Board of Education Regular Meeting

June 8, 2026 7:00 PM

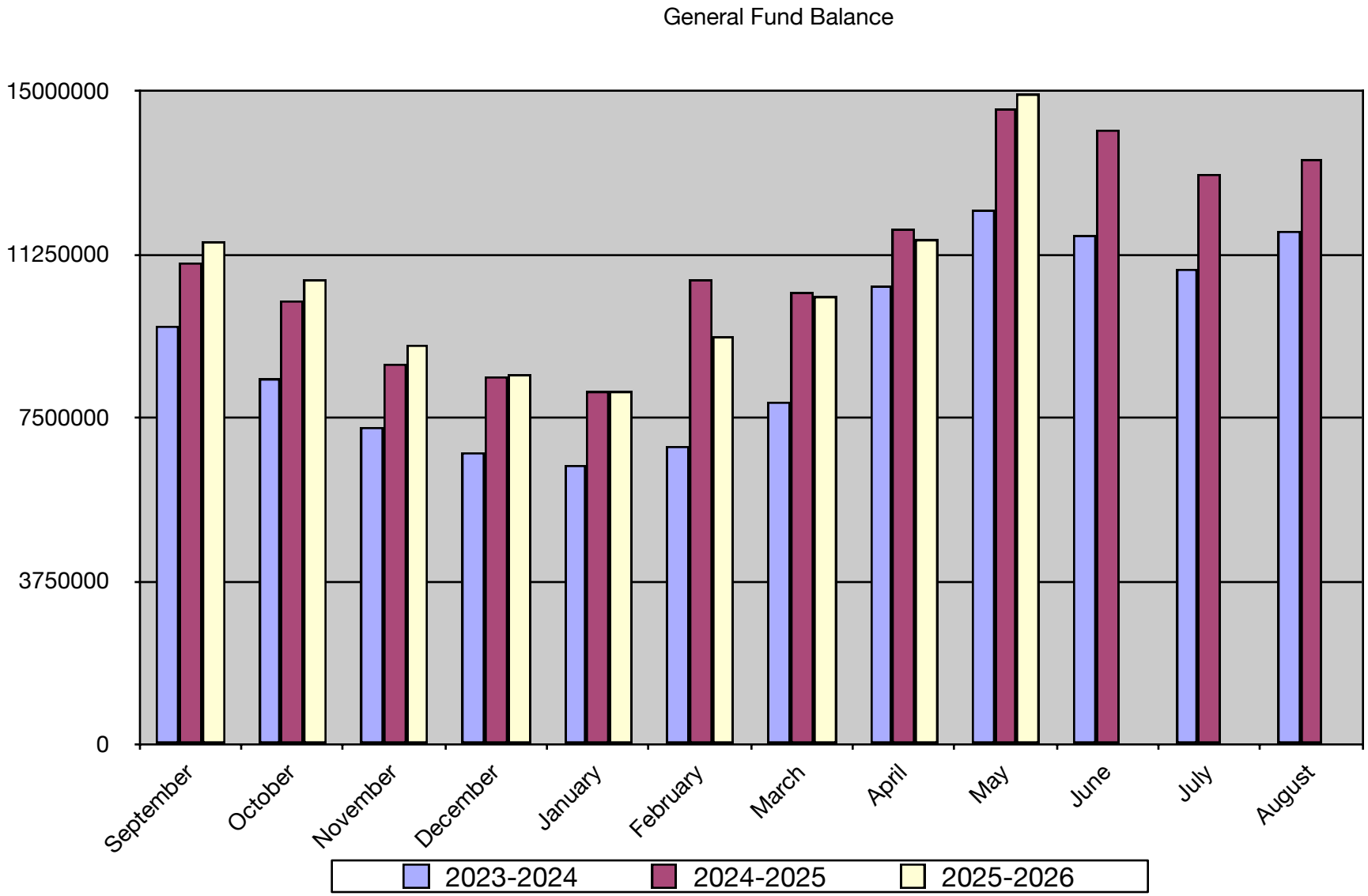
SPCS Administration Building
765 Main Street
Springfield, NE 68059

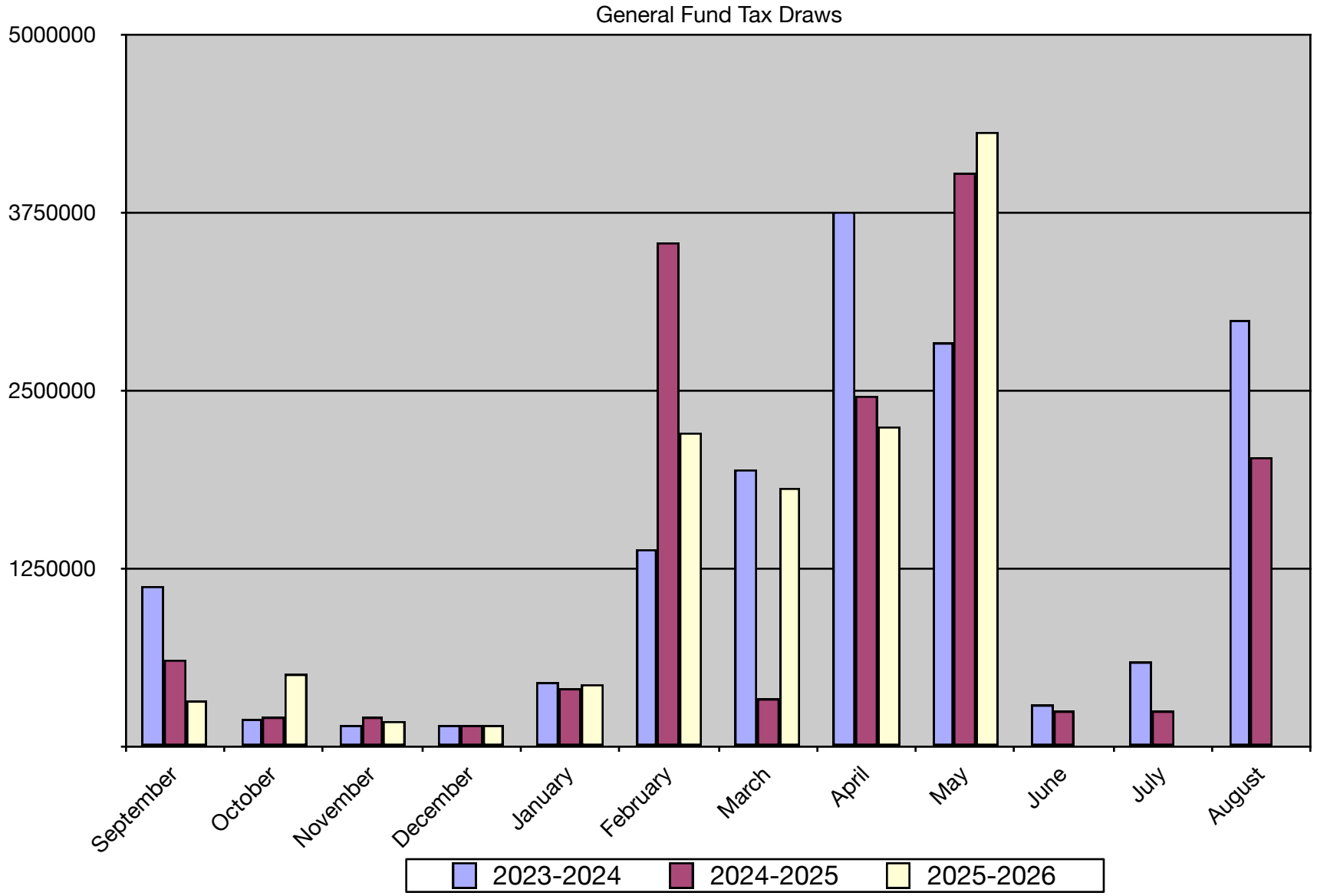
Agenda

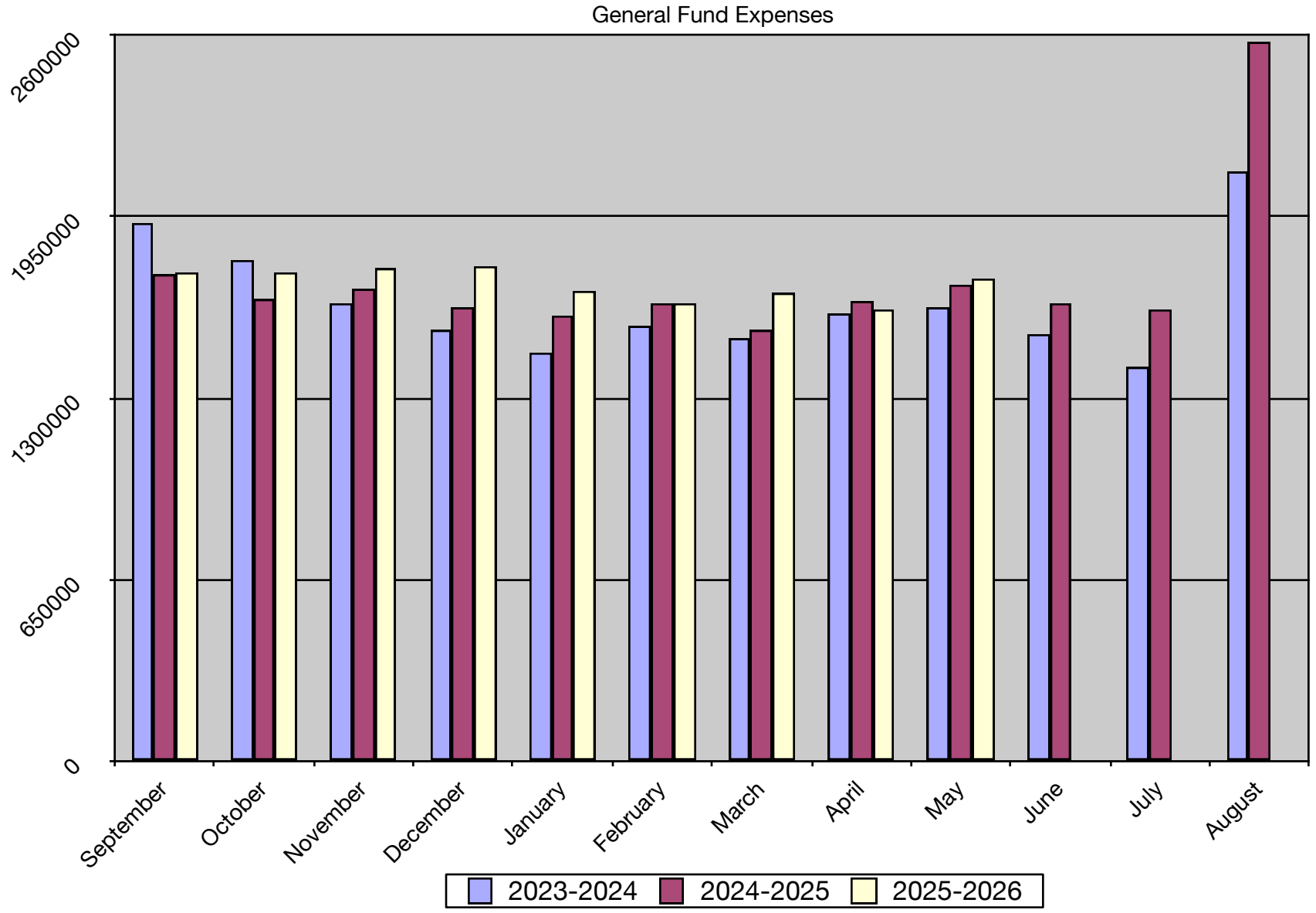
I. Site Committee Meeting
II. Finance Committee Meeting
III. Call to Order and Roll Call
IV. Notice of Open Meetings Act - Posted
V. Consent Agenda
  V.A. Minutes of the Previous Month's Meetings
  V.B. Treasurer's Report
  V.C. Statement of Activity Fund Accounts
  V.D. Recommendation for Bill Payment
VI. Items From Patrons
VII. Old Business
  VII.A. School Meal Prices for the 2026-2027 School Year
VIII. New Business
  VIII.A. Educational Service Unit #3 Core Services and Property Tax Levy Funds Purposes for 2026-27.
  VIII.B. First read of Policies 2008, 3003, 3003.1, 3004.1, 3048, 3057, 3061, 4017, 4019, 4056, 4065, 5001, 5003, 5004, 5035, 5048, 6009, 6038, 6046
  VIII.C. First Read of Operation Guides for 2026-2027
  VIII.D. First Read of 2026-2027 Student Handbook
  VIII.E. First Read of the 2026-2027 Staff Handbook
IX. Reports
  IX.A. Site Committee Report
  IX.B. Budget Update and Timeline
  IX.C. Student and Staff Successes
X. Advance Planning
XI. Adjourn

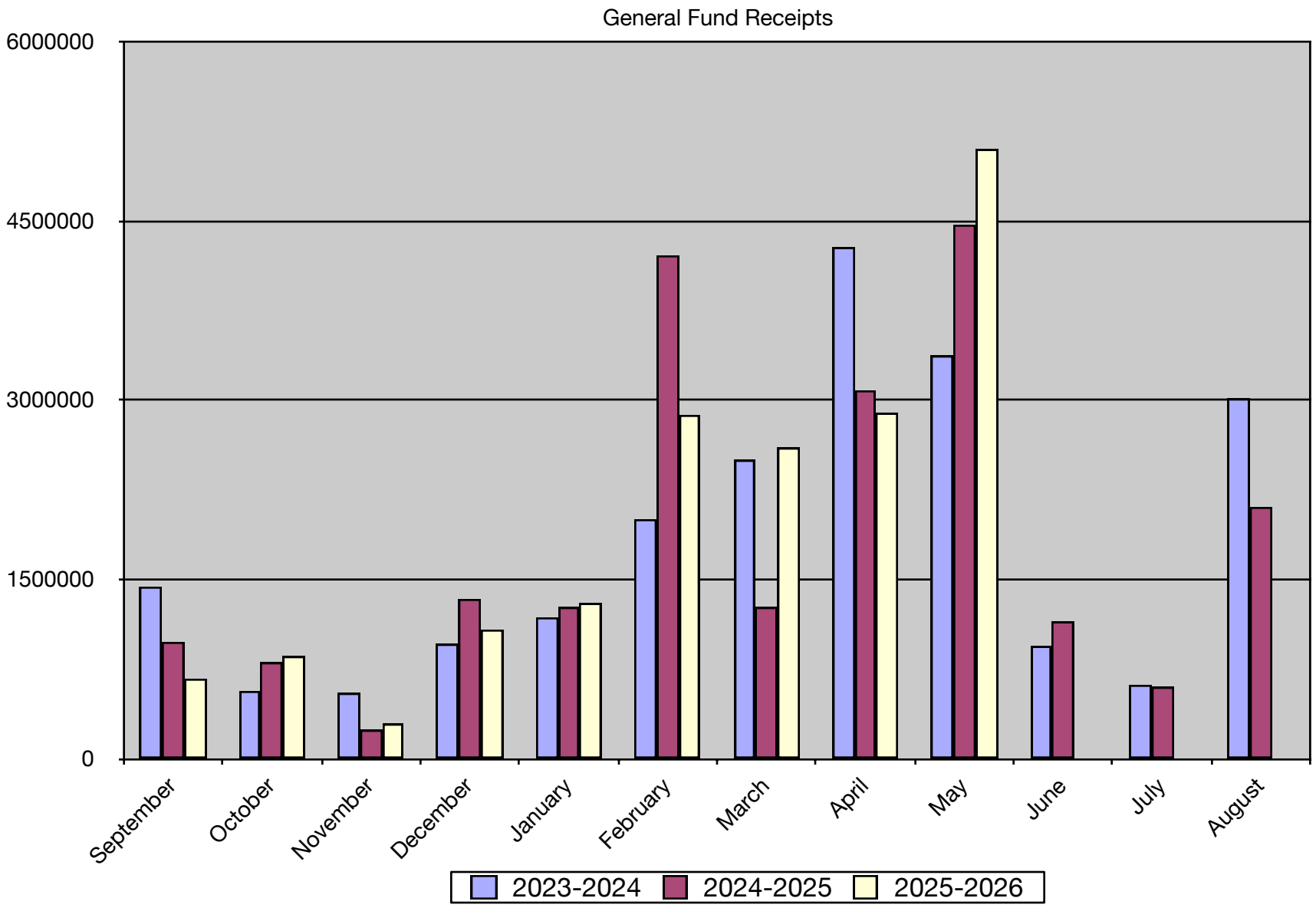
Finance Report
June 2026

- Our balance for the General Fund is $14,960,329.32. Last year's balance at this time was $14,615.146.29. We received our regular Local Taxes as well as the Public Power Sales Tax and Property Tax Credits this month to increase
- The Special Building Fund is at $9,173,402.99. Last year the building fund balance was at $6,867,484.63.
- We have currently spent approximately 66.66% of our general fund budget this year thus far. Last year at this time we were sitting at 67.02%. Second semester costs will increase as we begin to order curriculum and supplies for next year.
- We have established “Building Fund #3” to hold the bond funds while making payments. It is represented as such on the Treasurer's Report and on the Bill Pay Report.
- Nebraska Liquid Assets Fund interest rate as of June 2nd were at 3.36%. Down %0.02.
- The School Lunch Fund, Bond, Depreciation, Employee Benefit, and QCPUF are all in normal ranges for this time of year as you review the cash comparisons report.


General Fund Balance
15000000
11250000
7500000
3750000
0
September
October
November
December
January
February
March
April
May
June
July
August
2023-2024
2024-2025
2025-2026


General Fund Tax Draws
5000000
3750000
2500000
1250000
September
October
November
December
January
February
March
April
May
June
July
August
2023-2024
2024-2025
2025-2026


General Fund Expenses
2600000
1950000
1300000
650000
0
September
October
November
December
January
February
March
April
May
June
July
August
2023-2024
2024-2025
2025-2026


General Fund Receipts
6000000
4500000
3000000
1500000
0
September
October
November
December
January
February
March
April
May
June
July
August
2023-2024
2024-2025
2025-2026

Balance as of last day of the month			
Month	**2023-2024**	**2024-2025**	**2025-2026**
September	9,609,983	11,041,660	11,546,703
October	8,377,055	10,182,321	10,659,143
November	7,283,733	8,738,700	9,187,917
December	6,703,038	8,451,027	8,502,563
January	6,422,609	8,115,082	8,129,796
February	6,859,968	10,691,285	9,368,753
March	7,849,882	10,408,144	10,294,323
April	10,522,617	11,846,709	11,577,827
May	12,274,658	14,615,146	14,960,329
June	11,694,054	14,124,249	
July	10,895,780	13,113,900	
August	11,805,068	13,428,662	
Tax Draw			
Month	**2023-2024**	**2024-2025**	**2025-2026**
September	1,130,424	615,411	329,531
October	203,799	215,955	510,285
November	160,967	218,275	178,007
December	153,858	154,314	152,159
January	454,526	414,935	444,295
February	1,392,580	3,542,589	2,201,979
March	1,954,292	339,639	1,822,351
April	3,765,161	2,469,477	2,251,759
May	2,838,925	4,030,021	4,324,795
June	300,079	258,725	
July	605,879	250,024	
August	2,994,143	2,042,548	
TOTALS	15,954,632	14,551,913	12,215,161
Receipts			
Month	**2023-2024**	**2024-2025**	**2025-2026**
September	1,440,542	977,911	668,636
October	564,617	801,905	857,236
November	544,630	243,185	293,466
December	964,029	1,341,244	1,087,844
January	1,184,635	1,267,064	1,311,065
February	1,996,855	4,205,874	2,880,633
March	2,506,693	1,265,032	2,607,880
April	4,280,274	3,086,362	2,891,640
May	3,375,268	4,475,413	5,108,536
June	948,479	1,154,666	
July	616,823	605,927	
August	3,021,781	2,101,741	
TOTALS	21,444,624	21,526,324	17,706,936
Expenses			
Month	**2023-2024**	**2024-2025**	**2025-2026**
September	1,929,692	1,740,486	1,753,865
October	1,797,697	1,658,649	1,751,661
November	1,637,694	1,688,520	1,763,963
December	1,544,596	1,626,798	1,769,705
January	1,465,294	1,597,285	1,683,723
February	1,559,502	1,639,250	1,642,372
March	1,516,330	1,546,599	1,674,059
April	1,605,669	1,645,845	1,616,626
May	1,623,356	1,706,582	1,725,267
June	1,529,228	1,642,028	
July	1,415,233	1,616,530	
August	2,112,335	2,578,582	
TOTALS	19,736,626	20,687,154	15,381,241

