025

NASB TRANSITION SUPERINTENDENT EVALUATION

*Developed from the **NASB Standard Superintendent Evaluation**, the **NASB Transition Superintendent Evaluation** is designed to support new superintendents during their first year in the district.*

Instructions: Please indicate what you feel is the most accurate descriptor to the following statements.

I. MISSION, VISION, AND GOALS

Standard Descriptor: The superintendent works collaboratively with the board to define, adopt, and institute the district mission, vision, and goals to ensure a high-quality education and academic success and well-being of each student.

		Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
I.a.	Develops, implements, and monitors district goals/strategic plan.					
I.b.	Updates the board on progress of district goals/strategic plan.					
I.c.	Engages board in long-range discussion and decision-making.					
Comments (Optional):						

II. POLICY

Standard Descriptor: The superintendent works collaboratively with the board to define, update, and adopt effective and purposeful district policy.

		Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
II.a.	Collaborates with the board to develop, align, and sustain a policy process and schedule to support monthly policy review.					
II.b.	Monitors and ensures policies are followed and implemented effectively.					
II.c.	Maintains districtwide handbooks aligned to adopted policies.					
II.d.	Provides public access to policy and handbooks.					
Comments (Optional):						

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III: COMMUNITY RELATIONS

Standard Descriptor: The superintendent establishes and sustains effective communication to inform and engage the board, parents, students, staff, local and state government officials, community members, and business leaders.

		Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
III.a.	Serves as spokesperson for the school district.					
III.b.	Maintains meaningful community partnerships.					
III.c.	Maintains a visible presence at district activities and community events.					
Comments (Optional):						

IV: BUDGET PLANNING AND MANAGEMENT

Standard Descriptor: The superintendent provides organizational leadership district-wide to ensure fiscal responsibility and management of school operations by allocating, using, and investing district resources to support effective instruction and improved student learning.

		Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
IV.a.	Provides ongoing discussion of budget related development and management of the budget throughout the year.					
IV.b.	Forecasts and aligns resources to goals and objectives.					
IV.c.	Supports financial accountability with data.					
IV.d.	Maintains short-long-term facility and grounds plans.					
IV.e.	Completes the annual Audit and discloses findings to board.					
Comments (Optional):						

V: EDUCATIONAL LEADERSHIP

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Standard Descriptor: The superintendent provides educational leadership ensuring resources align and support best practice for instructional standards, as well as implementation of current/applicable curriculum and assessments to support student success and well-being.

		Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
V.a.	Promotes a student-centered culture to support student success.					
V.b.	Aligns resources to support effective instruction and learning.					
V.c.	Ensures curriculum is aligned vertically and horizontally and aligned to NDE Learning Standards.					
V.d.	Updates board regarding NDE Accreditation compliance annually.					
V.e.	Validates teacher evaluation is aligned to framework and completed per board policy.					
V.f.	Supports college/career readiness.					
Comments (Optional):						

VI: BOARD-SUPERINTENDENT RELATIONS

Standard Descriptor: The superintendent collaborates with the board to define district expectations, policies, and goals to support instruction and student learning.

		Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
VI.a.	Supports effective board governance.					
VI.b.	Provides timely and accurate information to the board to support informed decision-making.					
VI.c.	Supports board committee and processes.					
Comments (Optional):						

SUMMARY SECTION

Overall Comments on Superintendent's Performance:
Provide specific strengths and areas for growth based on the evaluation above.

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Superintendent's Response:

Superintendent Evaluation Summary

The superintendent should identify no more than four performance areas on which to focus their growth professionally. Note: Targeting in excess of four performance areas will make it difficult for the individual to address the areas adequately. When his/her performance is at a high-level, sustaining, refining, and replicating the performance is the goal. Follow through will ensure the success of the superintendent and the board.

The Performance Plan should consist of:

- goals (**what** must he/she do to achieve the objective or what is the intended result)
- performance indicators (**how** will the board measure progress and/or success)
- timeline (**when** will progress/success be assessed or completion date)
- signature (once the Performance Plan has been completed and reviewed the board president and superintendent will both sign and date placing a copy in the superintendent's personnel file and a copy will be retained by the board president)

Note: The Performance Plan should be reviewed and updated throughout the year to assess progress and success. Modifications should only be made if the board/superintendent discuss and agree upon appropriate changes.

_____ _____

(Signature of Superintendent) (Date)

_____ _____

(Signature of Board President) (Date)

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Superintendent Report - July 2026

Hello - I hope everyone had a great 4th of July weekend! It's hard to believe we are just 4 weeks until the start of another school year. I also hope I have the answers to all of your questions on Monday as I've been treading water here and learning MANY new things everyday! :)

Admin Days will be in Kearney in a few weeks and then school will be back in session shortly after that! Mrs. Price and I will begin to work on back to school agendas and schedule the trainings that are involved with inservice days for staff. I can share the back-to-school itineraries with you once we finalize everything.

We are planning on having the Back to School Night and Barbecue on Tuesday, August 11th. More information to come, but I am hopeful you will be able to help serve and grill again this year.

Staff updates:

We have offered paraprofessional positions to Cari Meyer (full-time) and Sophia Gordinier (part-time) next year. Megan Cassell also plans to help us out again next year for sure as a part-time para and maybe even full-time. We are excited to add them to our staff.

Mrs. McDonald is waiting to hear back from the UNK transitional certification program so we can move forward with her alternative teaching certificate through NDE.

Mrs. Fox is continuing to work on classes this summer and will be student teaching next spring. Therefore, the schedule reflects her teaching 8th Grade Science and co-teaching 6th and 7th Grade Science with Mrs. McDonald. This is due to her certification in middle school science.

We are also excited to have Mrs. Sylvester from South Platte schools teaching Spanish this year. She also plans to come and visit in person throughout the year.

The custodians continue to work throughout the school building cleaning and completing repairs that are needed. Nicole has also stepped in to help with some painting in the building which includes the hallway down to the new gym, kitchen area, and Mrs. Price's office.

On another note, we did receive a letter from NDE that we had an area of non-compliance last year when Janell Beveridge substituted for us with an expired certificate. This was an oversight and the issue is being resolved. Janell has been notified as well as the board of education according to the corrective actions that should take place.

Students:

Mrs. Mitchell and Mrs. Kuenning finished up Elementary Summer Camp on June 29th. They had 7 students participate in reading activities during the month of June.

We will have a few new students join us this coming year. Our preliminary number for total students is at 172 students in grades PK-12. The biggest class right now is the 9th Grade class with 20 students and the smallest class is the morning preschool class with 8 students followed by 9 students in Grades 1st, 2nd, 4th, 5th, and 7th.

Budget season is here and I'm looking to my mentors for help in planning and preparing for that. We can discuss a budget workshop date at the board meeting on Monday. See you Monday!

Upcoming Dates:
July 21st - New Superintendent Orientation @ North Platte
July 22nd - New Superintendent Budget Workshop @ Lincoln
July 29th-31st - Admin Days @ Kearney