Function	Number	Revised Budget	Expended During Month	Expenditures to Date	% of Budget	Balance at EOM	O/ S PO	Unencumbered Balance
01	GENERAL FUND							
1100	REGULAR INSTRUCTIONAL PROGRAMS	10,516,964.52	837,491.26	7,440,013.61	72.43	3,076,950.91	177,770.05	2,899,180.86
1125	FLEX SPENDING	118,893.50	9,888.54	88,996.88	74.85	29,896.62	0.00	29,896.62
1150	LIMITED ENGLISH PROF PROGRAMS	25,000.00	0.00	0.00	0.00	25,000.00	0.00	25,000.00
1160	POVERTY PROGRAMS	133,815.82	10,775.83	96,982.46	72.47	36,833.36	0.00	36,833.36
1190	EARLY CHILDHOOD ED PROGRAMS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1200	SPECIAL EDUCATION INSTRUCTIONAL PROGRAMS	2,216,566.29	206,109.05	1,763,563.67	79.57	453,002.62	154.00	452,848.62
1291	SPED AGES 3-5	149,021.17	12,194.52	118,042.12	79.21	30,979.05	0.00	30,979.05
1292	SPED AGES 0-2	53,500.00	6,981.22	44,803.12	83.74	8,696.88	0.00	8,696.88
1295	UNIFIED SPORTS	2,758.49	229.88	2,068.93	75.00	689.56	0.00	689.56
1300	SUMMER SCHOOL	30,934.00	0.00	3,714.94	12.01	27,219.06	0.00	27,219.06
2120	GUIDANCE SERVICES	453,915.89	37,018.59	336,040.11	74.03	117,875.78	0.00	117,875.78
2130	HEALTH SERVICES	265,561.90	57,589.95	230,402.27	86.76	35,159.63	0.00	35,159.63
2131	HEALTH SERVICES-SPED SA	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2132	HEALTH SERVICES-BAF	30,000.00	0.00	2,605.02	8.68	27,394.98	0.00	27,394.98
2141	PSYCHOLOGICAL SERVICES SPED SCHOOL AGE	120,554.16	10,012.09	91,242.56	75.69	29,311.60	0.00	29,311.60
2142	PSYCHOLOGICAL SERVICES SPED AGE 3-5	17,134.09	511.27	4,601.43	26.86	12,532.66	0.00	12,532.66
2143	PSYCHOLOGICAL SERVICES SPED AGE 0-2	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2151	SPEECH & AUDIOLOGY SERV SPED SCHOOL AGE	356,448.94	31,097.16	277,254.13	77.78	79,194.81	0.00	79,194.81
2152	SPEECH & AUDIOLOGY SERV SPED AGE 3-5	64,711.26	9,204.63	81,934.59	126.62	(17,223.33)	0.00	(17,223.33)
2153	SPEECH & AUDIOLOGY SERV SPED AGE 0-2	72,711.14	648.00	11,940.52	16.42	60,770.62	0.00	60,770.62
2161	OT SERVICES SPED SCHOOL AGE	15,000.00	0.00	14,450.00	96.33	550.00	0.00	550.00
2162	OT SERVICES SPED AGE 3-5	10,000.00	0.00	1,435.00	14.35	8,565.00	0.00	8,565.00
2163	OT SERVICES SPED AGE 0-2	20,000.00	0.00	9,491.50	47.46	10,508.50	0.00	10,508.50
2171	PT SERVICES SPED SCHOOL AGE	10,000.00	0.00	6,211.50	62.12	3,788.50	0.00	3,788.50
2172	PT SERVICES SPED AGE 3-5	10,000.00	0.00	676.50	6.77	9,323.50	0.00	9,323.50
2173	PT SERVICES SPED AGE 0-2	10,000.00	0.00	7,851.50	78.52	2,148.50	0.00	2,148.50
2181	VISION SERVICES SPED SCHOOL AGE	0.00	501.35	3,342.32	0.00	(3,342.32)	0.00	(3,342.32)
2182	VISION SERVICES SPED AGE 3-5	15,000.00	501.35	3,676.55	24.51	11,323.45	0.00	11,323.45
2183	VISION SERVICES SPED AGE 0-2	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2190	OTHER PUPIL SUPPORT SERVICES	623,375.70	55,190.83	505,204.96	81.04	118,170.74	0.00	118,170.74
2210	IMPROVEMENT OF INSTRUCTION	344,602.52	17,477.28	167,619.77	48.64	176,982.75	0.00	176,982.75
2213	INST STAFF TRAINING	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2220	LIBRARY/MEDIA SERVICES	309,891.25	25,482.79	234,352.63	75.62	75,538.62	0.00	75,538.62
2230	INSTRUCTION-RELATED TECHNOLOGY	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2310	BOARD OF EDUCATION	438,500.00	14,522.25	53,914.49	12.30	384,585.51	0.00	384,585.51
2320	EXECUTIVE ADMINISTRATION	316,228.11	24,100.86	219,877.71	69.53	96,350.40	0.00	96,350.40
2330	DISTRICT LEGAL SERVICES	50,000.00	14,430.00	25,433.50	50.87	24,566.50	0.00	24,566.50
2410	OFFICE OF PRINCIPAL	1,183,997.88	100,002.00	905,908.15	76.51	278,089.73	0.00	278,089.73
2510	GENERAL ADMIN-BUSINESS SERVICE	412,653.47	26,681.63	257,960.21	63.46	154,693.26	3,890.00	150,803.26
2520	PURCH, WARE, AND DIST SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2560	PUBLIC INFO SERVICE	148,024.07	11,109.80	101,871.99	68.82	46,152.08	0.00	46,152.08
2580	ADMIN TECH SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2610	SUPPORT SERVICES OPERATION OF BUILDING	1,181,219.74	87,818.31	866,181.04	73.33	315,038.70	0.00	315,038.70
2620	SUPPORT SERVICES-MAINT OF BUILDING	530,066.11	20,261.15	218,903.72	41.81	311,162.39	2,721.35	308,441.04
2630	CARE & UPKEEP OF GROUNDS	145,000.00	15,127.47	70,753.73	48.80	74,246.27	0.00	74,246.27
2640	CARE & UPKEEP OF EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2650	VEHICLE OPP, ACQUISITION AND MAINTENANCE	243,946.00	539.06	3,561.52	1.46	240,384.48	0.00	240,384.48
2660	SECURITY	115,000.00	16,056.35	47,679.85	47.38	67,320.15	6,806.00	60,514.15
2670	SAFETY	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2710	VEHICLE OPP & PURCH REG ED	53,530.00	1,426.40	32,566.91	60.84	20,963.09	0.00	20,963.09
2711	VEHICLE OPP & PURCH LCC	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2712	VEHICLE OPP & PURCH SCHOOL AGE SPED	3,500.00	366.78	3,629.85	103.71	(129.85)	0.00	(129.85)
2722	MONITORING SCHOOL AGE SPED	0.00	10.01	1,951.70	0.00	(1,951.70)	0.00	(1,951.70)
2723	MONITORING SCHOOL AGE 0-5 SPED	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2790	OTHER TRANS REG STUDENTS	708,000.00	12,471.34	447,825.37	63.25	260,174.63	0.00	260,174.63
2791	OTHER TRANS LLC	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2792	OTHER TRANS SCHOOL AGE SPED	186,000.00	9,998.00	103,000.50	55.38	82,999.50	0.00	82,999.50
2793	OTHER TRANS AGE 0-5 SPED	65,000.00	0.00	67,771.47	104.26	(2,771.47)	0.00	(2,771.47)
3535	HIGH ABILITY LEARNERS	43,247.60	3,154.47	33,465.39	78.81	9,782.21	620.00	9,162.21
3551	CAREER EDUCATION	0.00	0.00	3,095.00	0.00	(3,095.00)	0.00	(3,095.00)
3590	EXTENDED LEARNING OPPORTUNITY GRANT	94,641.64	7,624.34	74,673.86	78.90	19,967.78	0.00	19,967.78
5000	DEBT SERVICES	1,000,000.00	0.00	0.00	0.00	1,000,000.00	0.00	1,000,000.00
6200	TITLE I, PART A ESSA IMP BASIC BY LOCAL	67,324.31	5,611.58	50,733.73	75.36	16,590.58	0.00	16,590.58
6310	TITLE II, PART A ESSA SUPP EFF INSTUCT	16,181.20	1,348.72	12,138.48	75.02	4,042.72	0.00	4,042.72
6406	IDEA PRESCHOOL(619) BASE ALLOC	12,731.02	1,141.00	11,318.08	88.90	1,412.94	0.00	1,412.94
6408	IDEA PART B (611) BASE & E/P	250,000.26	20,780.41	187,140.31	74.86	62,859.95	0.00	62,859.95
6412	IDEA PART B PROPORTIONATE SHARE	1,127.64	93.99	845.95	75.02	281.69	0.00	281.69
6421	ARP IDEA E/P	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6422	ARP IDEA PART B	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6423	ARP IDEA PROPORTIONATE SHARE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6700	FED VOC & APP TECH ED (CARL PERKINS)	4,781.54	65.14	586.17	12.26	4,195.37	0.00	4,195.37
6969	TITLE IV, PART A ESSA	9,398.75	834.85	7,257.92	77.22	2,140.83	0.00	2,140.83

Function Number		Revised Budget	Expended During Month	Expenditures to Date	% of Budget	Balance at EOM	O/ S PO	Unencumbered Balance
6997	ESSER II	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6998	ESSER III	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8000	TRANSFERS (OUTGOING)	50,000.00	0.00	0.00	0.00	50,000.00	0.00	50,000.00
01	GENERAL FUND	23,326,459.98	1,724,481.50	15,358,565.19	66.66	7,967,894.79	191,961.40	7,775,933.39

Function Number	Revised Budget	Expended During Month	Expenditures to Date	% of Budget	Balance at EOM	O/ S PO	Unencumbered Balance
Grand Total:	23,326,459.98	1,724,481.50	15,358,565.19	66.66	7,967,894.79	191,961.40	7,775,933.39

CASH COMPARISONS 25-26 Fiscal Year

			2023-2024	2024-2025	2025-2026
	February	General Fund	$ 6,859,967.63	$10,691,285.04	$ 9,368,753.27
		Emp. Benefit Fund	$ 228,998.48	$ 279,573.03	$ 377,376.41
		Building Fund	$ 1,554,166.57	$ 4,541,426.37	$ 6,387,527.10
		School Lunch	$ 642,945.60	$ 453,162.56	$ 433,912.11
		Bond Fund	$ 1,082,007.05	$ 3,178,428.97	$ 4,445,566.65
		Bond Fund #2	$ 24,216.73	$ 17,426.18	$ 17,350.19
		Depreciation Fund	$ 473,731.07	$ 572,486.90	$ 692,284.01
		QCPUF	$ 105,722.17	$ 320,311.46	$ 584,551.93
		Total	$10,971,755.30	$20,054,100.51	$22,307,321.67
	March	General Fund	$ 6,859,967.63	$10,691,285.04	$10,294,323.47
		Emp. Benefit Fund	$ 228,998.48	$ 279,573.03	$ 376,857.41
		Building Fund	$ 1,554,166.57	$ 4,541,426.37	$ 6,798,648.36
		School Lunch	$ 642,945.60	$ 453,162.56	$ 346,929.01
		Bond Fund	$ 1,082,007.05	$ 3,178,428.97	$ 5,318,810.77
		Bond Fund #2	$ 24,216.73	$ 17,426.18	$ 17,352.69
		Depreciation Fund	$ 473,731.07	$ 572,486.90	$ 692,401.10
		QCPUF	$ 105,722.17	$ 320,311.46	$ 693,534.24
		Total	$10,971,755.30	$20,054,100.51	$24,538,857.05
	April	General Fund	$10,522,616.92	$11,846,708.61	$11,577,827.35
		Emp. Benefit Fund	$ 229,094.17	$ 279,666.49	$ 376,721.21
		Building Fund	$ 3,121,948.36	$ 5,368,928.98	$ 7,366,138.09
		School Lunch	$ 575,170.47	$ 429,459.42	$ 349,955.52
		Bond Fund	$ 2,725,797.44	$ 4,477,208.91	$ 6,407,114.70
		Bond Fund #2	$ 24,226.85	$ 17,432.01	$ 17,355.11
		Depreciation Fund	$ 473,929.02	$ 572,678.26	$ 692,514.24
		QCPUF	$ 256,439.17	$ 476,304.11	$ 823,328.94
		Total	$17,929,222.40	$23,468,386.79	$27,610,955.16
	May	General Fund	$12,274,657.90	$14,615,146.29	$14,960,329.32
		Emp. Benefit Fund	$ 229,142.81	$ 279,713.99	$ 376,581.37
		Building Fund	$ 3,943,717.28	$ 6,867,484.63	$ 9,173,402.99
		School Lunch	$ 508,909.97	$ 388,390.79	$ 321,874.47
		Bond Fund	$ 3,137,968.94	$ 5,048,457.84	$ 7,123,097.91
		Bond Fund #2	$ 24,231.99	$ 17,434.97	$ 17,357.37
		Bond Fund #3			$ 598,948.98
		Depreciation Fund	$ 474,029.65	$ 564,361.22	$ 692,630.12
		QCPUF	$ 328,742.65	$ 702,772.66	$ 1,073,981.21
		Total	$20,921,401.19	$28,483,762.39	$34,338,203.74

Board of Education Regular Meeting
Springfield Platteview Community Schools
765 Main Street Springfield, NE 68059
Monday, May 11, 2026 7:00 PM

The Site Committee started at 6:06 p.m. Lee Smith, Michael Patera, Brian Osborn were present. The committee discussed current and upcoming projects in the district. The committee meeting adjourned at 6:33 p.m.

The Finance Committee started at 6:33 p.m. Michael Patera, Kyle Fisher, Brenda Guenther were present. Finance reports were reviewed by the committee. Discussion of the bills took place. The committee meeting adjourned at 6:51 p.m.

A meeting of the Board of Education of Springfield Platteview Community Schools in the County of Sarpy, in the State of Nebraska, was convened in open and public session at 7:00 p.m., Monday, May 11, 2026, at the SPCS Administration Building. Present: Kyle Fisher, Brenda Guenther, Brett Kreifels, Brian Osborn, Michael Patera, Lee Smith. Absent: none.

Notice of the meeting and committee meetings were given in advance thereof that included publication in the Sarpy County Times, on the district website and in five public places. Notice of this meeting was simultaneously given to all members of the Board of Education, and the agenda was communicated in the advance notice to the Board of Education of this meeting. All proceedings hereafter shown were taken while the convened meeting was open to the attendance of the public. Statute 84-1407 to 84-1414 require that the Open Meetings Act be posted in the meeting room. President Smith informed the board and the public that the Act is located on the west wall of the board room.

Action to approve the Consent Agenda as presented passed with a motion by Fisher and a second by Guenther. Vote: Yeas- Fisher, Guenther, Patera, Smith. Abstain (With Conflict)- Kreifels, Osborn. Nays- none.

There were no items from patrons.

The Board recognized Judah Stewart, Madeline Romans and Kinsley Knief for winning the State Championship in Unified Speech. The Board also recognized Gage Coleman for being a State Champion in Esports. Sponsors Dr. Michael Kersulov and Jeremey Mahoney presented and shared with the Board the students'accomplishments.

Action to renew the Food Service Management Contract with OPAA in 2026-27 school year as presented passed with a motion by Osborn and a second by Kreifels. Vote: Yeas - Fisher, Guenther, Kreifels, Osborn, Patera, Smith. Nays-none.

Action to approve the Resolution to continue the Softball Co-Op with Weeping Water as presented passed with a motion by Fisher and a second by Patera. Vote: Yeas - Fisher, Guenther, Kreifels, Osborn, Patera, Smith. Nays-none.

Action to approve the drivers education contract through ESU #3 as presented passed with a motion by Guenther and a second by Kreifels. Vote: Yeas- Fisher, Guenther, Kreifels, Osborn, Patera, Smith. Nays-none.

Action to approve the addition of two new dual credit classes to the PHS Curriculum Guide for the 2026-2027 school year passed with a motion by Kreifels and a second by Guenther. Vote: Yeas- Fisher, Guenther, Kreifels, Osborn, Patera, Smith. Nays-none.

Superintendent Dr. Saunders updated the Board on the upcoming and potential projects in the district; including stadium lighting, track resurfacing, and acquiring potential land next to

Westmont. Bond projects are expected to start in late May. Transition and accommodations during construction are also being discussed.

Westmont Principal Melissa Hasty and Springfield Principal Megan Hanson provided information on upcoming summer school schedules for their buildings.

The Board discussed the upcoming Commencement Ceremony on Sunday, May 17th at Platteview High School.

Building principals shared with the Board student and staff successes for the month.

Board members reviewed their upcoming schedule of meetings, trainings, and conventions. Significant school calendar items were also discussed.

Action to adjourn the meeting at 7:51 p.m. passed with a motion by Osborn and a second by Patera. Vote: Yeas- Fisher, Guenther, Kreifels, Osborn, Patera, Smith. Nays- none.

SPRINGFIELD PLATTEVIEW COMMUNITY SCHOOLS			
Treasurer's Report			
For the month ended May 31, 2026			
General Fund Now Account			
Bank Balance: Beginning of Reporting Period			$ 538,705.30
Deposits:			
Springfield State Bank - Interest	$ 72.85		
Transfer from Depreciation Fund			
Transfers from Investment Account	$ 1,725,267.00		
Transfers from Bond Fund	$ -		
Transfer from QCPUF	$ -		
Transfers from Lunch Fund Investment	$ -		
Transfers from Building #2 (Bond #2)			
Transfers from Building Fund Investment	$ -		$ 1,725,339.85
			$ 2,264,045.15
Disbursements			$ 1,723,228.00
Bank Balance: End of Reporting Period			$ 540,817.15
Outstanding Checks: End of Reporting Period			$ 193,276.44
NOW Account Balance: End of Reporting Period			**$ 347,540.71**
General Fund Investment Account			
Available Balance: Beginning of Reporting Period			$ 11,229,256.36
Deposits:			
Horizon Bank - Interest	$ 1,701.03		
Sarpy County Treasurer - Local Taxes	$ 402,688.20		
Sarpy- MVT	$ 152,578.80		
Sarpy-Carline Taxes	$ 286.08		
Sarpy-Homestead Exemption	$ 29,520.13		
Sarpy-Public Power Dist. Sales Tax	$ 1,907,102.09		
Sarpy-Property Tax Credit/School Tax Credit	$ 1,832,619.57		
SPED SA	$ 304,941.00		
SPED SA Transportation	$ 130,426.00		
County Fines	$ 3,485.27		
Local License Fees	$ 400.00		
State Aid	$ 318,707.00		
Medicaid/Medicaid Admin Activities	$ 19,158.25		
Preschool payments	$ 3,025.00		
Ipad/Laptop Usage Fees/Building Rental	$ 440.00		
Refunds/ Reimbursements/Ipad Damage Fines	$ 1,457.75		
			$ 5,108,536.17
			$ 16,337,792.53
Disbursements			
Transfers to General Fund NOW	$ 1,725,267.00		
Returned checks/ fees/ overpayment	$ -		
	$ -		$ 1,725,267.00
Investment Account Balance: End of Reporting Period			**$ 14,612,525.53**

General Fund Administrative Revolving Account			
Available Balance: Beginning of Reporting Period			$ 263.08
Deposits:			
Transfers From General Fund Investment Acc't	$ -		
			$ -
			$ 263.08
Disbursements			
Bank Balance: End of Reporting Period			$ 263.08
Outstanding Checks: End of Reporting Period			
Admin. Revolving Account Balance: End of Reporting Period			**$ 263.08**
General Fund Administrative Revolving Account			$ 263.08
General Fund NOW Account			$ 347,540.71
General Fund Investment Account			$ 14,612,525.53
TOTAL GENERAL FUND BALANCE			**$ 14,960,329.32**
Employee Benefit Fund			
Available Balance: Beginning of Reporting Period			$ 376,728.87
Deposits:			
Horizon Bank - Interest			$ 49.01
Transfers From General Fund Investment Acc't			$ -
			$ 376,777.88
Disbursements			$ 188.85
Bank Balance: End of Reporting Period			$ 376,589.03
Outstanding Checks: End of Reporting Period			$ 7.66
Employee Benefit Account Balance: End of Reporting Period			**$ 376,581.37**
Special Building Fund #1 Account			
Available Balance: Beginning of Reporting Period			$ 7,366,138.09
Deposits:			
Horizon Bank - Interest	$ 1,088.75		
Sarpy County Treasurer - Local Taxes	$ 184,291.75		
Sarpy-Carline Taxes	$ 130.96		
Sarpy-Homestead Exemption	$ 13,513.25		
Sarpy-Public Power Dist. Sales Tax	$ 777,790.56		
Sarpy-Property Tax Credit/School Tax Credit	$ 838,907.01		
			$ 1,815,722.28
			$ 9,181,860.37
Disbursements			$ 6,244.88
Bank Balance: End of Reporting Period			$ 9,175,615.49
Outstanding Checks: End of Reporting Period			$ 2,212.50
TOTAL SPECIAL BUILDING FUND BALANCE			**$ 9,173,402.99**
School Lunch Investment Account			
Available Balance: Beginning of Reporting Period			$ 350,364.69

Deposits:			
Horizon Bank - Interest	$ 43.91		
Hot Lunches	$ 23,472.07		
State/Federal Aid	$ 21,271.56		
Donations-Helping Hands	$ 1,080.00		
			$ 45,867.54
			$ 396,232.23
Disbursements			$ 73,948.59
Bank Balance: End of Reporting Period			$ 322,283.64
Outstanding Checks: End of Reporting Period			$ 409.17
Available Balance: End of Reporting Period			$ 321,874.47
TOTAL SCHOOL LUNCH FUND BALANCE			**$ 321,874.47**
Bond Fund #1 Investment Account			
Available Balance: Beginning of Reporting Period			$ 6,407,114.70
Deposits:			
Horizon Bank - Interest	$ 897.57		
Sarpy County Treasurer - Local Taxes	$ 209,186.06		
Sarpy County-Carline Tax	$ 103.78		
Sarpy-Homestead Exemption	$ 11,215.46		
Sarpy County-Public Power Dist. Sales Tax	$ 581,424.22		
Sarpy-Property Tax Credit	$ 174,256.12		
			$ 977,083.21
			$ 7,384,197.91
Disbursements			$ 261,100.00
Outstanding Checks: End of Reporting Period			$ -
Available Balance: End of Reporting Period			$ 7,123,097.91
TOTAL BOND FUND BALANCE			**$ 7,123,097.91**
Building Fund #2 Investment Account (Series 2020 Bond)			
Available Balance: Beginning of Reporting Period			$ 17,355.11
Deposits:			
Horizon Bank - Interest	$ 2.26		
			$ 2.26
			$ 17,357.37
Disbursements			$ -
Outstanding Checks: End of Reporting Period			$ -
Available Balance: End of Reporting Period			$ 17,357.37
TOTAL BLDG. FUND #2 BALANCE (2020)			**$ 17,357.37**
Building Fund #3 Series 2026 Building Project Fund			
Available Balance: Beginning of Reporting Period			$ -
Deposits:			
Horizon Bank - Interest	$ 689.66		
NLAF-Bond Proceeds Transfer	$ 1,000,000.00		

			$ 1,000,689.66
			$ 1,000,689.66
Disbursements			$ 401,740.68
Outstanding Checks: End of Reporting Period			$ -
Available Balance: End of Reporting Period			$ 598,948.98
TOTAL BLDG. FUND #3 BALANCE			**$ 598,948.98**
Depreciation Fund Account			
Available Balance: Beginning of Reporting Period			$ 692,514.24
Deposits:			
Horizon Bank - Interest	$ 115.88		
			$ 115.88
			$ 692,630.12
Disbursements			$ -
Available Balance: End of Reporting Period			$ 692,630.12
Outstanding Checks:			$ -
TOTAL DEPRECIATION FUND BALANCE			**$ 692,630.12**
QCPUF Fund Account			
Available Balance: Beginning of Reporting Period			$ 823,328.94
Deposits:			
Sarpy County-Real Estate Taxes	$ 25,778.02		
Sarpy County-Carline Tax	$ 18.35		
Sarpy-Homestead Exemption	$ 1,893.16		
Sarpy County-Public Power Dist. Sales Tax	$ 110,109.65		
Sarpy-Property Tax Credit/School Tax Credit	$ 117,528.03		
Horizon Bank - Interest	$ 125.06		$ 255,452.27
			$ 1,078,781.21
Disbursements			$ 4,800.00
Outstanding Checks: End of Reporting Period			
Available Balance: End of Reporting Period			$ 1,073,981.21
TOTAL QCPUF FUND BALANCE			**$ 1,073,981.21**

HORIZON BANK

BANK STATEMENT

MEMBER FDIC

402-786-2555 WAVERLY | 402-879-4788 SUPERIOR | 308-345-1744 McCOOK | 402-253-2222 SPRINGFIELD

horizonbankne.com

SPRINGFIELD PLATTEVIEW COMM
STUDENT FEE ACCOUNT
765 MAIN ST
SPRINGFIELD NE 68059

Effective July 1, 2025:Regulation CC next-day availability amount for check deposits increases from $225 to $275. See our Funds Availability Policy for details

YOUR ACCOUNT TYPE IS: COMP FREE BUSINESS

CHECKING SUMMARY ..... ACCOUNT 04-151-129 PIECES 0

		WITHDRAWALS	DEPOSITS	BALANCE
PREV STATEMENT BALANCE	(04/30/26)			5,407.25
INTEREST PAID				
STATEMENT BALANCE	(05/31/26)			5,407.25

AVERAGE COLLECTED BALANCE FOR STATEMENT PERIOD ... 5,407.25

DAILY BALANCES ..... ACCOUNT 04-151-129

04/30	5407.25	05/31	5407.25

Batch Description: MAY 2026 STUDENT FEE **Processing Month:** 05/2026
Checking Account: 12 Student Fees Account

Check/Reference Number	Description	Date	Amount
	Statement Balance	05/31/2026	5,407.25

Statement Balance	Outstanding Total	Balance on Books	Cash Account Balance	Difference
5,407.25	0.00	5,407.25	5,407.25	0.00

Cleared Automatic Payment Total:
Cleared Checks Total:
Cleared Direct Deposit Total:
Cleared Void Total:
Cleared Cash Receipt Total:
Cleared Manual Journal Entries Total:
Cleared Sales Journal Total:

HORIZON BANK

BANK STATEMENT

MEMBER FDIC

402-786-2555 WAVERLY | 402-879-4788 SUPERIOR | 308-345-1744 McCOOK | 402-253-2222 SPRINGFIELD

horizonbankne.com

SPRINGFIELD PLATTEVIEW COMM
ADMINISTRATIVE REVOLVING ACCT
765 MAIN ST
SPRINGFIELD NE 68059

Effective July 1, 2025:Regulation CC next-day availability amount for check deposits increases from $225 to $275. See our Funds Availability Policy for details

YOUR ACCOUNT TYPE IS: COMP FREE BUSINESS

CHECKING SUMMARY ..... ACCOUNT 04-171-468 PIECES 0

	WITHDRAWALS	DEPOSITS	BALANCE
PREV STATEMENT BALANCE (04/30/26)			263.08
INTEREST PAID			
STATEMENT BALANCE (05/31/26)			263.08

AVERAGE COLLECTED BALANCE FOR STATEMENT PERIOD ... 263.08

DAILY BALANCES ..... ACCOUNT 04-171-468

04/30	263.08	05/31	263.08

Batch Description: MAY 2026 ADMIN REVOVLING **Processing Month:** 05/2026
Checking Account: ADMINREV ADMINISTRATIVE REVOLVING

Check/Reference Number	Description	Date	Amount
	Statement Balance	05/31/2026	263.08

Outstanding Checks

Check/Reference Number	Description	Date	Amount
5886	CITY OF SPRINGFIELD	09/07/2021	150.00
5910	NHSSCA	05/06/2022	200.00
		Total:	350.00

Statement Balance	Outstanding Total	Balance on Books	Cash Account Balance	Difference
263.08	(350.00)	(86.92)	(86.92)	0.00

Cleared Automatic Payment Total:
Cleared Checks Total:
Cleared Direct Deposit Total:
Cleared Void Total:
Cleared Cash Receipt Total:
Cleared Manual Journal Entries Total:
Cleared Sales Journal Total:

Account Group: PHS PHS ACTIVITY

Chart of Account Number			Chart of Account Description									
Entry Date	JR	Reference #	Check Acct	Check #	Description	Entity Name	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
05 704 1100			**PHS ATHLETICS**			***Previous Balance**						177,998.19
05 704 1100			PHS ATHLETICS									
05 1710 1100			PHS ATHLETICS ADMISSIONS									
04/04/2026	CR				5/4 BASEBALL GATE	ADMISSION,	0.00	150.00	0.00	0.00		
04/30/2026	CR				4/30 SOCCER GATE	ADMISSION,	0.00	108.00	0.00	0.00		
04/30/2026	CR				4/30 BASEBALL GATE	ADMISSION,	0.00	216.00	0.00	0.00		
05/01/2026	CR				5/1 BASEBALL GATE	ADMISSION,	0.00	304.00	0.00	0.00		
05/05/2026	CR				5/5 SOCCER GATE	ADMISSION,	0.00	1,372.00	0.00	0.00		
05 1740 1100			ATHLETIC ENTRY FEES									
05/06/2026	CR				ASPI DEPOSIT INTO ACCOUNT	BOUND	0.00	5,515.00	0.00	0.00		
05/26/2026	CR				5/26 SUMMER BREAKFAST	PHS FRONT OFFICE	0.00	1,048.50	0.00	0.00		
05/27/2026	CR				5/27 SUMMER BREAKFAST	PHS FRONT OFFICE	0.00	260.00	0.00	0.00		
05/27/2026	CR				TRACK INVITE FEE	RALSTON PUBLIC SCHOOLS	0.00	150.00	0.00	0.00		
05/27/2026	CR				TRACK INVITE FEE	NEBRASKA CITY PUBLIC SCOOLS	0.00	150.00	0.00	0.00		
05/27/2026	CR				TRACK INVITE FEE/JV GOLF	ASHLAND-GREENWOOD PUBLIC SCHOOLS	0.00	300.00	0.00	0.00		
05/27/2026	CR				JV BOYS GOLF INVITE	YORK HIGH SCHOOL	0.00	180.00	0.00	0.00		
05/27/2026	CR				JV BOYS GOLF INVITE	ELKHORN NORTH HIGH SCHOOL	0.00	150.00	0.00	0.00		
05/27/2026	CR				JV BOYS GOLF INVITE	NORRIS HIGH SCHOOL	0.00	150.00	0.00	0.00		
05/27/2026	CR				JV BOYS GOLF INVITE	MILLARD SOUTH HIGH SCHOOL	0.00	150.00	0.00	0.00		
05/27/2026	CR				JV BOYS GOLF INVITE	BLAIR HIGH SCHOOL	0.00	150.00	0.00	0.00		
05/27/2026	CR				JV BOYS GOLF INVITE	CEDAR BLUFF PUBLIC SCHOOLS	0.00	150.00	0.00	0.00		
05/27/2026	CR				JV BOYS GOLF INVITE	BENNINGTON HIGH SCHOOL	0.00	150.00	0.00	0.00		
05/27/2026	CR				JV BOYS GOLF INVITE	PLATTSMOUTH HIGH SCHOOL	0.00	150.00	0.00	0.00		
05/28/2026	CR				5/28 SUMMER BREAKFAST	PHS FRONT OFFICE	0.00	260.00	0.00	0.00		
05 1741 1100			PHS ATHLETICS CAMP FEES									
05/27/2026	CR				NCA GOLD CARD	SLOUP, MADISON	0.00	25.00	0.00	0.00		
05/28/2026	CR				NCA GOLD CARD	SARMIENTO-WULF, ELLEN	0.00	25.00	0.00	0.00		
05 1990 1100			OTHER RECEIPTS									
05/01/2026	CR				DUPLICATE CASH ENTRY	CHESTERMAN COMPANY	0.00	(338.19)	0.00	0.00		
05/01/2026	CR				DRINK MACHINE COMMISSION	CHESTERMAN COMPANY	0.00	338.19	0.00	0.00		
05/01/2026	CR	1			CHESTERMAN MAY COMMISSION	CHESTERMAN COMPANY	0.00	338.19	0.00	0.00		
05/06/2026	CR				ASPI PAYOUT	BOUND	0.00	5,515.00	0.00	0.00		
05/06/2026	CR				DUPLICATE ASPI PAYOUT	BOUND	0.00	(5,515.00)	0.00	0.00		
05 2900 340 001 1100			OTHER PROFESSIONAL SERVICES									
05/01/2026	CD	20260501	5	63603	5/1 UMPIRE	ANDERS, DENNIS	150.00	0.00	0.00	0.00		
05/01/2026	CD	20260501	5	63604	5/1 UMPIRE	TRAUTMAN, TYLER	150.00	0.00	0.00	0.00		
05/04/2026	CD	20260504	5	63606	5/4 UMPIRE	SPERLING, DARIN	150.00	0.00	0.00	0.00		
05/04/2026	CD	20260504	5	63605	5/4 UMPIRE	RASMUSSEN, JOHN	150.00	0.00	0.00	0.00		
05/05/2026	CD	20260505	5	63608	MAY 5 OFFICIAL	GONZALEZ, BRYAN	140.00	0.00	0.00	0.00		
05/05/2026	CD	20260505	5	63610	MAY 5 OFFICIAL	KREIKEMEIER, LIAM	160.00	0.00	0.00	0.00		
05/05/2026	CD	20260505	5	63607	MAY 5 OFFICIAL	BAHNSEN, BRANDON	140.00	0.00	0.00	0.00		
05/05/2026	CD	20260505	5	63609	MAY 5 OFFICIAL	KESTER, BRADLEY J	160.00	0.00	0.00	0.00		
05/05/2026	CD	20260505	5	63611	MAY 5 OFFICIAL	SANKOH, MOHAMED	160.00	0.00	0.00	0.00		
05/05/2026	CD *	20260505	5	63612	Reversal: 5/6 BASEBALL TEAM DINNER	DJ's DUGOUT	(2,365.94)	0.00	0.00	0.00		
05/05/2026	CD	20260505	5	63612	5/6 BASEBALL TEAM DINNER	DJ's DUGOUT	2,365.94	0.00	0.00	0.00		
05/11/2026	CD	5/11	5	31940	UNIFIED TRACK STARTER	JOEKEL, STEVE	50.00	0.00	0.00	0.00		
05/12/2026	CD	20260512	5	63622	4/29 GOLF INVITE	ELKHORN PUBLIC SCHOOLS	175.00	0.00	0.00	0.00		

Account Group: PHS PHS ACTIVITY

Chart of Account Number			Chart of Account Description									
Entry Date	JR	Reference #	Check Acct	Check #	Description	Entity Name	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
05/15/2026	CD	1035	5	63659	XC JOINING OSC FOR 2026 FALL	OMAHA SPORTS COMMISSION	250.00	0.00	0.00	0.00		
05/15/2026	CD	20260515	5	63643	5/1 TENNIS INVITE FEE	CRETE HIGH SCHOOL	100.00	0.00	0.00	0.00		
05/15/2026	CD	041626	5	63655	4/16 GOLF INVITE FEE	NEBRASKA CITY PUBLIC SCHOOL	120.00	0.00	0.00	0.00		
05/15/2026	CD	6142550520.	5	63656	GOVT 5G UNL DATA DEVICE	VERIZON WIRELESS	40.01	0.00	0.00	0.00		
05/15/2026	CD	041126	5	63652	4/11 & 4/21 TENNIS INVITE FEES	LINCOLN CHRISTIAN SCHOOL	200.00	0.00	0.00	0.00		
05/21/2026	CD	20260521	5	63682	MEMBERSHIP FEES	TRAILBLAZER CONFERENCE	600.00	0.00	0.00	0.00		
05/22/2026	CD	121225	5	63686	12/12 WR INVITE	FORT CALHOUN HIGH SCHOOL	185.00	0.00	0.00	0.00		
05/22/2026	CD	0505	5	63687	ADD'L DUE FOR 5/5 GAME	KESTER, BRADLEY J	33.00	0.00	0.00	0.00		
05/29/2026	CD	051726	5	63694	GRADUATION SECURITY	SARPY COUNTY SHERIFF'S OFFICE	157.50	0.00	0.00	0.00		
05/29/2026	CD	173958	5	63691	CARD READER SERVICES	ASPI SOLUTIONS, INC.	1,067.00	0.00	0.00	0.00		
05 2900 610 001 1100			PHS ATHLETICS									
05/01/2026	CD	48717296	5	160332	CARDSTOCK FOR SPORTS AWARDS	QUILL CORP	52.44	0.00	0.00	0.00		
05/12/2026	CD	242216	5	63616	KEVIN WILSON PLAQUE	AWARDS UNLIMITED	57.44	0.00	0.00	0.00		
05/12/2026	CD	052826	5	160337	LAZLO'S - DAKTRONICS LUNCH	SAM'S CLUB MC/SYNCB	278.12	0.00	0.00	0.00		
05/12/2026	CD	052826	5	160337	NCA CAMP - AVA	SAM'S CLUB MC/SYNCB	517.81	0.00	0.00	0.00		
05/12/2026	CD	052826	5	160337	VARSITY - AVA	SAM'S CLUB MC/SYNCB	253.23	0.00	0.00	0.00		
05/15/2026	CD	REG-0011597059	5	63654	VARSITY CHEER CAMP AT GREAT WOLF LODGE	NATIONAL CHEERLEADERS ASSOCIATION	8,327.57	0.00	0.00	0.00		
05/15/2026	CD	10793	5	63653	DANCE TEAM SHIRTS (MUST REIMB 1100 ACCT)	LOGO LOGIX	405.00	0.00	0.00	0.00		
05/15/2026	CD	5/6	5	63658	SIGNING DAY SUPPLIES	HY-VEE ACCOUNTS RECEIVABLE	42.92	0.00	0.00	0.00		
05/15/2026	CD	5/6/26	5	63658	SIGNING DAY SUPPLIES	HY-VEE ACCOUNTS RECEIVABLE	48.00	0.00	0.00	0.00		
05/19/2026	CD	242990	5	63663	PINS - SOCCER/GOLF/BAR	REGAL AWARDS	162.50	0.00	0.00	0.00		
05/21/2026	CD	20260521	5	63673	HUDL CAMERA INSTALLATION ITEMS	MCLAUGHLIN, MARK	34.26	0.00	0.00	0.00		
05/21/2026	CD	HSVS-585	5	160336	JACK FRITCH'S DAKTRONICS REGISTRATION	DAKTRONICS, INC.	50.00	0.00	0.00	0.00		
05/31/2026	PO	PHS-PO0137			LCD 17.3' FHD VWV EDP 144HZ	BYTE SPEED	0.00	0.00	0.00	189.00		
05 704 1100			**PHS ATHLETICS**			***Previous Balance**						(3,304.11)
						***Ending Balance:**	14,566.80	11,451.69	0.00	189.00	0.00	174,694.08
05 704 1101			**PHS TIMING SYSTEM**			***Previous Balance**						11,290.34
05 704 1101			PHS TIMING SYSTEM									
05 1990 1101			OTHER RECEIPTS-TIMING SYSTEM									
05/27/2026	CR				TRACK CAMERA RENTAL	PLATTSMOUTH HIGH SCHOOL	0.00	600.00	0.00	0.00		
05 2900 610 001 1101			SUPPLIES									
05/12/2026	CD	052826	5	160337	ATHLETICLIVE	SAM'S CLUB MC/SYNCB	39.18	0.00	0.00	0.00		
05/12/2026	CD	052826	5	160337	ATHLETICLIVE	SAM'S CLUB MC/SYNCB	39.00	0.00	0.00	0.00		
05/12/2026	CD	052826	5	160337	ATHLECTICLIVE	SAM'S CLUB MC/SYNCB	39.00	0.00	0.00	0.00		
05 704 1101			**PHS TIMING SYSTEM**			***Current Activity**						482.82
						***Ending Balance:**	117.18	600.00	0.00	0.00	0.00	11,773.16
05 704 1102			**PHS ATHLETIC TRAINER**			***Previous Balance**						(264.79)
						***Ending Balance:**	0.00	0.00	0.00	0.00	0.00	(264.79)
05 704 1106			**PHS BASEBALL**			***Previous Balance**						2,816.00
						***Ending Balance:**	0.00	0.00	0.00	0.00	0.00	2,816.00

Account Group: PHS PHS ACTIVITY

Chart of Account Number / Entry Date	JR	Reference #	Check Acct	Check #	Description	Entity Name	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
05 704 1111			**PHS BOYS BASKETBALL**			***Previous Balance**						(1,940.00)
						***Ending Balance:**	0.00	0.00	0.00	0.00	0.00	(1,940.00)
05 704 1116			**PHS BOYS GOLF**			***Previous Balance**						750.00
						***Ending Balance:**	0.00	0.00	0.00	0.00	0.00	750.00
05 704 1121			**PHS BOYS SOCCER**			***Previous Balance**						127.75
05 2900 610 001 1121			PHS BOYS SOCCER EQUIP/SUPPLIES									
02/24/2026	PO	PHS-0224-1121			UHLSport Comfort ABSGRP Keeper Gloves	BSN SPORTS LLC	0.00	0.00	0.00	69.99		
02/24/2026	PO	PHS-0224-1121			UHLSport Comfort ABSGRP Keeper Gloves	BSN SPORTS LLC	0.00	0.00	0.00	69.99		
02/24/2026	PO	PHS-0224-1121			Orange/White 34 Protection V24	BSN SPORTS LLC	0.00	0.00	0.00	39.99		
02/24/2026	PO	PHS-0224-1121			Black/Red-90 Flexi V24	BSN SPORTS LLC	0.00	0.00	0.00	69.99		
02/24/2026	PO	PHS-0224-1121			Shipping	BSN SPORTS LLC	0.00	0.00	0.00	25.00		
05 704 1121			**PHS BOYS SOCCER**			***Previous Balance**						(274.96)
						***Ending Balance:**	0.00	0.00	0.00	274.96	0.00	(147.21)
05 704 1126			**PHS CROSS COUNTRY**			***Previous Balance**						243.00
						***Ending Balance:**	0.00	0.00	0.00	0.00	0.00	243.00
05 704 1131			**PHS FOOTBALL**			***Previous Balance**						(2,614.44)
						***Ending Balance:**	0.00	0.00	0.00	0.00	0.00	(2,614.44)
05 704 1136			**PHS GIRLS BASKETBALL**			***Previous Balance**						(1,335.92)
05 704 1136			PHS GIRLS BASKETBALL									
05 2900 610 001 1136			PHS GIRLS BASKETBALL EQUIP/SUPPLIES									
05/21/2026	CD	934155718	5	63666	BADEN BASKETBALLS	BSN SPORTS LLC	687.99	0.00	0.00	0.00		
05/21/2026	CD	934155718	5	63666	CREDIT	BSN SPORTS LLC	(26.16)	0.00	0.00	0.00		
05 704 1136			**PHS GIRLS BASKETBALL**			***Current Activity**						(661.83)
						***Ending Balance:**	661.83	0.00	0.00	0.00	0.00	(1,997.75)
05 704 1141			**PHS GIRLS GOLF**			***Previous Balance**						498.00
						***Ending Balance:**	0.00	0.00	0.00	0.00	0.00	498.00
05 704 1146			**PHS GIRLS SOCCER**			***Previous Balance**						1,000.00
						***Ending Balance:**	0.00	0.00	0.00	0.00	0.00	1,000.00
05 704 1151			**PHS SOFTBALL**			***Previous Balance**						809.02
						***Ending Balance:**	0.00	0.00	0.00	0.00	0.00	809.02
05 704 1152			**PHS GIRLS TENNIS**			***Previous Balance**						1,749.00
						***Ending Balance:**	0.00	0.00	0.00	0.00	0.00	1,749.00
05 704 1156			**PHS TRACK**			***Previous Balance**						2,253.85
						***Ending Balance:**	0.00	0.00	0.00	0.00	0.00	2,253.85
05 704 1161			**PHS VOLLEYBALL**			***Previous Balance**						548.00
						***Ending Balance:**	0.00	0.00	0.00	0.00	0.00	548.00

Account Group: PHS PHS ACTIVITY

Chart of Account Number / Chart of Account Description / Entry Date	JR	Reference #	Check Acct	Check #	Description	Entity Name	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
05 704 1166 **PHS BOYS WRESTLING**						***Previous Balance**						1,281.00
						***Ending Balance:**	0.00	0.00	0.00	0.00	0.00	1,281.00
05 704 1167 **PHS GIRLS WRESTLING**						***Previous Balance**						750.00
						***Ending Balance:**	0.00	0.00	0.00	0.00	0.00	750.00
05 704 1181 **PHS PC BOYS BASKETBALL**						***Previous Balance**						250.00
05 704 1181 PHS PC BOYS BASKETBALL												
05 2900 610 001 1181 PHS PC BOYS BASKETBALL EQUIP/SUPPLIES												
05/21/2026	CD	934155718	5	63666	BADEN BASKETBALLS	BSN SPORTS LLC	250.00	0.00	0.00	0.00		
05 704 1181 **PHS PC BOYS BASKETBALL**						***Current Activity**						(250.00)
						***Ending Balance:**	250.00	0.00	0.00	0.00	0.00	0.00
05 704 1183 **PHS PC BOYS TRACK**						***Previous Balance**						250.00
						***Ending Balance:**	0.00	0.00	0.00	0.00	0.00	250.00
05 704 1185 **PHS PC FOOTBALL**						***Previous Balance**						(75.64)
						***Ending Balance:**	0.00	0.00	0.00	0.00	0.00	(75.64)
05 704 1187 **PHS PC GIRLS BASKETBALL**						***Previous Balance**						250.00
05 704 1187 PHS PC GIRLS BASKETBALL												
05 2900 610 001 1187 PHS PC GIRLS BASKETBALL EQUIP/SUPPLIES												
05/21/2026	CD	934155718	5	63666	BADEN BASKETBALLS	BSN SPORTS LLC	250.00	0.00	0.00	0.00		
05 704 1187 **PHS PC GIRLS BASKETBALL**						***Current Activity**						(250.00)
						***Ending Balance:**	250.00	0.00	0.00	0.00	0.00	0.00
05 704 1189 **PHS PC GIRLS TRACK**						***Previous Balance**						250.00
						***Ending Balance:**	0.00	0.00	0.00	0.00	0.00	250.00
05 704 1191 **PHS PC VOLLEYBALL**						***Previous Balance**						250.00
						***Ending Balance:**	0.00	0.00	0.00	0.00	0.00	250.00
05 704 1193 **PHS PC WRESTLING**						***Previous Balance**						250.00
						***Ending Balance:**	0.00	0.00	0.00	0.00	0.00	250.00
05 704 1195 **PHS PC XCOUNTRY**						***Previous Balance**						250.00
						***Ending Balance:**	0.00	0.00	0.00	0.00	0.00	250.00
05 704 1200 **PHS ACTIVITIES**						***Previous Balance**						(152.37)
05 704 1200 PHS ACTIVITIES												
05 2900 610 001 1200 PHS ACTIVITIES												
05/12/2026	CD	L96586	5	63626	ESPORTS STATE COMP. HOTEL	HOLIDAY INN EXPRESS-HASTINGS	387.00	0.00	0.00	0.00		
05 704 1200 **PHS ACTIVITIES**						***Current Activity**						(387.00)
						***Ending Balance:**	387.00	0.00	0.00	0.00	0.00	(539.37)
05 704 1220 **PHS CHEER**						***Previous Balance**						(62.84)
05 704 1220 PHS CHEER												
05 1740 1220 FEES												

Account Group: PHS PHS ACTIVITY

Chart of Account Number / Chart of Account Description	Entry Date	JR	Reference #	Check Acct	Check #	Description	Entity Name	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
	05/28/2026	CR				YARD SIGN/STAPP PYMT	KREGER, MELODY	0.00	535.00	0.00	0.00		
05 2900 610 001 1220				PHS CHEER									
	05/12/2026	CD	0208	5	63624	20 YARD SIGNS	GRANDPA'S SHOP BY ABBY	460.00	0.00	0.00	0.00		
05 704 1220				**PHS CHEER**			***Current Activity**						75.00
							***Ending Balance:**	460.00	535.00	0.00	0.00	0.00	12.16
05 704 1230				**PHS COLOR GUARD**			***Previous Balance**						0.00
							***Ending Balance:**	0.00	0.00	0.00	0.00	0.00	0.00
05 704 1240				**PHS DANCE TEAM**			***Previous Balance**						(334.99)
05 704 1240				PHS DANCE TEAM									
05 1710 1240				PHS DANCE TEAM									
	05/09/2026	CR				DADDY DTR DANCE CONC.	CONCESSIONS,	0.00	53.00	0.00	0.00		
05 1740 1240				FEES									
	05/28/2026	CR				FUNDRAISER/1ST PYMTS	LINDSEY HINRICHS	0.00	5,440.00	0.00	0.00		
05 2900 610 001 1240				PHS DANCE TEAM									
	05/21/2026	CD	PHS-PO0136 44904575	5	63684	DANCE HALTER	VARSITY SPIRIT FASHIONS & SUPPLIES	291.36	0.00	0.00	0.00		
	05/21/2026	CD	PHS-PO0136 44904575	5	63684	3 COLOR LARGE LETTER	VARSITY SPIRIT FASHIONS & SUPPLIES	72.00	0.00	0.00	0.00		
	05/21/2026	CD	PHS-PO0136 44904575	5	63684	VSF A-LINE SKIRT	VARSITY SPIRIT FASHIONS & SUPPLIES	350.76	0.00	0.00	0.00		
	05/21/2026	CD	PHS-PO0136 44904575	5	63684	4 IN1CLR MET WIDE/XFULL	VARSITY SPIRIT FASHIONS & SUPPLIES	418.20	0.00	0.00	0.00		
	05/21/2026	CD	PHS-PO0136 44904575	5	63684	HANDS FREE POM STRAPS	VARSITY SPIRIT FASHIONS & SUPPLIES	63.00	0.00	0.00	0.00		
	05/21/2026	CD	PHS-PO0136 44904575	5	63684	4 IN1CLR MET WIDE/XFULL	VARSITY SPIRIT FASHIONS & SUPPLIES	418.20	0.00	0.00	0.00		
	05/21/2026	CD	PHS-PO0136 44904575	5	63684	DANCE LEOTARD	VARSITY SPIRIT FASHIONS & SUPPLIES	1,363.45	0.00	0.00	0.00		
	05/21/2026	CD	PHS-PO0136 44904575	5	63684	LEOTARD DISCOUNT	VARSITY SPIRIT FASHIONS & SUPPLIES	(136.40)	0.00	0.00	0.00		
	05/21/2026	CD	PHS-PO0136 44904575	5	63684	3 CLR RETRO WORD	VARSITY SPIRIT FASHIONS & SUPPLIES	701.25	0.00	0.00	0.00		
	05/21/2026	CD	PHS-PO0136 44904575	5	63684	WORD DISCOUNT	VARSITY SPIRIT FASHIONS & SUPPLIES	(70.18)	0.00	0.00	0.00		
	05/21/2026	CD	PHS-PO0136 44904575	5	63684	ALL STAR STONES BURST	VARSITY SPIRIT FASHIONS & SUPPLIES	418.00	0.00	0.00	0.00		
	05/21/2026	CD	PHS-PO0136 44904575	5	63684	BURST DISCOUNT	VARSITY SPIRIT FASHIONS & SUPPLIES	(41.80)	0.00	0.00	0.00		
	05/21/2026	CD	PHS-PO0136 44904575	5	63684	CUST MONO/TT COMBO-WOMEN	VARSITY SPIRIT FASHIONS & SUPPLIES	170.50	0.00	0.00	0.00		
	05/21/2026	CD	PHS-PO0136 44904575	5	63684	S/H	VARSITY SPIRIT FASHIONS & SUPPLIES	297.00	0.00	0.00	0.00		
	05/21/2026	CD	44904575	5	63684	ADD'L DISCOUNT	VARSITY SPIRIT FASHIONS & SUPPLIES	(2.40)	0.00	0.00	0.00		
	05/30/2026	PO	PHS-PO0140			XANDER POM DRESS W/ CUSTOM BACK	LINE UP, THE	0.00	0.00	0.00	2,070.00		
	05/30/2026	PO	PHS-PO0140			TLU GROUP DISCOUNT	LINE UP, THE	0.00	0.00	0.00	(207.00)		
	05/30/2026	PO	PHS-PO0140			S/H	LINE UP, THE	0.00	0.00	0.00	20.00		
05 2900 810 001 1240				DUES AND FEES									
	04/30/2026	PO	PHS-PO0139			LINDSEY HINRICHS RM 1	UNIVERSAL DANCE ASSOCIATION	0.00	0.00	0.00	645.00		
	04/30/2026	PO	PHS-PO0139			MORGAN ODEN RM 1	UNIVERSAL DANCE ASSOCIATION	0.00	0.00	0.00	645.00		
	04/30/2026	PO	PHS-PO0139			ADALYN WOLKEN RM 2	UNIVERSAL DANCE ASSOCIATION	0.00	0.00	0.00	529.00		

Account Group: PHS PHS ACTIVITY

Chart of Account Number			Chart of Account Description									
Entry Date	JR	Reference #	Check Acct	Check #	Description	Entity Name	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
04/30/2026	PO	PHS-PO0139			MCKINLEY SONESON RM 2	UNIVERSAL DANCE ASSOCIATION	0.00	0.00	0.00	529.00		
04/30/2026	PO	PHS-PO0139			MILLA STEDNITZ RM 2	UNIVERSAL DANCE ASSOCIATION	0.00	0.00	0.00	529.00		
04/30/2026	PO	PHS-PO0139			PAISLEY WHITE RM 2	UNIVERSAL DANCE ASSOCIATION	0.00	0.00	0.00	529.00		
04/30/2026	PO	PHS-PO0139			KINSELY WHITE RM 4	UNIVERSAL DANCE ASSOCIATION	0.00	0.00	0.00	567.00		
04/30/2026	PO	PHS-PO0139			GIADA ENZOLERA RM 3	UNIVERSAL DANCE ASSOCIATION	0.00	0.00	0.00	529.00		
04/30/2026	PO	PHS-PO0139			LIVIAH MCCLINTOCK RM 3	UNIVERSAL DANCE ASSOCIATION	0.00	0.00	0.00	529.00		
04/30/2026	PO	PHS-PO0139			MORGAN MELLOTT RM 3	UNIVERSAL DANCE ASSOCIATION	0.00	0.00	0.00	529.00		
04/30/2026	PO	PHS-PO0139			TYLEI OELKERS RM 3	UNIVERSAL DANCE ASSOCIATION	0.00	0.00	0.00	529.00		
04/30/2026	PO	PHS-PO0139			ADASYN KEAN RM 4	UNIVERSAL DANCE ASSOCIATION	0.00	0.00	0.00	567.00		
04/30/2026	PO	PHS-PO0139			ALEXA PATRICK RM 4	UNIVERSAL DANCE ASSOCIATION	0.00	0.00	0.00	567.00		
05 704 1240			**PHS DANCE TEAM**			***Previous Balance**						(7,925.94)
						***Ending Balance:**	4,312.94	5,493.00	0.00	9,106.00	0.00	(8,260.93)
05 704 1250			**PHS MOCK TRIAL**			***Previous Balance**						(168.22)
						***Ending Balance:**	0.00	0.00	0.00	0.00	0.00	(168.22)
05 704 1260			**PHS MUSICAL**			***Previous Balance**						23,470.89
05 704 1260			PHS MUSICAL									
05 2900 610 001 1260			PHS MUSICAL									
05/12/2026	CD	20260512	5	63625	REIMBURSEMENT FOR MUSICAL EXPENSES	HARRISON, JENNIE	81.71	0.00	0.00	0.00		
05/12/2026	CD	17590/2	5	63634	PAINT, ETC. FOR SET DECORATION	SPRINGFIELD ACE HARDWARE	229.93	0.00	0.00	0.00		
05/12/2026	CD	052826	5	160337	MUSIC THEATER INTERNATIONAL	SAM'S CLUB MC/SYNCB	5,126.50	0.00	0.00	0.00		
05/15/2026	CD	ACCT271820	5	63639	MUSICAL CATERING BALANCE	HY-VEE ACCOUNTS RECEIVABLE	300.00	0.00	0.00	0.00		
05 704 1260			**PHS MUSICAL**			***Current Activity**						(5,738.14)
						***Ending Balance:**	5,738.14	0.00	0.00	0.00	0.00	17,732.75
05 704 1270			**PHS PLAY PRODUCTION**			***Previous Balance**						4,363.86
05 704 1270			PHS PLAY PRODUCTION									
05 1710 1270			PHS PLAY PRODUCTION									
05/27/2026	CR				PLAY DONATION	KERSULOV, MICHAEL	0.00	100.00	0.00	0.00		
05 704 1270			**PHS PLAY PRODUCTION**			***Current Activity**						100.00
						***Ending Balance:**	0.00	100.00	0.00	0.00	0.00	4,463.86
05 704 1275			**PHS SHOW CHOIR**			***Previous Balance**						2,316.36
						***Ending Balance:**	0.00	0.00	0.00	0.00	0.00	2,316.36
05 704 1305			**PHS FRESHMEN**			***Previous Balance**						1,010.97
						***Ending Balance:**	0.00	0.00	0.00	0.00	0.00	1,010.97
05 704 1310			**PHS SOPHOMORES**			***Previous Balance**						4,658.32
						***Ending Balance:**	0.00	0.00	0.00	0.00	0.00	4,658.32
05 704 1315			**PHS JUNIORS**			***Previous Balance**						5,184.87
05 704 1315			PHS JUNIORS									
05 2900 610 001 1315			PHS JUNIORS									
05/12/2026	CD	052826	5	160337	JUST POP'D FOR PROM	SAM'S CLUB MC/SYNCB	72.00	0.00	0.00	0.00		
05/12/2026	CD	052826	5	160337	CROWN AWARDS FOR PROM	SAM'S CLUB MC/SYNCB	81.77	0.00	0.00	0.00		

Account Group: PHS PHS ACTIVITY

Chart of Account Number			Chart of Account Description									
Entry Date	JR	Reference #	Check Acct	Check #	Description	Entity Name	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
05/12/2026	CD	20260512	5	63620	REIMB. FOR PROM CMMT. DINNER	DAY, CATHERINE	99.95	0.00	0.00	0.00		
05/12/2026	CD	20260512	5	63633	PROM SECURITY	SARPY COUNTY SHERIFF'S OFFICE	180.00	0.00	0.00	0.00		
05 704 1315			**PHS JUNIORS**			***Current Activity**						(433.72)
						***Ending Balance:**	433.72	0.00	0.00	0.00	0.00	4,751.15
05 704 1320			**PHS SENIORS**			***Previous Balance**						6,672.77
05 704 1320			PHS SENIORS									
05 2900 610 001 1320			PHS SENIORS									
05/12/2026	CD	052826	5	160337	JOSTEN'S - DACOTA	SAM'S CLUB MC/SYNCB	64.12	0.00	0.00	0.00		
05/17/2026	CD	051726	5	160330	GRADUATION FLOWERS	LEAF & PETAL	735.00	0.00	0.00	0.00		
05/19/2026	CD	20260519	5	63661	5/13 SENIOR BREAKFAST	HY-VEE ACCOUNTS RECEIVABLE	2,125.00	0.00	0.00	0.00		
05 704 1320			**PHS SENIORS**			***Current Activity**						(2,924.12)
						***Ending Balance:**	2,924.12	0.00	0.00	0.00	0.00	3,748.65
05 704 1330			**PHS ART**			***Previous Balance**						2,648.36
05 704 1330			PHS ART									
05 1740 1330			ART CLASS FEES									
05/28/2026	CR				MATERIALS	BEHRENS, ALLISON	0.00	25.00	0.00	0.00		
05 1741 1330			EXTRACURRICULAR ACTIVITY FEES									
05/28/2026	CR				MATERIALS FOR ART	BEHRENS, ALLISON	0.00	140.00	0.00	0.00		
05 704 1330			**PHS ART**			***Current Activity**						165.00
						***Ending Balance:**	0.00	165.00	0.00	0.00	0.00	2,813.36
05 704 1340			**PHS BAND**			***Previous Balance**						5,788.63
05 704 1340			PHS BAND									
05 1710 1340			PHS BAND									
05/05/2026	CR				5/5 POPS CONCERT	ADMISSION,	0.00	209.00	0.00	0.00		
05/06/2026	CR				5/6 PHS POPS CONCERT	ADMISSION,	0.00	264.50	0.00	0.00		
05 1740 1340			BAND FEES COLLECTED									
05/28/2026	CR				CHICKEN MONEY	STEINKE, ALEX	0.00	320.00	0.00	0.00		
05/28/2026	CR				MATT BAND ACCT TRANSFER	STEINKE, ALEX	0.00	172.55	0.00	0.00		
05 1990 1340			BAND OTHER RECEIPTS									
05/28/2026	CR				OLOFF NECK STRAP REFUND	STEINKE, ALEX	0.00	24.19	0.00	0.00		
05 2900 610 001 1340			PHS BAND									
05/08/2026	CD	050826	5	160333	MUSIC TOUR LUNCH	PHOENIX FOOD & SPIRITS	77.61	0.00	0.00	0.00		
05/12/2026	CD	70552	5	63635	JAZZ BAND T'S	STADIUM SPORTS	72.00	0.00	0.00	0.00		
05/12/2026	CD	69341	5	63635	JAZZ APPAREL	STADIUM SPORTS	564.00	0.00	0.00	0.00		
05/12/2026	CD	26215/26232	5	63614	JH CONTEST AWARDS	4 SEASONS AWARDS	1,250.25	0.00	0.00	0.00		
05/13/2026	CD	20260522	5	160334	BAND LUNCH	RAISING CANE'S	461.41	0.00	0.00	0.00		
05 704 1340			**PHS BAND**			***Current Activity**						(1,435.03)
						***Ending Balance:**	2,425.27	990.24	0.00	0.00	0.00	4,353.60
05 704 1350			**PHS CHOIR**			***Previous Balance**						3,677.00
05 704 1350			PHS CHOIR									
05 1710 1350			PHS CHOIR									
05/05/2026	CR				5/5 POPS CONCERT	ADMISSION,	0.00	209.00	0.00	0.00		
05/06/2026	CR				5/6 PHS POPS CONCERT	ADMISSION,	0.00	264.50	0.00	0.00		

Account Group: PHS PHS ACTIVITY

Chart of Account Number / Chart of Account Description	Entry Date	JR	Reference #	Check Acct	Check #	Description	Entity Name	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
	05/27/2026	CR				WISH LIST PYMT	PLATTEVIEW BOOSTER CLUB	0.00	1,500.00	0.00	0.00		
05 2900 610 001 1350				PHS CHOIR									
	05/08/2026	CD	050826	5	160333	MUSIC TOUR LUNCH	PHOENIX FOOD & SPIRITS	38.80	0.00	0.00	0.00		
	05/12/2026	CD	052826	5	160337	SHEET MUSIC PLUS	SAM'S CLUB MC/SYNCB	9.99	0.00	0.00	0.00		
05 704 1350				**PHS CHOIR**			***Current Activity**						1,924.71
							***Ending Balance:**	48.79	1,973.50	0.00	0.00	0.00	5,601.71
05 704 1360				**PHS CONSTRUCTION TECH**			***Previous Balance**						570.72
							***Ending Balance:**	0.00	0.00	0.00	0.00	0.00	570.72
05 704 1370				**PHS FAMILY CONSUMER SCIENCE**			***Previous Balance**						7,128.15
05 704 1370				PHS FAMILY CONSUMER SCIENCE									
05 1740 1370				FEES									
	05/28/2026	CR				CLASS MATERIALS	LAYHER, PATTI	0.00	60.00	0.00	0.00		
	05/28/2026	CR				CLASS MATERIALS	CANIGLIA, KATELYNN	0.00	100.00	0.00	0.00		
05 704 1370				**PHS FAMILY CONSUMER SCIENCE**			***Current Activity**						160.00
							***Ending Balance:**	0.00	160.00	0.00	0.00	0.00	7,288.15
05 704 1380				**PHS INDUSTRY TECH**			***Previous Balance**						1,738.83
							***Ending Balance:**	0.00	0.00	0.00	0.00	0.00	1,738.83
05 704 1385				**PHS SCIENCE**			***Previous Balance**						3,221.16
05 704 1385				PHS SCIENCE									
05 1740 1385				FEES									
	05/28/2026	CR				SCIENCE MATERIALS	VELTRE, MICHAEL	0.00	40.00	0.00	0.00		
05 704 1385				**PHS SCIENCE**			***Current Activity**						40.00
							***Ending Balance:**	0.00	40.00	0.00	0.00	0.00	3,261.16
05 704 1387				**PHS WEIGHT ROOM**			***Previous Balance**						914.99
05 704 1387				PHS WEIGHT ROOM									
05 2900 610 001 1387				PHS WEIGHT ROOM									
	05/15/2026	CD	751	5	63644	DASHR DISPLAY PACK - BALANCE	DASHR, LLC	615.00	0.00	0.00	0.00		
05 704 1387				**PHS WEIGHT ROOM**			***Current Activity**						(615.00)
							***Ending Balance:**	615.00	0.00	0.00	0.00	0.00	299.99
05 704 1390				**PHS YEARBOOK**			***Previous Balance**						22,408.70
05 704 1390				PHS YEARBOOK									
05 1920 1390				YRBK CONTRIBUTIONS/DONATIONS									
	05/28/2026	CR				YEARBOOK SALES	KERSULOV, MICHAEL	0.00	180.00	0.00	0.00		
	05/28/2026	CR				YEARBOOK SALES	KERSULOV, MICHAEL	0.00	180.00	0.00	0.00		
05 704 1390				**PHS YEARBOOK**			***Current Activity**						360.00
							***Ending Balance:**	0.00	360.00	0.00	0.00	0.00	22,768.70
05 704 1405				**PHS ART CLUB**			***Previous Balance**						1,215.93
							***Ending Balance:**	0.00	0.00	0.00	0.00	0.00	1,215.93
05 704 1410				**PHS DIVERSITY CLUB**			***Previous Balance**						1.01

Account Group: PHS PHS ACTIVITY

Chart of Account Number / Chart of Account Description / Entry Date	JR	Reference #	Check Acct	Check #	Description	Entity Name	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
						***Ending Balance:**	0.00	0.00	0.00	0.00	0.00	1.01
05 704 1412			**PHS ESPORTS**			***Previous Balance**						2,726.73
05 704 1412			PHS ESPORTS									
05 1740 1412			FEES									
05/27/2026	CR				PIZZA PARTY PYMT	MAHONEY, JEREMY	0.00	5.00	0.00	0.00		
05 704 1412			**PHS ESPORTS**			***Current Activity**						5.00
						***Ending Balance:**	0.00	5.00	0.00	0.00	0.00	2,731.73
05 704 1415			**PHS FBLA**			***Previous Balance**						1,429.65
05 704 1415			PHS FBLA									
05 2900 610 001 1415			PHS FBLA SUPPLIES									
05/12/2026	CD	1034907289	5	63619	FBLA SLC ROOMS	COMFORT INN (NE139)	909.65	0.00	0.00	0.00		
05 704 1415			**PHS FBLA**			***Current Activity**						(909.65)
						***Ending Balance:**	909.65	0.00	0.00	0.00	0.00	520.00
05 704 1420			**PHS FCCLA**			***Previous Balance**						6.78
05 704 1420			PHS FCCLA									
05 2900 610 001 1420			PHS FCCLA									
05/12/2026	CD	2025-2026	5	63621	DISTRICT DUES, ETC.	DISTRICT 1 FCCLA - STEPHANIE WENZ	230.00	0.00	0.00	0.00		
05/12/2026	CD	SLC2664	5	63629	CONF REGISTRATION	NE FCCLA	795.00	0.00	0.00	0.00		
05 704 1420			**PHS FCCLA**			***Current Activity**						(1,025.00)
						***Ending Balance:**	1,025.00	0.00	0.00	0.00	0.00	(1,018.22)
05 704 1425			**PHS FUTURE PROBLEM SOLVERS**			***Previous Balance**						45.00
						***Ending Balance:**	0.00	0.00	0.00	0.00	0.00	45.00
05 704 1427			**PHS GREEN CLUB**			***Previous Balance**						0.00
						***Ending Balance:**	0.00	0.00	0.00	0.00	0.00	0.00
05 704 1430			**PHS LETTER CLUB**			***Previous Balance**						794.90
05 704 1430			PHS LETTER CLUB									
05 2900 610 001 1430			PHS LETTER CLUB									
05/21/2026	CD	ID#NUID-93680070	5	63683	ID# NUID-93680070	UNIVERSITY OF NE OMAHA	250.00	0.00	0.00	0.00		
05/21/2026	CD	ID# 1874	5	63667	REESE LINGLE SCHOLARSHIP	CAPITOL BEAUTY SCHOOL	250.00	0.00	0.00	0.00		
05 704 1430			**PHS LETTER CLUB**			***Current Activity**						(500.00)
						***Ending Balance:**	500.00	0.00	0.00	0.00	0.00	294.90
05 704 1435			**PHS LITERARY CLUB**			***Previous Balance**						59.43
						***Ending Balance:**	0.00	0.00	0.00	0.00	0.00	59.43
05 704 1440			**PHS NATIONAL HONOR SOCIETY**			***Previous Balance**						7,319.39
05 704 1440			PHS NATIONAL HONOR SOCIETY									
05 1730 1440			PHS NATIONAL HONOR SOCIETY DUES/FEES									
05/27/2026	CR				NHS PURCHASES	LODES, JULIE	0.00	38.00	0.00	0.00		
05/27/2026	CR				NHS STOLE/SHIRT	LODES, JULIE	0.00	56.00	0.00	0.00		
05 1920 1440			DONATIONS PHS NHS									

Account Group: PHS PHS ACTIVITY

Chart of Account Number / Chart of Account Description	Entry Date	JR	Reference #	Check Acct	Check #	Description	Entity Name	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
	05/27/2026	CR				HS SCHOLARSHIP AWARD	AMERICAN NATIONAL RED CROSS, THE	0.00	1,000.00	0.00	0.00		
05 2900 610 001 1440 PHS NATIONAL HONOR SOCIETY													
	05/12/2026	CD	20260512	5	63638	RED CROSS SCHOLARSHIP	WYSS, ERIN	375.00	0.00	0.00	0.00		
	05/12/2026	CD	20260512	5	63632	RED CROSS SCHOLARSHIP	ROMANS, MADELINE	375.00	0.00	0.00	0.00		
	05/12/2026	CD	20260512	5	63636	RED CROSS SCHOLARSHIP	STEDNITZ, SIERRA	250.00	0.00	0.00	0.00		
05 704 1440 PHS NATIONAL HONOR SOCIETY							***Current Activity**						94.00
							***Ending Balance:**	1,000.00	1,094.00	0.00	0.00	0.00	7,413.39
05 704 1445 PHS QUIZ BOWL							***Previous Balance**						1,625.37
							***Ending Balance:**	0.00	0.00	0.00	0.00	0.00	1,625.37
05 704 1450 PHS SKILLS USA							***Previous Balance**						1,390.84
05 704 1450 PHS SKILLS USA													
05 2900 610 001 1450 PHS SKILLS USA													
	05/12/2026	CD	17931/2	5	63634	SUPPLIES FOR SKILLS USA	SPRINGFIELD ACE HARDWARE	53.92	0.00	0.00	0.00		
05 704 1450 PHS SKILLS USA							***Current Activity**						(53.92)
							***Ending Balance:**	53.92	0.00	0.00	0.00	0.00	1,336.92
05 704 1455 PHS SPANISH CLUB							***Previous Balance**						304.96
05 704 1455 PHS SPANISH CLUB													
05 2900 610 001 1455 PHS SPANISH CLUB													
	05/21/2026	CD	20260521	5	63685	SNACKS FOR MAY MTG.	ZELENY, KIMBERLY	21.92	0.00	0.00	0.00		
05 704 1455 PHS SPANISH CLUB							***Current Activity**						(21.92)
							***Ending Balance:**	21.92	0.00	0.00	0.00	0.00	283.04
05 704 1460 PHS SPIRIT CLUB							***Previous Balance**						621.58
05 704 1460 PHS SPIRIT CLUB													
05 1990 1460 OTHER LOCAL RECEIPTS													
	05/01/2026	CR				DRINK MACHINE COMMISSION	CHESTERMAN COMPANY	0.00	70.69	0.00	0.00		
	05/01/2026	CR				DUPLICATE CASH ENTRY	CHESTERMAN COMPANY	0.00	(70.69)	0.00	0.00		
	05/01/2026	CR	1			CHESTERMAN MAY COMMISSION	CHESTERMAN COMPANY	0.00	70.69	0.00	0.00		
05 2900 610 001 1460 PHS SPIRIT CLUB													
	05/15/2026	CD	0407	5	63657	4/7 SUNSHINE LUNCH	HY-VEE ACCOUNTS RECEIVABLE	12.25	0.00	0.00	0.00		
	05/19/2026	CD	020226	5	63661	GUIDANCE COUNCELOR DAY FLOWERS	HY-VEE ACCOUNTS RECEIVABLE	70.00	0.00	0.00	0.00		
	05/19/2026	CD	0204	5	63661	NAT'L SOCIAL WORKER DAY	HY-VEE ACCOUNTS RECEIVABLE	37.22	0.00	0.00	0.00		
05 704 1460 PHS SPIRIT CLUB							***Current Activity**						(48.78)
							***Ending Balance:**	119.47	70.69	0.00	0.00	0.00	572.80
05 704 1465 PHS STUDENT COUNCIL							***Previous Balance**						2,096.45
05 704 1465 PHS STUDENT COUNCIL													
05 2900 610 001 1465 PHS STUDENT COUNCIL													
	05/15/2026	CD	20260515	5	63642	STUCO PRIZE FOR HARTWIG ADVISORY	COMINE, JON	65.00	0.00	0.00	0.00		
	05/16/2026	CD	0516	5	160335	GIFT CARDS FOR STU CO	TARGET	50.00	0.00	0.00	0.00		
05 704 1465 PHS STUDENT COUNCIL							***Current Activity**						(115.00)
							***Ending Balance:**	115.00	0.00	0.00	0.00	0.00	1,981.45

Account Group: PHS PHS ACTIVITY

Chart of Account Number / Chart of Account Description / Entry Date	JR		Reference #	Check Acct	Check #	Description	Entity Name	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
05 704 1470				**PHS TECH CLUB**			***Previous Balance**						51.14
							***Ending Balance:**	0.00	0.00	0.00	0.00	0.00	51.14
05 704 1475				**PHS THESPIANS**			***Previous Balance**						439.39
05 704 1475				PHS THESPIANS									
05 1741 1475				EXTRACURRICULAR ACTIVITY FEES									
05/27/2026	CR					ITS FEES	KERSULOV, MICHAEL	0.00	35.00	0.00	0.00		
05 704 1475				**PHS THESPIANS**			***Current Activity**						35.00
							***Ending Balance:**	0.00	35.00	0.00	0.00	0.00	474.39
05 704 1505				**PHS COMPUTER SCIENCE DUAL CREDIT**			***Previous Balance**						1,258.45
							***Ending Balance:**	0.00	0.00	0.00	0.00	0.00	1,258.45
05 704 1507				**PHS ELA DUAL CREDIT**			***Previous Balance**						2,312.54
							***Ending Balance:**	0.00	0.00	0.00	0.00	0.00	2,312.54
05 704 1510				**PHS GOVERNMENT DUAL CREDIT**			***Previous Balance**						0.00
							***Ending Balance:**	0.00	0.00	0.00	0.00	0.00	0.00
05 704 1515				**PHS MATH DUAL CREDIT**			***Previous Balance**						6,100.00
							***Ending Balance:**	0.00	0.00	0.00	0.00	0.00	6,100.00
05 704 1520				**PHS SPANISH DUAL CREDIT**			***Previous Balance**						1,040.64
							***Ending Balance:**	0.00	0.00	0.00	0.00	0.00	1,040.64
05 704 1600				**PHS BASEBALL**			***Previous Balance**						3,830.61
05 704 1600				PHS BASEBALL									
05 2900 610 001 1600				PHS BASEBALL									
05/05/2026	CD	*	20260505	5	63612	Correction: 5/6 BASEBALL TEAM DINNER	DJ's DUGOUT	2,365.94	0.00	0.00	0.00		
05/05/2026	CD		1	5	63613	4/14 BASEBALL TEAM MEAL	DOUGLAS, CRYSTAL	161.54	0.00	0.00	0.00		
05/05/2026	CD		2	5	63613	4/23 BASEBALL TEAM MEAL	DOUGLAS, CRYSTAL	139.19	0.00	0.00	0.00		
05/05/2026	CD		3	5	63613	4/28 BASEBALL TEAM MEAL	DOUGLAS, CRYSTAL	168.45	0.00	0.00	0.00		
05/15/2026	CD		20260515	5	63640	REIMB 5/3 & 5/4 TEAM MEAL EXPENSES	BAUGHMAN, JAMES	190.22	0.00	0.00	0.00		
05/15/2026	CD		20260515	5	63645	REIMB. FOR TEAM MEALS	FERGUSON, SARAH	70.91	0.00	0.00	0.00		
05/17/2026	CD		B63r	5	160330	BASEBALL SENIOR NIGHT	LEAF & PETAL	48.15	0.00	0.00	0.00		
05 704 1600				**PHS BASEBALL**			***Current Activity**						(3,144.40)
							***Ending Balance:**	3,144.40	0.00	0.00	0.00	0.00	686.21
05 704 1605				**PHS BOYS BASKETBALL**			***Previous Balance**						3,172.04
05 704 1605				PHS BOYS BASKETBALL									
05 1741 1605				EXTRACURRICULAR ACTIVITY FEES									
05/27/2026	CR					CAMP PYMTS	SCHLEIMEN, BRAD	0.00	2,750.00	0.00	0.00		
05 2900 610 001 1605				PHS BOYS BASKETBALL									
05/21/2026	CD		20260521	5	63676	VARSITY SUMMER LEAGUE	OMAHA SPORTS ACADEMY	375.00	0.00	0.00	0.00		
05/21/2026	CD		20260521	5	63674	HIGH SCHOOL CAMP FEES	MIDWEST ELITE BASKETBALL	2,750.00	0.00	0.00	0.00		
05/21/2026	CD		20260521	5	63675	JV & VARSITY SUMMER LEAGUE	NPC, RALSTON BASKETBALL	650.00	0.00	0.00	0.00		

Account Group: PHS PHS ACTIVITY

Chart of Account Number			Chart of Account Description									
Entry Date	JR	Reference #	Check Acct	Check #	Description	Entity Name	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
05/21/2026	CD	20260521	5	63664	YOUTH CAMP TSHIRTS	ABANTE MARKETING	829.00	0.00	0.00	0.00		
05/21/2026	CD	20260521	5	63679	REIMB. EQUIP PURCHASE	SCHLEIMEN, BRAD	166.67	0.00	0.00	0.00		
05/29/2026	CD	1	5	63695	REIMB. SNACKS FOR YOUTH CAMP	SCHLEIMEN, BRAD	87.21	0.00	0.00	0.00		
05 704 1605			**PHS BOYS BASKETBALL**			***Current Activity**						(2,107.88)
						***Ending Balance:**	4,857.88	2,750.00	0.00	0.00	0.00	1,064.16
05 704 1610			**PHS BOYS GOLF**			***Previous Balance**						194.60
						***Ending Balance:**	0.00	0.00	0.00	0.00	0.00	194.60
05 704 1615			**PHS BOYS SOCCER**			***Previous Balance**						2,123.93
05 704 1615			PHS BOYS SOCCER									
05 2900 610 001 1615			PHS BOYS SOCCER									
05/15/2026	CD	70600	5	63660	30 CONF CHAMP. T-SHIRTS	STADIUM SPORTS	603.00	0.00	0.00	0.00		
05/19/2026	CD	20260519	5	63662	SOCCER BOYS BANQUET	MCLAUGHLIN, MARK	450.35	0.00	0.00	0.00		
05 704 1615			**PHS BOYS SOCCER**			***Current Activity**						(1,053.35)
						***Ending Balance:**	1,053.35	0.00	0.00	0.00	0.00	1,070.58
05 704 1620			**PHS CROSS COUNTRY**			***Previous Balance**						2,013.31
						***Ending Balance:**	0.00	0.00	0.00	0.00	0.00	2,013.31
05 704 1625			**PHS FOOTBALL**			***Previous Balance**						11,077.34
05 704 1625			PHS FOOTBALL									
05 2900 610 001 1625			PHS FOOTBALL									
01/18/2026	PO	PHS-0116-1625			Matte Red F7 Helmet	BSN SPORTS LLC	0.00	0.00	0.00	320.00		
01/18/2026	PO	PHS-0116-1625			Freight	BSN SPORTS LLC	0.00	0.00	0.00	32.00		
05/12/2026	CD	20260512	5	63618	7 ON 7 FOOTBALL CHAMPIONSHIP	BELLEVUE WEST HIGH SCHOOL	300.00	0.00	0.00	0.00		
05/21/2026	CD	PHS-0107-1625 20260521	5	63668	Fueling on Go	CORNERSTONE	2,925.00	0.00	0.00	0.00		
05/29/2026	CD	1	5	63693	REIMB. SHOULDER PADS	MCLAUGHLIN, MARK	267.32	0.00	0.00	0.00		
05 704 1625			**PHS FOOTBALL**			***Current Activity**						(3,844.32)
						***Ending Balance:**	3,492.32	0.00	0.00	352.00	0.00	7,233.02
05 704 1630			**PHS GIRLS BASKETBALL**			***Previous Balance**						197.52
05 704 1630			PHS GIRLS BASKETBALL									
05 1741 1630			EXTRACURRICULAR ACTIVITY FEES									
05/27/2026	CR				CAMP PYMTS	WILLS, COLE	0.00	300.00	0.00	0.00		
05/27/2026	CR				CAMP PYMTS	WILLS, COLE	0.00	50.00	0.00	0.00		
05/28/2026	CR				HS CAMP FEES	WILLS, COLE	0.00	150.00	0.00	0.00		
05 2900 610 001 1630			PHS GIRLS BASKETBALL									
05/12/2026	CD	20260512	5	63630	GIRLS BB SUMMER LEAGUE	PLHS GIRLS BASKETBALL	375.00	0.00	0.00	0.00		
05/15/2026	CD	0312	5	63657	GIRLS BB BANQUET	HY-VEE ACCOUNTS RECEIVABLE	212.50	0.00	0.00	0.00		
05/21/2026	CD	20260521	5	63669	SUMMER TEAM CAMP	ELMWOOD MURDOCK JR-SR HIGH SCHOOL	250.00	0.00	0.00	0.00		
05/29/2026	CD	052626	5	63697	WAHOO TEAM CAMP	WARRIOR GIRLS BASKETBALL	225.00	0.00	0.00	0.00		
05 704 1630			**PHS GIRLS BASKETBALL**			***Current Activity**						(562.50)
						***Ending Balance:**	1,062.50	500.00	0.00	0.00	0.00	(364.98)
05 704 1635			**PHS GIRLS GOLF**			***Previous Balance**						481.32

Account Group: PHS PHS ACTIVITY

Chart of Account Number | Chart of Account Description

Entry Date	JR	Reference #	Check Acct	Check #	Description	Entity Name	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
						***Ending Balance:**	0.00	0.00	0.00	0.00	0.00	481.32
05 704 1640			**PHS GIRLS SOCCER**			***Previous Balance**						5,190.38
						***Ending Balance:**	0.00	0.00	0.00	0.00	0.00	5,190.38
05 704 1645			**PHS SOFTBALL**			***Previous Balance**						4,003.81
						***Ending Balance:**	0.00	0.00	0.00	0.00	0.00	4,003.81
05 704 1647			**PHS TENNIS FUNDRAISING**			***Previous Balance**						4,257.11
05 704 1647			PHS TENNIS FUNDRAISING									
05 2900 610 001 1647			SUPPLIES									
05/12/2026	CD	20260512	5	63617	'26 GIRLS SENIOR BANNER & POSTERS	BARNES PHOTOGRAPHY	142.50	0.00	0.00	0.00		
05/22/2026	CD	20260522	5	63688	FOOD FOR BANQUET & SNACKS IN SEASON	KUHL, ADAM	168.93	0.00	0.00	0.00		
05 704 1647			**PHS TENNIS FUNDRAISING**			***Current Activity**						(311.43)
						***Ending Balance:**	311.43	0.00	0.00	0.00	0.00	3,945.68
05 704 1650			**PHS TRACK**			***Previous Balance**						4,211.10
05 704 1650			PHS TRACK									
05 2900 610 001 1650			PHS TRACK									
05/12/2026	CD	20260512-0001	5	63617	TRACK BANNER & TEAM POSTERS	BARNES PHOTOGRAPHY	247.00	0.00	0.00	0.00		
05 704 1650			**PHS TRACK**			***Current Activity**						(247.00)
						***Ending Balance:**	247.00	0.00	0.00	0.00	0.00	3,964.10
05 704 1655			**PHS UNIFIED/FOOTBALL**			***Previous Balance**						1,492.87
						***Ending Balance:**	0.00	0.00	0.00	0.00	0.00	1,492.87
05 704 1656			**PHS UNIFIED/SOCCER**			***Previous Balance**						1,800.00
						***Ending Balance:**	0.00	0.00	0.00	0.00	0.00	1,800.00
05 704 1660			**PHS VOLLEYBALL**			***Previous Balance**						1,919.64
05 704 1660			PHS VOLLEYBALL									
05 2900 610 001 1660			PHS VOLLEYBALL									
05/29/2026	CD	312700512	5	63692	DIG PINK VB JERSEYS	BSN SPORTS LLC	1,477.44	0.00	0.00	0.00		
05 704 1660			**PHS VOLLEYBALL**			***Current Activity**						(1,477.44)
						***Ending Balance:**	1,477.44	0.00	0.00	0.00	0.00	442.20
05 704 1665			**PHS BWRESTLING**			***Previous Balance**						4,166.38
05 704 1665			PHS BWRESTLING									
05 1710 1665			PHS BWRESTLING									
05/27/2026	CR				WISH LIST PYMT	PLATTEVIEW BOOSTER CLUB	0.00	2,698.00	0.00	0.00		
05 2900 610 001 1665			PHS BWRESTLING									
05/12/2026	CD	052826	5	160337	WI LIGHTING LAB	SAM'S CLUB MC/SYNCB	2,698.00	0.00	0.00	0.00		
05/15/2026	CD	ACCT271820	5	63639	WR BANQUET CATERING	HY-VEE ACCOUNTS RECEIVABLE	1,095.97	0.00	0.00	0.00		
05 704 1665			**PHS BWRESTLING**			***Current Activity**						(1,095.97)
						***Ending Balance:**	3,793.97	2,698.00	0.00	0.00	0.00	3,070.41
05 704 1670			**PHS GWRESTLING**			***Previous Balance**						380.98

Account Group: PHS PHS ACTIVITY

Chart of Account Number | Chart of Account Description

Entry Date	JR	Reference #	Check Acct	Check #	Description	Entity Name	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
						***Ending Balance:**	0.00	0.00	0.00	0.00	0.00	380.98
05 704 1710			**PHS CLASS FINES**			***Previous Balance**						426.61
						***Ending Balance:**	0.00	0.00	0.00	0.00	0.00	426.61
05 704 1715			**PHS COLLEGE ACCESS GRANT**			***Previous Balance**						179.21
						***Ending Balance:**	0.00	0.00	0.00	0.00	0.00	179.21
05 704 1720			**PHS CONCESSIONS**			***Previous Balance**						23,569.28
05 704 1720			PHS CONCESSIONS									
05 1790 1720			CONCESSION INCOME									
05/05/2026	CR				5/5 SOCCER CONCESSIONS	CONCESSIONS,	0.00	411.00	0.00	0.00		
05/28/2026	CR				CHANGE FROM CONCESSIONS	CONCESSIONS,	0.00	8.11	0.00	0.00		
05/28/2026	CR				RETURN START-UP CASH	CONCESSIONS,	0.00	4,412.00	0.00	0.00		
05/29/2026	CR				SQUARE MAY COMMISSION	SQUARE	0.00	272.12	0.00	0.00		
05 2900 610 001 1720			PHS CONCESSIONS									
05/01/2026	CD	9991301	5	160331	COFFEE FOR TEACHERS APPRECIATION WEEK	JO-ON-THE-GO ESPRESSO CATERING	432.00	0.00	0.00	0.00		
05/12/2026	CD	1733848	5	63631	MONTHLY RENTAL	PRAIRIE FIRE COFFEE	100.00	0.00	0.00	0.00		
05/12/2026	CD	1FY3-3CXJ-D6VM	5	63615	3 TIER ROLLING CART	AMAZON CAPITAL SERVICES	69.98	0.00	0.00	0.00		
05/12/2026	CD	052826	5	160337	4/9 VALENTINO'S	SAM'S CLUB MC/SYNCB	319.00	0.00	0.00	0.00		
05/12/2026	CD	052826	5	160337	4/14 VALENTINO'S	SAM'S CLUB MC/SYNCB	108.00	0.00	0.00	0.00		
05/12/2026	CD	052826	5	160337	4/21 SAM'S ORDER	SAM'S CLUB MC/SYNCB	341.72	0.00	0.00	0.00		
05/12/2026	CD	052826	5	160337	4/22 SAM'S ORDER	SAM'S CLUB MC/SYNCB	102.36	0.00	0.00	0.00		
05/12/2026	CD	052826	5	160337	4/23 VALENTINOS	SAM'S CLUB MC/SYNCB	801.98	0.00	0.00	0.00		
05/12/2026	CD	052826	5	160337	4/23 SAM'S ORDER	SAM'S CLUB MC/SYNCB	391.63	0.00	0.00	0.00		
05/12/2026	CD	052826	5	160337	4/24 DOLLAR GENERAL	SAM'S CLUB MC/SYNCB	81.75	0.00	0.00	0.00		
05/12/2026	CD	052826	5	160337	4/24 VALENTINO'S	SAM'S CLUB MC/SYNCB	386.00	0.00	0.00	0.00		
05/12/2026	CD	052826	5	160337	4/24 VALENTINO'S	SAM'S CLUB MC/SYNCB	855.00	0.00	0.00	0.00		
05/12/2026	CD	052826	5	160337	4/24 VALENTINO'S	SAM'S CLUB MC/SYNCB	347.00	0.00	0.00	0.00		
05/12/2026	CD	052826	5	160337	4/24 KRISPY KREME	SAM'S CLUB MC/SYNCB	335.24	0.00	0.00	0.00		
05/12/2026	CD	052826	5	160337	4/27 VALENTINO'S	SAM'S CLUB MC/SYNCB	158.00	0.00	0.00	0.00		
05/12/2026	CD	052826	5	160337	4/28 DOLLAR GENERAL	SAM'S CLUB MC/SYNCB	6.00	0.00	0.00	0.00		
05/12/2026	CD	052826	5	160337	4/29 SAM'S ORDER	SAM'S CLUB MC/SYNCB	125.76	0.00	0.00	0.00		
05/12/2026	CD	052826	5	160337	5/4 SAM'S ORDER	SAM'S CLUB MC/SYNCB	250.54	0.00	0.00	0.00		
05/12/2026	CD	052826	5	160337	5/5 VALENTINO'S	SAM'S CLUB MC/SYNCB	90.00	0.00	0.00	0.00		
05/12/2026	CD	052826	5	160337	5/6 VALENTINO'S	SAM'S CLUB MC/SYNCB	206.00	0.00	0.00	0.00		
05/12/2026	CD	052826	5	160337	5/6 VALENTINO'S	SAM'S CLUB MC/SYNCB	409.00	0.00	0.00	0.00		
05/12/2026	CD	052826	5	160337	5/6 VALENTINO'S	SAM'S CLUB MC/SYNCB	271.99	0.00	0.00	0.00		
05/12/2026	CD	052826	5	160337	4/8 SAM'S CLUB	SAM'S CLUB MC/SYNCB	46.99	0.00	0.00	0.00		
05/12/2026	CD	052826	5	160337	4/11 WALMART	SAM'S CLUB MC/SYNCB	37.20	0.00	0.00	0.00		
05/15/2026	CD	042326	5	63657	2/10 CONCESSION SUPPLIES	HY-VEE ACCOUNTS RECEIVABLE	48.05	0.00	0.00	0.00		
05/15/2026	CD	021026	5	63657	2/10 ADD'L CONCESSION SUPPLIES	HY-VEE ACCOUNTS RECEIVABLE	32.09	0.00	0.00	0.00		
05/15/2026	CD	030226	5	63657	3/2 CONCESSION SUPPLIES	HY-VEE ACCOUNTS RECEIVABLE	32.69	0.00	0.00	0.00		
05/15/2026	CD	3/24	5	63657	3/24 CONCESSION SUPPLIES	HY-VEE ACCOUNTS RECEIVABLE	445.00	0.00	0.00	0.00		
05/15/2026	CD	0401	5	63657	4/1 CONCESSION SUPPLIES	HY-VEE ACCOUNTS RECEIVABLE	37.87	0.00	0.00	0.00		
05/15/2026	CD	0423	5	63657	4/23 CONCESSION SUPPLIES	HY-VEE ACCOUNTS RECEIVABLE	985.00	0.00	0.00	0.00		
05/15/2026	CD	3/26	5	63658	3/26 CONCESSIONS	HY-VEE ACCOUNTS RECEIVABLE	7.89	0.00	0.00	0.00		
05/15/2026	CD	12006013	5	63641	4/3 BEVERAGE ORDER	CHESTERMAN COMPANY	626.72	0.00	0.00	0.00		

Account Group: PHS PHS ACTIVITY

Chart of Account Number			Chart of Account Description									
Entry Date	JR	Reference #	Check Acct	Check #	Description	Entity Name	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
05/21/2026	CD	1736128	5	63678	COFFEE	PRAIRIE FIRE COFFEE	233.30	0.00	0.00	0.00		
05/21/2026	CD	052026	5	63677	SPRING CONCESSION PAYOUT	PLATTEVIEW BAND BOOSTERS	3,272.50	0.00	0.00	0.00		
05/21/2026	CD	20260521	5	63680	SAFETY PATROL CONCESSION PAYOUT	SPRINGFIELD ELEMENTARY SCHOOL	165.00	0.00	0.00	0.00		
05/29/2026	CD	18180/2	5	63696	CONCESSION PROPANE, ETC.	SPRINGFIELD ACE HARDWARE	90.25	0.00	0.00	0.00		
05 704 1720			**PHS CONCESSIONS**			***Current Activity**						(7,146.27)
						***Ending Balance:**	12,249.50	5,103.23	0.00	0.00	0.00	16,423.01
05 704 1725			**PHS D.C. TOUR**			***Previous Balance**						1,465.06
						***Ending Balance:**	0.00	0.00	0.00	0.00	0.00	1,465.06
05 704 1730			**PHS FACULTY COURTESY FUND**			***Previous Balance**						1,117.78
05 704 1730			PHS FACULTY COURTESY FUND									
05 2900 610 001 1730			PHS FACULTY COURTESY FUND									
05/15/2026	CD	751	5	63644	DASHR DISPLAY PACK - JENSON DONATION	DASHR, LLC	1,000.00	0.00	0.00	0.00		
05/19/2026	CD	0204	5	63661	NAT'L SOCIAL WORKER DAY	HY-VEE ACCOUNTS RECEIVABLE	27.78	0.00	0.00	0.00		
05/19/2026	CD	030326	5	63661	COMINE MIL FUNERAL	HY-VEE ACCOUNTS RECEIVABLE	90.00	0.00	0.00	0.00		
05 704 1730			**PHS FACULTY COURTESY FUND**			***Current Activity**						(1,117.78)
						***Ending Balance:**	1,117.78	0.00	0.00	0.00	0.00	0.00
05 704 1735			**PHS FINE ARTS**			***Previous Balance**						13,312.05
05 704 1735			PHS FINE ARTS									
05 1990 1735			OTHER LOCAL RECEIPTS									
05/27/2026	CR				AUDITORIUM RENTAL	ALLEY, CRYSTAL	0.00	800.00	0.00	0.00		
05 2900 610 001 1735			PHS FINE ARTS									
05/12/2026	CD	20260512	5	63623	LIGHTS & SOUND FOR NJHS	GLESMANN, JOSHUA	24.00	0.00	0.00	0.00		
05/12/2026	CD	20260512	5	63628	5/1 & 5/2 LIGHT BOARD FOR 5678 RECITAL	JOHNSON, VIOLET E	138.00	0.00	0.00	0.00		
05/12/2026	CD	20260512	5	63627	5/1 & 5/2 LIGHT BOARD FOR 5678 RECITAL	JOHNSON, ROSE E	138.00	0.00	0.00	0.00		
05/20/2026	CD	L2155761257	5	160328	SNOW MACHINE & FLUID	SWEETWATER SOUND LLC	467.96	0.00	0.00	0.00		
05 704 1735			**PHS FINE ARTS**			***Current Activity**						32.04
						***Ending Balance:**	767.96	800.00	0.00	0.00	0.00	13,344.09
05 704 1740			**PHS GUIDANCE**			***Previous Balance**						258.69
05 704 1740			PHS GUIDANCE									
05 2900 610 001 1740			PHS GUIDANCE									
05/12/2026	CD	052826	5	160337	VISTA PRINT	SAM'S CLUB MC/SYNCB	35.84	0.00	0.00	0.00		
05 704 1740			**PHS GUIDANCE**			***Current Activity**						(35.84)
						***Ending Balance:**	35.84	0.00	0.00	0.00	0.00	222.85
05 704 1745			**PHS LIBRARY**			***Previous Balance**						175.23
05 704 1745			PHS LIBRARY									
05 1740 1745			FEES									
05/27/2026	CR				LIBRARY FINE	PHS FRONT OFFICE	0.00	20.00	0.00	0.00		
05 704 1745			**PHS LIBRARY**			***Current Activity**						20.00
						***Ending Balance:**	0.00	20.00	0.00	0.00	0.00	195.23

Account Group: PHS PHS ACTIVITY

Chart of Account Number / Entry Date	JR	Reference #	Check Acct	Check #	Description	Entity Name	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
05 704 1750			**PHS PRINCIPAL**			***Previous Balance**						3,538.60
05 704 1750			PHS PRINCIPAL									
05 1510 1750			PHS INTEREST									
05/31/2026	CR	1			MAY INTEREST	HORIZON BANK	0.00	46.38	0.00	0.00		
05 1920 1750			PRINCIPAL DONATIONS									
05/27/2026	CR				AMAZON CHARGE	PHS FRONT OFFICE	0.00	154.72	0.00	0.00		
05 2900 610 001 1750			PHS PRINCIPAL									
05/12/2026	CD	052826	5	160337	SAM'S MONTHLY CREDIT	SAM'S CLUB MC/SYNCB	(132.46)	0.00	0.00	0.00		
05/12/2026	CD	052826	5	160337	ASSTS DAY LUNCH - SPIN	SAM'S CLUB MC/SYNCB	127.70	0.00	0.00	0.00		
05/12/2026	CD	052826	5	160337	AMAZON	SAM'S CLUB MC/SYNCB	154.72	0.00	0.00	0.00		
05/12/2026	CD	052826	5	160337	OPEN AI - CHATGPT SUBSR.	SAM'S CLUB MC/SYNCB	50.00	0.00	0.00	0.00		
05/12/2026	CD	052826	5	160337	5/7 SAM'S - TEACH. APPR. COOKOUT	SAM'S CLUB MC/SYNCB	15.92	0.00	0.00	0.00		
05/12/2026	CD	052826	5	160337	5/7 SAM'S - TEACH. APPR. COOKOUT	SAM'S CLUB MC/SYNCB	196.01	0.00	0.00	0.00		
05/12/2026	CD	052826	5	160337	5/7 SAM'S - TEACH. APPR. COOKOUT	SAM'S CLUB MC/SYNCB	2.57	0.00	0.00	0.00		
05/15/2026	CD	5/4	5	63658	5/4 STAFF APPRECIATION SUPPLIES	HY-VEE ACCOUNTS RECEIVABLE	14.11	0.00	0.00	0.00		
05 704 1750			**PHS PRINCIPAL**			***Current Activity**						(227.47)
						***Ending Balance:**	428.57	201.10	0.00	0.00	0.00	3,311.13
05 704 1767			**PHS STAFF WELLNESS**			***Previous Balance**						76.03
						***Ending Balance:**	0.00	0.00	0.00	0.00	0.00	76.03
05 704 1770			**PHS TROJAN STORE**			***Previous Balance**						12,838.54
05 704 1770			PHS TROJAN STORE									
05 1720 1770			TROJAN ZONE SALES									
05/27/2026	CR				FINAL CASH DEPOSIT	TROJAN ZONE	0.00	449.25	0.00	0.00		
05 1750 1770			STORE SALES									
05/29/2026	CR				SQUARE MAY COMMISSION	SQUARE	0.00	818.01	0.00	0.00		
05 2900 610 001 1770			PHS TROJAN STORE									
05/04/2026	CD	1.	5	160338	MAY SQUARE CHRG	SQUARE	88.00	0.00	0.00	0.00		
05/12/2026	CD	1MJT-MHVQ-DFF4	5	63615	RED/WHITE SQUARE BALLOONS	AMAZON CAPITAL SERVICES	45.98	0.00	0.00	0.00		
05/29/2026	CD	1QPF-7KMC-DLQQ	5	63690	BOOK CASES	AMAZON CAPITAL SERVICES	170.97	0.00	0.00	0.00		
05 704 1770			**PHS TROJAN STORE**			***Current Activity**						962.31
						***Ending Balance:**	304.95	1,267.26	0.00	0.00	0.00	13,800.85
			Account Group Total: PHS ACTIVITY				71,280.64	36,412.71	0.00	9,921.96	0.00	386,209.83

Activity Fund Balance Report - Summary - Include Encumbrances

05/2026 - 05/2026

Account Group: PCJHSACT **PC JR HIGH ACTIVITY**

Chart of Account Number	Chart of Account Description	Beginning Balance	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
05 704 5440	PC NATIONAL HONOR SOCIETY	709.02	0.00	0.00	0.00	0.00	0.00	709.02
05 704 5465	PC STUDENT COUNCIL	32.21	0.00	0.00	0.00	0.00	0.00	32.21
05 704 5727	PC DESTINATION IMAGINATION	2,041.47	0.00	0.00	0.00	0.00	0.00	2,041.47
05 704 5745	PC LIBRARY	223.94	0.00	116.00	0.00	0.00	0.00	339.94
05 704 5750	PC PRINCIPAL	5,412.24	191.98	360.30	0.00	0.00	0.00	5,580.56
05 704 5755	PC PARENT ADVISORY COUNCIL	2,529.19	783.96	1,000.00	0.00	0.00	0.00	2,745.23
Account Group Total:	PC JR HIGH ACTIVITY	10,948.07	975.94	1,476.30	0.00	0.00	0.00	11,448.43

Dawn Johnson 6-3-26

Account Group: WMELEMACT **WM ELEMENTARY ACTIVITY**

Chart of Account Number	Chart of Account Description	Beginning Balance	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
05 704 4465	WM ELEM STUDENT COUNCIL	2,081.11	0.00	0.00	0.00	0.00	144.30	2,225.41
05 704 4727	WM ELEM DESTINATION IMAGINATION	1,514.94	0.00	0.00	0.00	0.00	0.00	1,514.94
05 704 4745	WM ELEM LIBRARY	3,961.28	0.00	0.00	0.00	0.00	0.00	3,961.28
05 704 4750	WM ELEM PRINCIPAL	6,510.04	2,488.96	463.00	0.00	0.00	0.00	4,484.08
Account Group Total:	WM ELEMENTARY ACTIVITY	14,067.37	2,488.96	463.00	0.00	0.00	144.30	12,185.71

Melissa Hasty
6/3/2026
(We will reconcile this account when June is back in July. Sending Jachi's accounting, but we have not done our checks/balances on it.)

Account Group: SPELEMACT **SP ELEMENTARY ACTIVITY**

Chart of Account Number	Chart of Account Description	Beginning Balance	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
05 704 2465	SP ELEM STUDENT COUNCIL	468.80	0.00	0.00	0.00	0.00	0.00	468.80
05 704 2727	SP ELEM DESTINATION IMAGINATION	4,849.93	0.00	0.00	0.00	0.00	0.00	4,849.93
05 704 2745	SP ELEM LIBRARY	3,884.57	0.00	105.39	0.00	0.00	0.00	3,989.96
05 704 2750	SP ELEM PRINCIPAL	5,797.64	1,518.60	63.00	0.00	0.00	0.00	4,342.04
05 704 2760	SP ELEM POP	28.61	0.00	0.00	0.00	0.00	0.00	28.61
05 704 2775	SP ELEM WALK-A-THON	2,104.83	552.41	0.00	0.00	0.00	0.00	1,552.42
Account Group Total:	SP ELEMENTARY ACTIVITY	17,134.38	2,071.01	168.39	0.00	0.00	0.00	15,231.76

HORIZON BANK

BANK STATEMENT

MEMBER FDIC

402-786-2555 WAVERLY | 402-879-4788 SUPERIOR | 308-345-1744 McCOOK | 402-253-2222 SPRINGFIELD

horizonbankne.com

SPRINGFIELD PLATTEVIEW COMM
PLATTEVIEW EARLY EDUCATION CENTER
765 MAIN ST
SPRINGFIELD NE 68059

Effective July 1, 2025:Regulation CC next-day availability amount for check deposits increases from $225 to $275. See our Funds Availability Policy for details

YOUR ACCOUNT TYPE IS: COMP FREE BUSINESS

CHECKING SUMMARY ..... ACCOUNT 03-491-217 PIECES 2

	WITHDRAWALS	DEPOSITS	BALANCE
PREV STATEMENT BALANCE (04/30/26)			847.15
2 DEPOSITS / CREDITS		70.00	
INTEREST PAID			
STATEMENT BALANCE (05/31/26)			917.15

AVERAGE COLLECTED BALANCE FOR STATEMENT PERIOD ... 891.18

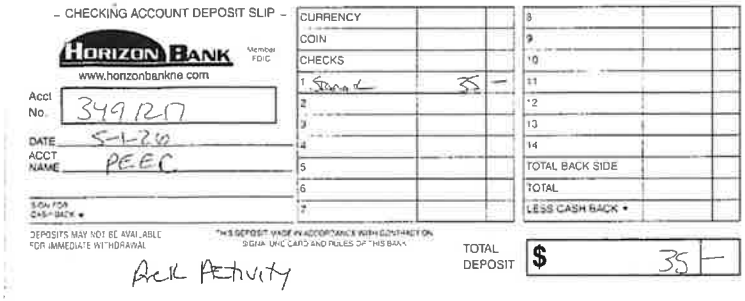
DEPOSITS / CREDITS ..... ACCOUNT 03-491-217

05/01/26	CUSTOMER DEPOSIT	35.00
05/20/26	CUSTOMER DEPOSIT	35.00

DAILY BALANCES ..... ACCOUNT 03-491-217

04/30	847.15	05/01	882.15	05/20	917.15	05/31	917.15

DDA Account 3491217



– CHECKING ACCOUNT DEPOSIT SLIP –

HORIZON BANK Member FDIC
www.horizonbankne.com

Acct No. 349127
DATE 5-1-26
ACCT NAME PEEC

SIGN FOR CASH BACK *

DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL

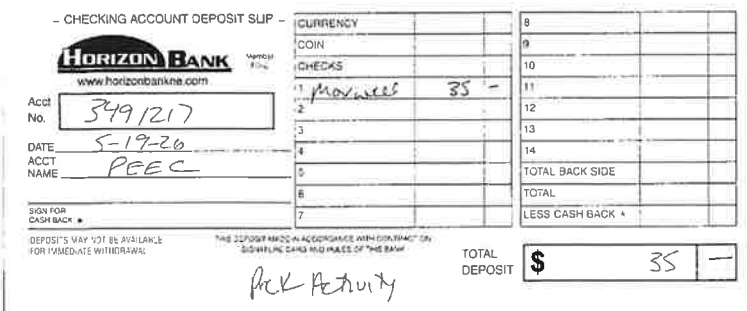
THIS DEPOSIT MADE IN ACCORDANCE WITH CONTRACT ON SIGNATURE CARD AND RULES OF THIS BANK

CURRENCY			8		
COIN			9		
CHECKS			10		
1 Stripe	35	—	11		
2			12		
3			13		
4			14		
5			TOTAL BACK SIDE		
6			TOTAL		
7			LESS CASH BACK *		

TOTAL DEPOSIT $ 35 —

Ack Activity

0000000000 4905784 1: 05/01/2026
35.00



– CHECKING ACCOUNT DEPOSIT SLIP –

HORIZON BANK Member FDIC
www.horizonbankne.com

Acct No. 349127
DATE 5-19-26
ACCT NAME PEEC

SIGN FOR CASH BACK *

DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL

THIS DEPOSIT MADE IN ACCORDANCE WITH CONTRACT ON SIGNATURE CARD AND RULES OF THIS BANK

CURRENCY			8		
COIN			9		
CHECKS			10		
1 Movinees	35	—	11		
2			12		
3			13		
4			14		
5			TOTAL BACK SIDE		
6			TOTAL		
7			LESS CASH BACK *		

TOTAL DEPOSIT $ 35 —

Ack Activity

0000000000 4905784 1: 05/20/2026
35.00

Platteview Early Education Center

Bank Statement Reconciliation 5/31/2026

Bank Balance: Beginning of Reporting Period			$847.15
Deposits:			
Activity Fees	$70.00		
Tshirt Fees	$0.00		
		Total Revenue:	$70.00
Disbursements:			
		Total Expenses:	$0.00
Cleared Checks			
Bank Balance: End of Reporting Period			**$917.15**
Outstanding Checks: End of Reporting Period			
Platteview Early Education Center Balance			**$917.15**

ACTIVITY FUND		
Vendor Name	**Invoice Description**	**Amount**
4 SEASONS AWARDS	JH CONTEST AWARDS-BAND	1,250.25
ABANTE MARKETING	YOUTH CAMP TSHIRTS-BBBALL FUND	829
AMAZON CAPITAL SERVICES	BOOK CASES-CONC/TROJAN ZONE	286.93
ANDERS, DENNIS	5/1 UMPIRE	150
ASPI SOLUTIONS, INC.	CARD READER SERVICES-ATHLETICS	1,067.00
AWARDS UNLIMITED	KEVIN WILSON PLAQUE-ATHLETICS	57.44
BAHNSEN, BRANDON	MAY 5 OFFICIAL	140
BARNES PHOTOGRAPHY	26 GIRLS SENIOR BANNER & POSTERS	389.5
BAUGHMAN, JAMES	TEAM MEAL EXPENSES-BASEBALL FUND	190.22
BELLEVUE WEST HIGH SCHOOL	7 ON 7 FOOTBALL CHAMPIONSHIP-FBALL FUND	300
BRAZELL, STEPHANIE	FLOWERS FOR STAFF-SE WALK-A-THON	19.99
BSN SPORTS LLC	DIG PINK VB JERSEYS/BASKETBALLS-VBALL FUND/GBB/PCBB	2,639.27
CAPITOL BEAUTY SCHOOL	REESE LINGLE SCHOLARSHIP-LETTER CLUB	250
CHESTERMAN COMPANY	4/3 BEVERAGE ORDER-CONCESSION	626.72
COMFORT INN (NE139)	FBLA SLC ROOMS-FBLA	909.65
COMINE, JON	STUCO PRIZE FOR HARTWIG ADVISORY-STUDENT COUNCIL	65
CORNERSTONE	Whey Protein Bars, Muscle Milk-FBALL FUND	2,925.00
CRETE HIGH SCHOOL	5/1 TENNIS INVITE FEE	100
DAKTRONICS, INC.	JACK FRITCH'S DAKTRONICS-ATHLETICS	50
DASHR, LLC	DASHR DISPLAY PACK-WEIGHTS/FACULTY COURTESY FUND	1,615.00
DAY, CATHERINE	REIMB. FOR PROM CMMT. DINNER-JUNIORS	99.95
DISTRICT 1 FCCLA - STEPHANIE WENZ	DISTRICT DUES, ETC.-FCCLA	230
DJ's DUGOUT	5/6 BASEBALL TEAM DINNER-BASEBALL FUND	2,365.94
DOUGLAS, CRYSTAL	4/28 BASEBALL TEAM MEAL-BASEBALL FUND	469.18
ELKHORN PUBLIC SCHOOLS	4/29 GOLF INVITE	175
ELMWOOD MURDOCK JR-SR HIGH SCHOOL	SUMMER TEAM CAMP-GBBALL FUND	250
FERGUSON, SARAH	REIMB. FOR TEAM MEALS-BASEBALL FUND	70.91
FORT CALHOUN HIGH SCHOOL	12/12 WR INVITE	185
GLESMANN, JOSHUA	LIGHTS & SOUND FOR NJHS-FINE ARTS	24
GONZALEZ, BRYAN	MAY 5 OFFICIAL	140

GRANDPA'S SHOP BY ABBY	20 YARD SIGNS-CHEER	460
GUITAR CENTER	RECORDERS FOR 4TH GRADE-WE PRINCIPAL	184.63
HANSON, MEGAN	STAFF FLOWERS/COOKIES/PANCAKES-SE PRINCIPAL/WALK-A-THON	102.57
HARRISON, JENNIE	REIMBURSEMENT FOR MUSICAL-MUSICAL	81.71
HASTY, MELISSA	6TH GRAD CAKE/WATER; SENIOR-WE PRINCIPAL	221.07
HOLIDAY INN EXPRESS-HASTINGS	ESPORTS STATE COMP. HOTEL- ACTIVITIES	387
HY-VEE ACCOUNTS RECEIVABLE	ADD'L CONC/GBB BANQ/SUNSHINE-CONCESSIONS/GBB FUND/SPIRIT CLUB	5,796.34
JIMMY JOHN'S	STAFF END OF YEAR LUNCH-WE PRINCIPAL	320
JO-ON-THE-GO ESPRESSO CATERING	COFFEE FOR TEACHERS APPRECIATION-CONCESSION	432
JOEKEL, STEVE	UNIFIED TRACK STARTER	50
JOHNSON, DARIN	OFFICE SUPPLIES/SNACKS-PC PRINCIPAL	18.94
JOHNSON, ROSE	5/1 & 5/2 LIGHT BOARD FOR 5678 RECITAL-FINE ARTS	138
JOHNSON, VIOLET	5/1 & 5/2 LIGHT BOARD FOR 5678 RECITAL-FINE ARTS	138
KESTER, BRADLEY	MAY 5 OFFICIAL	193
KONA ICE OF THREE RIVERS	5/20 TREAT FOR STUDENTS-PC PRINCIPAL ADVISORY COMM	1,955.20
KREIKEMEIER, LIAM	MAY 5 OFFICIAL	160
KUHL, ADAM	FOOD FOR BANQUET & SNACKS-TENNIS FUND	168.93
LEAF & PETAL	BASEBALL /GRAD FLOWERS-SENIORS/BASEBALL FUND	783.15
LINCOLN CHRISTIAN SCHOOL	4/11 & 4/21 TENNIS INVITE FEES	200
LOGO LOGIX	DANCE TEAM SHIRTS-ATHLETICS (DANCE TO REIMB)	405
MCLAUGHLIN, MARK	SOCCER BANQ/SHOULDER PADS/HUDL-BOYS SOCCER FUND/FBALL FUND/ATH	751.93
MIDWEST ELITE BASKETBALL	HIGH SCHOOL CAMP FEES-BBBALL FUND	2,750.00
NATIONAL CHEERLEADERS ASSOCIATION	VARSITY CHEER CAMP AT GREAT WOLF-ATHLETICS	8,327.57
NE FCCLA	CONF REGISTRATION-FCCLA	795
NEBRASKA CITY PUBLIC SCHOOL	4/16 GOLF INVITE FEE	120
NPC, RALSTON BASKETBALL	JV & VARSITY SUMMER LEAGUE-BBBALL FUND	650
OMAHA SPORTS ACADEMY	VARSITY SUMMER LEAGUE-BBBALL FUND	375
OMAHA SPORTS COMMISSION	XC JOINING OSC FOR 2026 FALL-ATHLETICS	250
PHOENIX FOOD & SPIRITS	MUSIC TOUR LUNCH-BAND/CHOIR	116.41
PLATTEVIEW BAND BOOSTERS	SPRING CONCESSION PAYOUT-CONCESSION	3,272.50
PLHS GIRLS BASKETBALL	GIRLS BB SUMMER LEAGUE-GBBALL FUND	375

PRAIRIE FIRE COFFEE	COFFEE-CONCESSION	333.3
QUILL CORP	CARDSTOCK FOR SPORTS AWARDS-ATHLETICS	52.44
RAISING CANE'S	BAND LUNCH-BAND	461.41
RASMUSSEN, JOHN	5/4 UMPIRE	150
REGAL AWARDS	PINS - SOCCER/GOLF/BAR-ATHLETICS	162.5
ROMANS, MADELINE	RED CROSS SCHOLARSHIP-NATIONAL HONOR SOCIETY	375
SAM'S CLUB MC/SYNCB	MAY SAM'S MASTERCARD PYMT-CONC/CHOIR/ATHLETIC/PRINCIPAL ACCT	17,297.96
SANKOH, MOHAMED	MAY 5 OFFICIAL	160
SARPY COUNTY SHERIFF'S OFFICE	GRADUATION SECURITY-ATHLETICS	337.5
SCHLEIMEN, BRAD	REIMB. SNACKS FOR YOUTH CAMP-BBBALL FUND	253.88
SGT. PEFFER'S CAFE ITALIAN	5/20 STAFF MEAL-SE PRINCIPAL	442.45
SPERLING, DARIN	5/4 UMPIRE	150
SPRINGFIELD ACE HARDWARE	CONCESSION PROPANE, ETC.-MUSICAL/SKILLS/CONCESSION	374.1
SPRINGFIELD ELEMENTARY SCHOOL	SAFETY PATROL CONCESSION PAYOUT	165
SQUARE	MAY SQUARE CHRG-TROJAN STORE	88
STADIUM SPORTS	CONF CAMP SHIRTS, JAZZ BAND SHIRTS-BOYS SOCCER FUND/BAND	1,239.00
STEDNITZ, SIERRA	RED CROSS SCHOLARSHIP-NATIONAL HONOR SOCIETY	250
SVENDSEN, TREN	TEACHER APPRECIATION & ATTEND. ICE-PC PRINCIPAL	151.28
SWEETWATER SOUND LLC	SNOW MACHINE & FLUID-FINE ARTS	467.96
SYLVESTER, COLLEEN	SAFETY PATROL GIFT CARDS-SE WALK-A-THON	30
TARGET	GIFT CARDS FOR STU CO-STUDENT COUNCIL	50
TRAILBLAZER CONFERENCE	MEMBERSHIP FEES-ATHLETICS	600
TRAUTMAN, TYLER	5/1 UMPIRE	150
UNIVERSITY OF NE OMAHA	JORDAN MORTENSON SCHOLARSHIP-LETTER CLUB	250
VARSITY SPIRIT FASHIONS & SUPPLIES	DANCE UNIFORMS-DANCE TEAM	4,312.94
VERIZON WIRELESS	GOVT 5G UNL DATA DEVICE-ATHLETICS	40.01
WARRIOR GIRLS BASKETBALL	WAHOO TEAM CAMP-GBBBALL FUND	225
WYSS, ERIN	RED CROSS SCHOLARSHIP-NATIONAL HONOR SOCIETY	375
ZELENY, KIMBERLY	SNACKS FOR MAY MTG.-SPANISH CLUB	21.92
		76,816.55

Springfield Platteview Community Schools

Board Bills for Approval June 8, 2026

GENERAL FUND

Vendor Name	Invoice Description	Amount
360 COMMUNITY SERVICES	SPECIAL SERVICES	29,251.80
4 SEASONS AWARDS	SPRING MUSIC AWARDS	65.00
AIRGAS USA, LLC	SUPPLIES	541.20
AMAZON CAPITAL SERVICES	SUPPLIES	5,940.18
BAND SHOPPE	BAND DRUM MAJOR MACES	414.95
BAUGH, NICHOLE	MILEAGE	191.18
Bellairs, Vanessa	SUPPLIES	57.45
BLACK HILLS ENERGY	UTILITIES	174.60
CAPITAL BUSINESS SYSTEMS, INC. - PRINTER	COPIER LEASE	2,048.00
CAPITAL BUSINESS SYSTEMS, INC. - SERVICE	COPIER SUPPLIES	147.75
CASEYS BUSINESS ADVANTAGE	GAS	801.11
CENTURYLINK	TELEPHONE	155.35
CENTURYLINK	TELEPHONE	296.73
CHAD'S AUTO REPAIR	MALIBU TIRE	169.27
CHUCK JOHNSON SERVICES	SERVICES	450.00
CITY OF SPRINGFIELD	UTILITIES	474.54
COLUMN SOFTWARE PBC	ADVERTISING	200.16
CONSTRUCTION CONTAINERS & EXCAVATING,	SERVICES	345.25
COX BUSINESS	TELEPHONE	670.22
CREATIVE SOLUTIONS, INC.	BAND SUPPLIES	1,939.85
CROWNE PLAZA KEARNEY	TRAVEL EXPENSE-NETA CONF	1,343.60
DAILY RECORD, THE	BOARD MEETING NOTICES	88.00
DAY, CATHERINE	MILEAGE	60.90
DELTAMATH SOLUTIONS INC	Math Resource for 7-12	1,380.00
DILL, SHELLEE	MILEAGE	40.68
EAKES OFFICE SOLUTIONS	CUSTODIAL SUPPLIES	1,981.30
EDUCATIONAL SERVICE UNIT NO. 3	SERVICES/FEES	17,261.58
EGAN SUPPLY COMPANY	CUSTODIAL SUPPLIES	880.72
EXCEED TECHNOLOGIES LLC	EXCEED CAST RENEWAL	240.00
FALCH, KELLY	SUPPLIES	444.72
FATHER FLANAGAN'S BOYS' HOME-	SPECIAL SERVICES	5,700.00
FIBER PLATFORM LLC	INTERNET	5,944.79
FIRST STUDENT	TRANSPORTATION	14,742.42
FISHER, KYLE	TRAVEL EXPENSE-SAN ANTONIO/DC CONF	2,365.85
FOLLETT SCHOOL SOLUTIONS, INC.	LIBRARY BOOKS	3,028.78
GENERAL PARTS GROUP	SERVICES	314.90
GOPHER SPORT	SUPPLIES-PHS PE	898.99

GRAINGER	MAINTENANCE SUPPLIES	217.32
GREAT PLAINS PEST SERVICES, INC.	PEST SERVICES	250.00
GREATER OMAHA REFRIGERATION	SERVICES-PHS ICE MACHINE	390.50
GUMDROP BOOKS	LIBRARY BOOKS	224.37
HARRISON, JENNIE	MILEAGE	43.79
HAYES MECHANICAL, LLC	SERVICES-PHS	577.85
HEARTLAND BUSINESS SYSTEMS	MICROSOFT LICENSING	8,260.95
HEARTLAND FOUNDATION	SPECIAL SERVICES	4,230.00
HOME DEPOT CREDIT SERVICES	SUPPLIES-PHS IND TECH	1,305.47
HTM SALES, INC.	SERVICES-PUMPING STATION	236.40
INDUSTRIAL ARTS SUPPLY COMPANY	PHS SCIENCE SUPPLIES	276.00
IXL LEARNING, INC.	Professional Learning	1,595.00
J.F. AHERN CO.	SERVICES	290.00
J.W. PEPPER & SON, INC.	SUPPLIES-PHS MUSIC DEPT	215.99
JACKSON, CYNTHIA	MILEAGE	58.00
JOHNSON, DARIN	MILEAGE	44.95
JONES SCHOOL SUPPLY	SUPPLIES-H.HISEK	283.61
JOSTENS	SUPPLIES-PHS GRADUATION	28.65
K5 EVENT PLANNING & FUNDRAISING, LLC	PUBLIC RELATIONS SERVICES	1,537.50
KIDS SUCCEED THERAPY, LLC	OT/PT SERVICES	10,783.00
KROLL, MORGAN	MILEAGE	72.50
LAKESHORE LEARNING MATERIALS	SUPPLIES	32.97
LOUISVILLE HIGH SCHOOL	TRANSPORTATION	1,092.00
MAHONEY, JEREMY	MILEAGE	87.73
MANN, DOUG	MAINTENANCE SUPPLIES	255.85
MAXABILITY THERAPY SERVICES	SPECIAL SERVICES	98.16
MCGRAW HILL EDUCATION	Intervention Resources	896.26
MCI	TELEPHONE	15.63
METROPOLITAN COMMUNITY COLLEGE	DUES/FEES	48.02
METROPOLITAN UTILITIES DIST	UTILITIES	3,761.00
MICHELLE, LAUREN	SUPPLIES	68.10
MYSTERY SCIENCE, INC.	Mystery Science Kits for K-5	10,360.00
NASCO	SUPPLIES-PHS SCIENCE	205.94
NASP	DUES-S.DILL	240.00
NASSP	DUES-JH NHS	385.00
NEBRASKA ALCD	MEMBERSHIP-ZIEROTT	50.00
NEBRASKA SCIENTIFIC	SUPPLIES-PHS SCIENCE	912.50
NETA	Professional Learning	1,055.00
OMAHA PUBLIC POWER DISTRICT	UTILITY SERVICES	26,412.00
ONE SOURCE	SERVICES	68.00
OPAA! FOOD MGT. OF NE, LLC.	PREK SNACKS	591.25
PAPILLION SANITATION	SERVICES	1,444.94
PAPIO BOWL (PREPAID)	JH INCENTIVE	960.00

PAPIO TRANSPORT SCHOOL SERVICE INC	TRANSPORTATION	3,840.00
PERFORM BETTER	CROUSE PE SUPPLIES	548.27
PERRY,GUTHERY,HAASE & GESSFORD,P.C.,L.L.O	LEGAL SERVICES	1,947.77
PITSCO EDUCATION, LLC	PC SCIENCE SUPPLIES/CURR	476.46
PYGRAPHICS, INC.	MARCHING BAND LICENSE	125.00
QUADIENT FINANCE USA, INC.	POSTAGE	500.00
QUADIENT LEASING USA, INC.	POSTAGE	279.59
QUILL CORP	SUPPLIES	165.62
RANSOM, JESSICA	MILEAGE	110.64
ROSSER LAWN CARE, INC.	MOWING/TRIM SERVICES	7,080.00
Saunders, Ryan	MILEAGE	63.08
SAVVAS	6-8 & Biology Science Adoption for 7 yrs	120,161.39
SCHMITT MUSIC CENTER	SUPPLIES-PHS MUSIC DEPT	25.19
SCHOOL MATE	SUPPLIES-SE STUDENT PLANNERS	212.50
SERETTA, TIM	MILEAGE	191.69
SMEKENS	Writing Conference	1,227.00
SPEECH SQUAD LLC	SPECIAL SERVICES	3,969.00
SPIEHS, SHARI	MILEAGE	63.95
SPRINGFIELD ACE HARDWARE	SUPPLIES	412.10
STANTON, TAYLOR	MILEAGE	263.93
STEDNITZ, LEAH	MILEAGE	17.11
STEVE WEISS MUSIC	BAND PERCUSSION STICKS/MALLETS	326.72
T-MOBILE	HOT SPOTS	101.40
UNIVERSITY OF NEBRASKA AT OMAHA-MOEC	DUES/FEES	6,000.00
VERIZON WIRELESS	CELL PHONES/HOT SPOT	119.87
VITA HEALTH STAFFING LLC	HEALTH PARA	2,520.00
VOYAGER SOPRIS LEARNING	Sped- Updated Intervention	154.00
WESTLAKE ACE HARDWARE	SUPPLIES	48.56
WILSON, LESLIE	MILEAGE	452.19
ZIEROTT, HEIDI	SUPPLIES	176.73
		$332,593.78
EMPLOYEE BENEFIT FUND		
HORACE MANN INSURANCE COMPANY	DUES/FEES	188.85
		$188.85
NUTRITION FUND		
ANTILLION, TAMMY	LUNCH ACCT REIMB	63.05
BAUGHMAN, JODY	LUNCH ACCT REIMB	110.80
BELLAIRS, DAVID	LUNCH ACCT REIMB	385.75
CANCIAN, LORENZO (PREPAID)	LUNCH ACCT REIMB	54.60
CHRISTIANSEN, DEB & CHRIS	LUNCH ACCT REIMB	19.55
EFUNDS (AUTOPAY)	APRIL 2026 PROCESSING SERVICES	37.45

EVANS, LAURA	LUNCH ACCT REIMB	9.40
GENERAL PARTS GROUP	PHS STEAMER REPAIR	332.20
GUERRERO, SUE & BRYANT	LUNCH ACCT REIMB	58.65
HART, AMIEE & TROY	LUNCH ACCT REIMB	8.40
HAWKINS, EMILY & TERRY	LUNCH ACCT REIMB	24.30
HEESE, KEELY & CHAD	LUNCH ACCT REIMB	25.15
HIBBITTS, CANDACE	LUNCH ACCT REIMB	65.50
KEAN, CONNIE & GARRETT	LUNCH ACCT REIMB	110.57
KNIEF, STACEY & TERRY	LUNCH ACCT REIMB	17.80
LINGLE, AARON	LUNCH ACCT REIMB	28.96
OLOFF, ANNETTE & TOM	LUNCH ACCT REIMB	9.75
OPAA! FOOD MGT. OF NE, LLC.	MAY 2026 CONTRACTED SERVICES	53394.42
PORTER, AMANDA & JED	LUNCH ACCT REIMB	4.03
PRUGGER, DONNA & DAN	LUNCH ACCT REIMB	131.05
QUINN, AMY	LUNCH ACCT REIMB	12.35
RINGHOFF, ERIN	LUNCH ACCT REIMB	23.95
ROMANS, APRIL & DONALD	LUNCH ACCT REIMB	5.70
SCHLECHT, DANIEL	LUNCH ACCT REIMB	71.50
STEHLIK, STEVE & PAMELA	LUNCH ACCT REIMB	240.05
STOGDILL, BRANDON	LUNCH ACCT REIMB	20.50
		$55,265.43
BUILDING FUND #1		
BOONES BROTHERS ROOFING, A NATIONS	ROOF REPAIRS	2,023.20
KULM CONCRETE	WE SIDEWALK REPLACEMENT	2,212.50
OLSSON	PHS TRACK/FIELD LIGHTING UPGRADES	6,972.08
		$11,207.78
BUILDING FUND #3		
A.P.M. ARCHITECTURE, INC.	PC/PHS RENOVATION SERVICES	73,318.07
BOYD JONES CONSTRUCTION, CO.	PC/PHS RENOVATION SERVICES	182,874.99
		$256,193.06
STUDENT FEES		
CAMP KITAKI	OUTDOOR ED FEES	4,253.00
		$4,253.00

Meal Proposal
26-27 School Year

Breakfast Elem: $2.35
Breakfast PC/PHS: $2.60
Breakfast Adult: $3.15

Lunch Elem: $3.75
Lunch PC/PHS: $3.95
Lunch Adult: $5.15

Milk: $0.75

Historical Review

YEAR	Breakfast - Elem Student	Breakfast - PC/HS Student	Breakfast -Adult	Lunch- Elem Student	Lunch- PC/HS Student	Lunch- Adult	Milk	MEAL YEARLY INCREASE
SY21-22	Free-Covid	Free-Covid	$2.20	Free-Covid	Free-Covid	$3.65	$0.60	
SY22-23	$1.85	$2.10	$2.30	$3.25	$3.45	$4.00	$0.60	$0.10
SY23-24	$1.95	$2.20	$3.00	$3.35	$3.55	$5.00	$0.70	$0.10
SY24-25	$2.10	$2.35	$3.00	$3.50	$3.70	$5.00	$0.70	$0.15
SY25-26	$2.20	$2.45	$3.00	$3.60	$3.80	$5.00	$0.70	$0.10
SY26-27	**$2.35**	**$2.60**	**$3.15**	**$3.75**	**$3.95**	**$5.15**	**$0.75**	**$0.15**

To: ESU #3 Member School District Superintendents
From: Dr. Dan J. Schnoes, ESU #3 Administrator
Date: May 29, 2026
Re: Member School District Approval Forms for 2026-2027

Hello everyone! This spring, we met with all 18 districts during our District Planning Visits (DSP) and are developing plans for the 2026-27 year. Once again, we are looking forward to maintaining and growing the level of services for all of our districts with the flexibility to meet individual needs. Our External Review for our Continuous Improvement Process was extremely positive this year. Thanks to you and your staff for your continued support.

ESU #3's budgeting process for "Services" for 2026-27 is currently in progress. We have received our certified amount for Core Service funding for 2026-27 and we are projecting an increase of $300,000, which will make up for some of the losses the last few years. This level of funding that we receive from the state has remained relatively flat for the past 10 years. Core Service funds work similar to TEEOSA, however, ESU's total amount of state aid had remained relatively constant until this year. A formula divides the funds across the 17 ESUs. Core Service funds cover all of our costs in our Professional Learning Department and part of our Information Systems and Tech Department (by statute).

Our estimates for Property Tax increases are currently running from 4-5%, which should help maintain our budget and services. Property Taxes cover the remaining cost of our Information Systems and Technology Department and all other remaining operational costs. We plan to have our staff receive a 4% total package increase this year. Core Service funds and Property Taxes cover roughly 33% of our total budget. The remaining 67% comes from grants and contracts.

The total amount for Personalized Services for 2026-27 should remain close to the same as this past year, however, I am hoping to increase the total amount by $100,000 if the budget allows. As with your budgeting process, we will not know until the final tax valuations have been set as to the impact on this program. They can also be adjusted depending on the number of services you receive, which many have had increased costs.

According to ESU #3 Board Policy and State Statute, we are required to gain approval from our member school districts for the "purposes" of use for Core Service and Property Tax funds. Updated worksheets identifying the services and costs, for the 2026-27 fiscal year, will be shared when property tax valuations are set in August and the budget has been approved in September.

The Core Service Funds Purposes and Property Tax Levy Funds Purposes forms are enclosed for your written Approval or Disapproval. We will have an electronic signature feature again this year to make the process easier.

I will be available most of June for anyone that would like to ask questions. Please contact me at 402-597-4802 or by email at dschnoes@esu3.org.

Please return the approval / disapproval form by June 30th, 2026 *to ESU #3 by electronic signature, mail or email.*

As per Nebraska statute, if the approval / disapproval form is not returned by ***June 30, 2026*** *your school district is considered to have* ***approved*** *the proposed core service and property tax funds for the 2026-27 school year.*

ESU #3

2026-2027 Budget Year

School District: Springfield Platteview Community Schools

Nebraska Revised Statutes 79-1241.03: Funds appropriated for Core Services shall be used for **purposes** approved by representatives of two-thirds of the member school districts in an educational service unit, representing a majority of the students in the member school districts.

Nebraska Revised Statutes 79-1242: Funds generated from the Property Tax Levy shall only be used for **purposes** approved by representatives of two-thirds of the member school districts in an educational service unit, representing a majority of the students in the member school districts.

Core Service and Property Tax Levy Funds Purposes

Each member school district of ESU #3 is requested to check approval or disapproval for the **purposes** of **Core Service Funds** and for the **purposes of the Property Tax Levy** for ESU #3.

The purposes for the use of both funds for the 2026-2027 fiscal year are outlined in your ESU #3's District Service Plan and will be shared following Budget Approval in September.

☐ Approve

☐ Disapprove

By:_____
(Signature of Representative as Appointed by the School District's Governing Board)

By: _____
Dr. Dan J. Schnoes, ESU #3

Signature:

Email: dschnoes@esu3.org

Karen A. Haase NE, SD, IA, WY, KS
Steve Williams NE, SD
Bobby Truhe NE, SD
Coady H. Pruett NE, CO, SD, KS
Jordan Johnson NE, WY, NE

Tyler Coverdale SD
Sara Hento NE, SD
Amanda Dabney NE, WY
Shari Russell, Paralegal

M E M O R A N D U M

To: KSB Policy Service Subscribers

From: KSB School Law

Date: May 26, 2026

Re: Annual Policy Updates

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

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

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

Policy Changes

REVISION OF POLICY 2008: MEETINGS

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

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

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

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

This revision is required.

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

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

This change is required.

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

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

This change is required.

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

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

This change is required.

REVISION OF POLICY 3048: COMMUNICABLE DISEASE

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

This change is required.

REVISION OF POLICY 3057: TITLE IX (FULL VERSION)

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

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

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

NEW POLICY 3061: ACH ORIGINATOR POLICY

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

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

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

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

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

REVISION OF POLICY 4017: RELATIONS WITH EMPLOYEE COLLECTIVE BARGAINING ASSOCIATIONS

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

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

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

This change is required.

REVISION OF POLICY 4019: WORKPLACE INJURY PREVENTION AND SAFETY COMMITTEE

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

This change is required.

REVISION OF POLICY 4056: RESIGNATION OF CERTIFICATED STAFF

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

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

This change is required.

NEW POLICY 4065: STAFF USE OF AI TOOLS

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

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

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

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

REVISION OF POLICY 5001: COMPULSORY ATTENDANCE AND EXCESSIVE ABSENTEEISM

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

This change is required.

REVISION OF POLICY 5003: ADMISSION OF PART-TIME STUDENTS

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

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

(1) Activities regulated by an athletic/activities association (like NSAA): 5 credit hours;

(2) Activities regulated by some other governing body (like FFA): the number of credit hours the school offers based on what the governing body requires; and

(3) Activities not regulated by any governing body or athletic/activities association (like prom and chess club): the board may require up to 5 credit hours but can require fewer, even 0.

This change is required.

REVISION OF POLICY 5004: OPTION ENROLLMENT

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

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

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

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

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

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

REVISION OF POLICY 5035: STUDENT DISCIPLINE

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

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

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

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

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

This change is required.

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

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

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

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

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

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

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

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

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

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

This policy revision is optional.

REVISION OF POLICY 6038: STUDENT USE OF AI TOOLS

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

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

This policy, and the changes, are optional.

NEW POLICY 6046: RIGHT TO ACCESS SCHOOL LIBRARY MATERIALS

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

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

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

This policy is required.

Form Changes

Special Education Procedures

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

Policy 5004 - Related Option Enrollment Resources

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

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

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

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

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

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

Policy 6046 - Right to Request Notification of Library Books

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

Other Issues To Consider

LB 258: Minimum Wage

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

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

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

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

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

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

LB 745: High School Equivalency Diploma

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

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

LB 803: Pink Postcards for Everyone!

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

LB 824: NPERS 120 Days

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

LB 935: Swatting

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

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

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

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

LB 935: Attorney Fees

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

LB 940: Color Additives

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

LB 1126: Public-Private Partnership Contracts

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

KSB Evaluation Platform Suite

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

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

CONCLUSION

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

2008
Meetings

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

1. Types of Meetings

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

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

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

2. Notice

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

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

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

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

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

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

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

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

3. Weather Delays

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

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

~~4.~~3. Minutes

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

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

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

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

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

2008
Meetings

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

1. Types of Meetings

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

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

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

2. Notice

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

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

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

3. Minutes

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

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

c. The meeting minutes shall be published on the school district's website within ten working days of the last meeting or prior to the next convened meeting, whichever occurs earlier. The minutes shall be available on the website for at least six months.

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

Adopted on: 11-14-2022
Revised on: 7-15-2024
Revised on: 12-9-2024
Revised on: 7-14-2025
Revised on: 1-12-2026
Reviewed on: _____

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

I. Applicability of this policy.

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

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

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

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

III. Formal Bidding for Major Purchases and Construction

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

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

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

C. Advertising for Bids

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

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

D. Bid Documents

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

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

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

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

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

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

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

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

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

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

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

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

I. Applicability of this policy.

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

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

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

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

III. Formal Bidding for Major Purchases and Construction

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

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

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

C. Advertising for Bids

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

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

D. Bid Documents

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

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

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

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

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

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

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

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

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

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

Adopted on: 2-13-2023
Revised on: 7-14-2025
Reviewed on: _____

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

I. Applicability of the Policy

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

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

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

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

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

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

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

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

A. Methods of Bidding/Soliciting Quotations or Estimates

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

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

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

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

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

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

B. Construction Projects with an estimated cost of between $~~109~~136,000 and $~~2~~349,999 will be made pursuant to the District's Policy on Bid Letting and Contracts.

Pursuant to Nebraska law, construction projects which have an anticipated aggregate cost of $~~109~~136,000 or more are subject to state public lettings laws (NEB. REV. STAT. §§ 73-101 through 73-106). The board will follow its standard policy on bid letting and contracts for construction projects financed with federal funds which have an anticipated aggregate cost of between $~~109~~136,000 and $~~250~~350,000.

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

A. Sealed Bids: All constructions projects subject to this policy with an anticipated cost of $~~250~~350,000 or more will be publicly solicited using the sealed bid method

1. Bids must be solicited from an adequate number of known suppliers, providing them sufficient response time prior to the date set for opening the bids, for state, local, and tribal governments, the invitation for bids must be publicly advertised;

2. The invitation for bids, which will include any specifications and pertinent attachments, must define the items or services in order for the bidder to properly respond;

3. Sealed bids will be publicly opened in a place and at the specific time stated in the bid solicitation. Bidders shall be notified of the opening and invited to be present.

4. The contract will be awarded to the lowest responsive and responsible bidder.

   a) Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs must be considered in determining which bid is lowest.

   b) Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually taken advantage of.

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

5. The board shall have discretion in determining which bidders are responsible and responsive and shall award the contract to the lowest, responsible, and responsive bidder whose bid meets the bid specifications. This means that the board will select the bid that offers the best value and award a contract based upon the

amount of the bid and the bidder's ability and capacity to carry on the work, its equipment and facilities, honesty, integrity, skills, business judgment, experience, equipment, facilities, financial stability, past performance, and other relevant factors.

6. The board will generally complete its review of bids and select a vendor within 30 days of bid submission.

B. Advertising for Bids.

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

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

C. Bid Documents

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

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

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

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

5. Sealed bids will be opened in a place and at the specific time stated in the bid solicitation. Bidders shall be notified of the opening and invited to be present.

6. Bids will be reviewed by the Superintendent and/or designee and submitted to the board for approval.

7. The board shall have discretion in determining which bidders are responsible and responsive and shall award the contract to the

lowest, responsible, and responsive bidder whose bid meets the bid specifications. This means that the board will select the bid that offers the best value and award a contract based upon the amount of the bid and the bidder's ability and capacity to carry on the work, its equipment and facilities, honesty, integrity, skills, business judgment, experience, equipment, facilities, financial stability, past performance, and other relevant factors.

8. The board will generally complete its review of bids and select a vendor within 30 days of bid submission.

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

V. Other Contract Matters.

A. Required Terms

The non-Federal entity's contracts must contain the applicable provisions required by section 200.~~322~~327 and described in Appendix II to Part 200—Contract Provisions for non-Federal Entity Contracts Under Federal Awards. This includes a "Buy American" provision that provides that as appropriate and to the extent consistent with law, the District and contractor should, to the greatest extent practicable under a Federal award, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products). The requirements of the Buy American provision must be included in all subawards including all contracts and purchase orders for work or products under this award.

B. Contracting with Certain Vendors

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

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

C. Full and Open Competition

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

D. Debarment and Suspension

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

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

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

E. Settlements of Issues Arising Out of Contract

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

F. Record Keeping

1. Record Retention

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

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

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

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

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

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

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

VI. Conflict of Interest and Code of Conduct

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

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

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

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

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

C. Favors and Gifts

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

D. Enforcement

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

VII. Financial Management

A. Identification.

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

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

B. Financial Reporting

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

C. Accounting Records

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

D. Internal Controls

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

E. Budget Control

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

F. Payment Methods

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

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

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

G. Allowability of Costs

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

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

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

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

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

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

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

I. Cost Sharing or Matching

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

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

J. Documentation of Personnel Expenses

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

VIII. Other Contract Matters.

A. Required Terms

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

B. Contracting with Certain Vendors

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

area firms are used when possible consistent with state law.

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

C. Record Keeping

1. Record Retention

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

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

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

2. Maintenance of Procurement Records

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

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

D. Privacy

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

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

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

I. Applicability of the Policy

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

The District will also comply with the requirements of the public lettings laws (NEB. REV. STAT. §§ 73-101 through 73-106) when the contemplated expenditure for the complete project exceeds $136,000, the Political Subdivisions Construction Alternatives Act (NEB. REV. STAT. §§ 13-2901 through 13-2914), energy financing contracts (NEB. REV. STAT. §§ 66-1062 through 66-1066), other applicable state laws, and the board's general policy on Bidding for Construction and Related Projects. In addition, all procurement and construction shall comply with the rules and requirements of 2 CFR part 200.317 through 200.327 and 34 CFR sections 75.601 through 75.615. In the event of a conflict between state and federal law, the more stringent requirement shall apply.

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

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

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

C. A payment bond on the part of the contractor for 100 percent of the contract price. A "payment bond" is one executed in connection with a contract to assure payment as required by law of all persons supplying labor and material in the execution of the work provided for in the contract.

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

A. Methods of Bidding/Soliciting Quotations or Estimates

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

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

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

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

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

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

B. Construction Projects with an estimated cost of between $136,000 and $349,999 will be made pursuant to the District's Policy on Bid Letting and Contracts.

Pursuant to Nebraska law, construction projects which have an anticipated aggregate cost of $136,000 or more are subject to state public lettings laws (NEB. REV. STAT. §§ 73-101 through 73-106). The board will follow its standard policy on bid letting and contracts for construction projects financed with federal funds which have an anticipated aggregate cost of between $136,000 and $350,000.

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

A. Sealed Bids: All constructions projects subject to this policy with an anticipated cost of $350,000 or more will be publicly solicited using the sealed bid method

1. Bids must be solicited from an adequate number of known suppliers, providing them sufficient response time prior to the date set for opening the bids, for state, local, and tribal governments, the invitation for bids must be publicly advertised;

2. The invitation for bids, which will include any specifications and pertinent attachments, must define the items or services in order for the bidder to properly respond;

3. Sealed bids will be publicly opened in a place and at the specific time stated in the bid solicitation. Bidders shall be notified of the opening and invited to be present.

4. The contract will be awarded to the lowest responsive and

responsible bidder.

a) Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs must be considered in determining which bid is lowest.

b) Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually taken advantage of.

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

5. The board shall have discretion in determining which bidders are responsible and responsive and shall award the contract to the lowest, responsible, and responsive bidder whose bid meets the bid specifications. This means that the board will select the bid that offers the best value and award a contract based upon the amount of the bid and the bidder's ability and capacity to carry on the work, its equipment and facilities, honesty, integrity, skills, business judgment, experience, equipment, facilities, financial stability, past performance, and other relevant factors.

6. The board will generally complete its review of bids and select a vendor within 30 days of bid submission.

B. Advertising for Bids.

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

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

C. Bid Documents

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

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

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

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

5. Sealed bids will be opened in a place and at the specific time stated in the bid solicitation. Bidders shall be notified of the opening and invited to be present.

6. Bids will be reviewed by the Superintendent and/or designee and submitted to the board for approval.

7. The board shall have discretion in determining which bidders are responsible and responsive and shall award the contract to the lowest, responsible, and responsive bidder whose bid meets the bid specifications. This means that the board will select the bid that offers the best value and award a contract based upon the amount of the bid and the bidder's ability and capacity to carry on the work, its equipment and facilities, honesty, integrity, skills, business judgment, experience, equipment, facilities, financial stability, past performance, and other relevant factors.

8. The board will generally complete its review of bids and select a vendor within 30 days of bid submission.

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

V. Other Contract Matters.

A. Required Terms

The non-Federal entity's contracts must contain the applicable provisions required by section 200.327 and described in Appendix II to Part 200—Contract Provisions for non-Federal Entity Contracts Under Federal Awards. This includes a "Buy American" provision that provides that as appropriate and to the extent consistent with law, the District and contractor should, to the greatest extent practicable under a Federal award, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron,

aluminum, steel, cement, and other manufactured products). The requirements of the Buy American provision must be included in all subawards including all contracts and purchase orders for work or products under this award.

B. Contracting with Certain Vendors

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

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

C. Full and Open Competition

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

D. Debarment and Suspension

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

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

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

E. Settlements of Issues Arising Out of Contract

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

F. Record Keeping

1. Record Retention

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

b) The U.S. Department of Education is authorized to recover any federal funds misspent within 5 years before the receipt of a program determination letter. 34 C.F.R. § 81.31(c). Schedule 10 (Local School Districts) and Schedule 24 (Local Agencies General Records) of the Nebraska Records Management Division as approved by the Nebraska Secretary of State/State Records Administrator requires the District to maintain records regarding construction projects for a minimum of five (5) years after the sale or demolition of the building. However, if any litigation, claim, or audit is started before the expiration of the record retention period, the records will be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken. 2 C.F.R. § 200.334.

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

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

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

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

VI. Conflict of Interest and Code of Conduct

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

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

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

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

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

C. Favors and Gifts

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

D. Enforcement

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

VII. Financial Management

A. Identification.

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

B. Financial Reporting

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

C. Accounting Records

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

D. Internal Controls

The Superintendent or his/her designee must maintain effective control and accountability for all funds, real and personal property,

and other assets through board review and approval of claims, an annual audit of the district's finances pursuant to the applicable Nebraska Department of Education and federal rules and regulations, and comparison of expenditures and outlays to budgeted amounts. The District adequately safeguards all such property and assures that it is used solely for authorized purposes.

E. Budget Control

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

F. Payment Methods

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

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

G. Allowability of Costs

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

When determining how the District will spend its grant funds, the Superintendent or his/her designee will review the proposed cost to determine whether it is an allowable use of federal grant funds before obligating and spending those funds on the proposed good or service. All costs supported by federal education funds must meet the standards

outlined in EDGAR, 2 CFR Part 3474 and 2 CFR Part 200, Subpart E. The Superintendent or his/her designee must consider these factors when making an allowability determination.

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

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

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

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

I. Cost Sharing or Matching

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

(1) Are verifiable from the non-Federal entity's records;
(2) Are not included as contributions for any other Federal award;
(3) Are necessary and reasonable for accomplishment of project or program objectives;
(4) Are allowable under subpart E (Cost Principles) of this part;
(5) Are not paid by the Federal Government under another Federal

award, except where the Federal statute authorizing a program specifically provides that Federal funds made available for such program can be applied to matching or cost sharing requirements of other Federal programs;

(6) Are provided for in the approved budget when required by the Federal awarding agency; and

(7) Conform to other provisions of this part, as applicable.

J. Documentation of Personnel Expenses

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

VIII. Other Contract Matters.

A. Required Terms

The non-Federal entity's contracts must contain the applicable provisions required by section 200.327 and described in Appendix II to Part 200—Contract Provisions for non-Federal Entity Contracts Under Federal Awards.

B. Contracting with Certain Vendors

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

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

C. Record Keeping

1. Record Retention

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

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

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

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

2. Maintenance of Procurement Records

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

b) Retention of procurement records shall be in

accordance with applicable law and Board policy.

D. Privacy

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

Adopted on: 2-13-2023
Revised on: 6-12-2023
Revised on: 7-15-2024
Reviewed on: _____

3004.1
Fiscal Management for Purchasing and Procurement Using Federal Funds

I. Applicability of Policy

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

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

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

II. Procurement System

The District maintains the following purchasing procedures.

A. Responsibility for Purchasing

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

B. Methods of Purchasing

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

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

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

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

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

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

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

a) Sealed Bids (Formal Advertising)

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

b) Contract/Price Analysis

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

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

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

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

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

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

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

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

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

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

5. **Competitive Proposals.**

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

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

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

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

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

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

C. Use of Purchase (Debit & Credit) Cards

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

D. Federal Procurement System Standards

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

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

E. Debarment and Suspension

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

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

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

F. Settlements of Issues Arising Out of Procurements

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

III. Conflict of Interest and Code of Conduct

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

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

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

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

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

C. Favors and Gifts

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

D. Enforcement

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

IV. Property Management Systems

A. Property Classifications

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

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

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

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

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

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

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

B. Inventory Procedure

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

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

C. Inventory Records

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

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

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

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

D. Physical Inventory

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

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

E. Maintenance

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

F. Lost or Stolen Items

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

G. Use of Equipment

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

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

H. Disposal of Equipment

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

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

I. Equipment Retention

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

J. Equipment and Capital Expenditures

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

K. Depreciation

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

L. Reporting and Recording Federal Property Interest

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

V. Financial Management

A. Identification

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

B. Financial Reporting

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

C. Accounting Records

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

D. Internal Controls

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

E. Budget Control

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

F. Payment Methods

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

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

G. Allowability of Costs

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

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

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

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

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

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

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

I. Cost Sharing or Matching

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

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

J. Documentation of Personnel Expenses

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

VI. Written Compensation Policies

A. Time and Effort Standards

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

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

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

B. Time and Effort Procedures

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

C. Fringe Benefits

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

D. Leave

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

E. Unexpected or Extraordinary Circumstances

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

F. Documentation for Personnel Expenses

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

VII. Other Contract Matters.

A. Required Terms

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

B. Contracting with Certain Vendors

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

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

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

C. Record Keeping

1. Record Retention

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

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

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

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

2. Maintenance of Procurement Records

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

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

D. Privacy

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

E. Travel Costs

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

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

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

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

3004.1
Fiscal Management for Purchasing and Procurement Using Federal Funds

I. Applicability of Policy

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

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

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

II. Procurement System

The District maintains the following purchasing procedures.

A. Responsibility for Purchasing

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

B. Methods of Purchasing

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

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

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

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

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

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

3. Purchases Over $350,000

a) Sealed Bids (Formal Advertising)

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

b) Contract/Price Analysis

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

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

4. Noncompetitive Proposals (Sole Sourcing)

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

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

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

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

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

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

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

5. **Competitive Proposals.**

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

apply:

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

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

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

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

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

C. Use of Purchase (Debit & Credit) Cards

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

D. Federal Procurement System Standards

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

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

E. Debarment and Suspension

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

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

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

F. Settlements of Issues Arising Out of Procurements

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

III. Conflict of Interest and Code of Conduct

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

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

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

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

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

C. Favors and Gifts

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

D. Enforcement

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

IV. Property Management Systems

A. Property Classifications

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

2. Supplies means all tangible personal property other than those described in §200.33 Equipment. A computing device is a supply if the acquisition cost is less than the lesser of the capitalization level established by the District for financial statement purposes or $10,000, regardless of the length of its useful life. 2 C.F.R. §200.94.

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

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

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

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

B. Inventory Procedure

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

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

C. Inventory Records

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

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

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

D. Physical Inventory

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

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

E. Maintenance

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

F. Lost or Stolen Items

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

G. Use of Equipment

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

H. Disposal of Equipment

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

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

I. Equipment Retention

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

J. Equipment and Capital Expenditures

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

K. Depreciation

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

L. Reporting and Recording Federal Property Interest

The district will comply with federal interest reporting and submit annual reports, if required, regarding a real property

interest due to a renovation, major remodeling, construction, or real property project funded by federal grant funds.

V. Financial Management

A. Identification

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

B. Financial Reporting

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

C. Accounting Records

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

D. Internal Controls

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

E. Budget Control

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

F. Payment Methods

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

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

G. Allowability of Costs

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

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

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

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

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

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

I. Cost Sharing or Matching

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

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

J. Documentation of Personnel Expenses

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

VI. Written Compensation Policies

A. Time and Effort Standards

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

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

B. Time and Effort Procedures

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

C. Fringe Benefits

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

D. Leave

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

E. Unexpected or Extraordinary Circumstances

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

F. Documentation for Personnel Expenses

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

VII. Other Contract Matters.

A. Required Terms

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

B. Contracting with Certain Vendors

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

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

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

C. Record Keeping

1. Record Retention

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

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

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

2. Maintenance of Procurement Records

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

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

D. Privacy

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

E. Travel Costs

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

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

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

Adopted on: 2-13-2023
Revised on: 6-12-2023
Revised on: 7-15-2024
Revised on: 12-9-2024
Revised on: 7-14-2025
Reviewed on: _____

3048
Communicable Disease

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

3048
Communicable Disease

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

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

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

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

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

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

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

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

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

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

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

Adopted on: 2-13-2023
Revised on: _____
Reviewed on: _____

3057
Title IX Policy

As required by Title IX of the Education Amendments of 1972, it is the policy of the school 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 school district's programs or activities, or in regards to admission or employment. Any person may report sex discrimination, including sexual harassment. This report may be made by any means to the district's Title IX Coordinator, who can be contacted at [Office Address], [Email Address], [Telephone Number]. Any other inquiries regarding the application of this policy should be referred to the Title IX Coordinator.

Definitions. As used in this policy, the following terms are defined as follows:

- **Complainant** means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

- **Formal complaint** means a document or electronic submission filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment and requesting that the district investigate the allegation of sexual harassment. At the time of filing a formal complaint with the district, a complainant must be participating in or attempting to participate in the district's education program or activity.

- **Respondent** means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

- **Consent** for purposes of this policy means the willingness in fact for conduct to occur. An individual may, as a result of age, incapacity, disability, lack of information, or other circumstances be incapable of providing consent to some or all sexual conduct or activity. Neither verbal nor physical resistance is required to establish that an individual did not consent. District officials will consider the totality of the circumstances in determining whether there was consent for any specific conduct. Consent may be revoked or withdrawn at any time.

- **Sexual harassment** means conduct on the basis of sex where (1) An employee of the district conditions the provision of an aid, benefit, or service of the district on an individual's participation in unwelcome sexual conduct; (2) An individual experiences unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies the person equal access to the district's education program or activity; (3) An individual experiences a sexual assault, dating violence, domestic violence, or

stalking as further defined below. Any report of conduct not meeting these definitions will not require the grievance procedure described in this policy.

- **Sexual assault**, as defined in 20 U.S.C. § 1092(f)(6)(A)(v), which means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation:
    - **Sex Offenses~~, Forcible~~**—Any sexual act directed against another person, without the consent of the victim including instances where the victim is incapable of giving consent.
        - **Rape**—(Except Statutory Rape) Penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, or by a sex-related object. ~~The carnal knowledge of a person, without the consent of the victim,~~ This definition includes~~including~~ instances in which ~~where~~ the victim is incapable of giving consent ~~because of his/her age or~~ because of ~~his/her~~ temporary or permanent mental or physical incapacity (including due to the influence of drugs or alcohol) or because of age. Physical resistance is not required on the part of the victim to demonstrate lack of consent.
        - ~~**Sodomy**—Oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity~~
        - ~~**Sexual Assault With An Object**—To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity~~
        - **Criminal Sexual Contact~~Fondling~~**—The intentional touching of the clothed or unclothed ~~private~~ body parts ~~of another person for the purpose of sexual gratification,~~ without ~~the~~ consent of the victim for the purpose of sexual degradation, sexual gratification, or sexual humiliation. The forced touching by the victim of the actor's clothed or

unclothed body parts, without consent of the victim for the purpose of sexual degradation, sexual gratification, or sexual humiliation. This offense includes instances where the victim is incapable of giving consent because of age or incapacity due to temporary or permanent mental or physical impairment or intoxication for the purpose of sexual degradation, sexual gratification, or sexual humiliation.~~, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity~~

- **Unlawful Sexual intercourse~~Sex Offenses, Non-forcible~~**—~~(Except Prostitution Offenses) Unlawful, non-forcible sexual intercourse.~~
  - **Incest**—Non~~-~~f~~F~~orcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law
  - **Statutory Rape**—Non~~-~~f~~F~~orcible sexual intercourse with a person who is under the statutory age of consent

- **Dating violence**, as defined in 34 U.S.C. § 12291(a)(10), which means violence committed by a person—
  - who is or has been in a social relationship of a romantic or intimate nature with the victim; and
  - where the existence of such a relationship shall be determined based on a consideration of the following factors:
    - The length of the relationship.
    - The type of relationship.
    - The frequency of interaction between the persons involved in the relationship.
- **Domestic violence**, as defined in 34 U.S.C. § 12291(a)(8), which includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim

who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

- **Stalking**, as defined in 34 U.S.C. § 12291(a)(30), which means engaging in a course of conduct directed at a specific person that would cause a reasonable person to—
    - fear for his or her safety or the safety of others; or
    - suffer substantial emotional distress.
- **Supportive measures** are non-disciplinary, non-punitive individualized services offered without fee that do not unreasonably burden the parties. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures.

Reporting Sexual Harassment. Any person who witnesses an act of unlawful sexual harassment is encouraged to report it to the district's Title IX Coordinator. district personnel will not retaliate against any individual based on any report of suspected sexual harassment. Any district employee who receives a report of sexual harassment or has actual knowledge of sexual harassment must convey that information to the Title IX Coordinator as soon as reasonably practicable, but in no case later than the end of the following school day.

Response to Sexual Harassment

General Obligations. When the district has actual knowledge of sexual harassment in its education program or activity against a person in the United States, the district will respond promptly in a manner that is not deliberately indifferent. For the purposes of this policy "education program or activity" includes locations, events, or circumstances over which the district exercised substantial control over both the respondent and the context in which the sexual harassment occurs. The district's ability to impose discipline for off-campus misconduct does not necessarily constitute "substantial control" over the respondent and the context. The district's response to an allegation of sex harassment will treat complainants and respondents equitably.

Limitations on Discipline. No respondent will have disciplinary sanctions imposed upon him/her until the conclusion of the formal grievance process described below.

Emergency Removal. Disciplinary sanctions do not include removal on an emergency basis where the respondent is an immediate threat to the health or safety of another as a result of allegations of sexual harassment. The district also may place any employee on administrative leave during the pendency of the grievance process below.

Grievance Process for Formal Complaints of Sexual Harassment

General Obligations. All Title IX team members and individuals carrying out district obligations will comply with the regulatory requirements of objective evaluations, avoiding conflict of interest or bias, training, and protection of legally privileged information.

Presumption. It is presumed that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.

Grievance Procedure

Time Frames. The district will resolve grievances in a time frame that is reasonably prompt. Good cause for delay may include considerations such as the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities.

Range of Possible Sanctions and Remedies. At the conclusion of the grievance process, the district may impose disciplinary sanctions and remedies in conformance with this and the district's student discipline policy, and other state and federal laws. Depending upon the circumstances, these policies provide for disciplinary sanctions and remedies up to and including expulsion and/or immediate discharge from employment.

Separation of Roles. The decision-maker cannot be the same person as the Title IX Coordinator or the investigator(s).

Notice of Allegations. Upon receipt of a formal complaint, the district will provide notice of this policy and the allegations to all parties. The notice will include sufficient details known by the district at that time to provide sufficient time to prepare a response before any initial interview. Sufficient details, if known by the district, include the identities of the parties involved in the incident, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident. The district will provide notice of additional allegations revealed during an investigation to the parties.

Dismissal of Formal Complaint. The district **must** dismiss a formal complaint if the conduct alleged in the formal complaint, would not constitute sexual harassment even if proven; did not occur in the district's education program or activity; or if the conduct alleged did not occur against a person in the United States.

The district **may** dismiss the formal complaint if, at any time during the investigation or hearing, the complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein; the respondent is no longer enrolled in or employed by the district; or specific circumstances prevent the district from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

Upon a dismissal, the district will promptly send written notice of the dismissal and an explanation of that action simultaneously to the parties.

Dismissal of a formal complaint under this policy does not preclude the district from taking action under another provision of the district's code of conduct or pursuant to another district policy.

Investigation of Formal Complaint. When investigating a formal complaint and throughout the grievance process, the district will designate and authorize one or more persons (which need not be district employees) as investigator(s) to conduct the district's investigation of a formal complaint. The district may consolidate formal complaints where the allegations of sexual harassment arise out of the same facts or circumstances.

The district will bear the burden of gathering evidence sufficient to reach a determination regarding responsibility. All parties will have an equal opportunity to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence. The district may not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence.

All parties will have the same opportunity to be accompanied by the advisor of their choice in any meeting or grievance proceeding. This policy does not relieve the advisor of choice of any other applicable legal obligations or limitations. The district may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties.

The district will provide written notice of the date, time, location, participants,

and purpose of all investigative interviews or other meetings, with sufficient time for the party to prepare to participate.

All parties will have an equal opportunity to inspect and review evidence obtained as part of the investigation if that evidence is directly related to the allegations raised in a formal complaint. The parties will have no less than 10 calendar days to review the evidence and submit a response. The investigative report will fairly summarize the relevant evidence and the investigator will send the finalized report to all parties and their advisors.

Determination Regarding Responsibility. Before the district reaches a determination regarding responsibility, each party may submit written, relevant questions of any party or witness. The decision-maker will provide each party with the answers, and allow for additional, limited follow-up questions from each party. Questions and evidence about the complainant's sexual predisposition are never relevant. Questions about the complainant's prior sexual behavior are only relevant if those questions and evidence are offered (1) to prove that someone other than the respondent committed the conduct alleged by the complainant, or (2) are offered to prove consent and concern specific incidents of the complainant's prior sexual behavior with respect to the respondent. If the decision-maker decides to exclude a question because it is not relevant, he/she will explain the basis for that decision.

The decision-maker will issue a written determination regarding responsibility no sooner than ten days after the parties receive the final investigative report. The decision-maker will apply the preponderance of the evidence standard. The written determination will include:

- Identification of the allegations potentially constituting sexual harassment;

- A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, and methods used to gather other evidence;

- Findings of fact supporting the determination;

- Conclusions regarding the application of the district's code of conduct to the facts;

- A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary

sanctions the district imposes on the respondent, and whether remedies designed to restore or preserve equal access to the district's education program or activity will be provided by the district to the complainant; and

- The district's procedures and permissible bases for the complainant and respondent to appeal.

The district will provide the written determination to the parties simultaneously. If neither party timely appeals, the determination becomes final. If a party appeals, the determination will become final on the date that the district provides the parties with the written determination of the result of the appeal.

Appeals. The district will offer both parties the opportunity to appeal from a determination regarding responsibility, and from the district's dismissal of a formal complaint or any allegations therein, on the grounds identified below.

Time for Appeal. Appeals may only be initiated by submitting a written Notice of Appeal to the Office of the Superintendent of Schools no later than 5:00 pm on the fifth calendar day after the written determination is issued. The Notice of Appeal must include (a) the name of the party or parties making the appeal, (b) the determination, dismissal, or portion thereof being appealed, and (c) a concise statement of the specific grounds upon which the appeal is based. A party's failure to timely submit a Notice of Appeal will be deemed a waiver of the party's right to appeal.

Grounds for Appeal. Appeals are limited to the following grounds:

- Procedural irregularity that affected the outcome of the matter;

- New evidence that was not reasonably available at the time the determination or dismissal was made that could affect the outcome of the matter; and

- The Title IX Coordinator, investigator(s), or decision-maker had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.

The district will notify other parties in writing when an appeal is filed; implement appeal procedures equally for all parties; and ensure that the decision-maker for the appeal is not the same person as the decision-maker, the investigator(s), or the Title IX Coordinator.

The district will give both parties a reasonable, equal opportunity to submit a written statement that supports or challenges the outcome; issue a written decision describing the result of the appeal and the rationale for the result; and provide the written decision simultaneously to both parties.

Informal Resolution. The district may informally resolve allegations without completing the grievance procedure with the written consent of all parties. The process may not be used when allegations involve an employee harassing a student. As part of this process, the district will provide to the parties in writing a notice stating:

- the allegations;

- the requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations;

- that at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint; and

- any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared.

Recordkeeping. The district will maintain the following records for a period of seven years:

- Each sexual harassment investigation including any determination regarding responsibility, any disciplinary sanctions imposed, and any remedies provided;

- Any appeal and its result;

- Any informal resolution and its result; and

- All materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process. The district will make these training materials publicly available on its website, or if the district does not maintain a website, then the district will make these materials available upon request for inspection by members of the public.

The district will also create records documenting any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment. In each instance, the district will document the basis for its conclusion that its response was not deliberately indifferent, and document that it has taken measures designed to restore or preserve equal access to the district's education program or activity. If the district does not provide a complainant with supportive measures, then the district will document the reasons why such a response was not clearly unreasonable in light of the known circumstances. The documentation of certain bases or measures does not limit the district in the future from providing additional explanations or detailing additional measures taken. The district will maintain these records for a period of seven years.

Retaliation Prohibited. Neither the district nor any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, 34 C.F.R. part 106, or this policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy. The district will keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness, except as may be permitted by the FERPA statute, 20 U.S.C. § 1232g, or FERPA regulations, 34 C.F.R. part 99, or as required by law, or to carry out the purposes of 34 C.F.R. part 106, including the conduct of any investigation, hearing, or judicial proceeding arising thereunder. Complaints alleging retaliation may be filed according to shall be addressed pursuant to Board Policy 2006 (Complaint Procedure).

The exercise of rights protected under the First Amendment does not constitute retaliation prohibited by this section. Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding under this part does not constitute retaliation prohibited under this section, provided that a determination regarding responsibility alone is not sufficient to conclude that any party made a materially false statement in bad faith.

Notification of Policy. The district will notify applicants for admission and employment, students, parents or legal guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district of the existence of this policy. The requirement to not discriminate, as stated in Title IX and 34 C.F.R. part 106,

in the district's education program(s) or activities extends to admission and employment, and inquiries about the application of Title IX and 34 C.F.R. part 106 to the district may be referred to the district's Title IX Coordinator, the Assistant Secretary for Civil Rights of the United States Department of Education, or both.

Publication of Policy. The district will prominently display on its website, if any, and in each handbook that it makes available to applicants for admission and employment, students, parents or legal guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district, the name or title, office address, electronic mail address, and telephone number of the employee or employees designated as the Title IX Coordinator(s).

Application Outside the United States. The requirements of this policy apply only to sex discrimination occurring against a person in the United States.

Scope of Policy. Nothing herein shall be construed to be more demanding or more constraining upon the district than the requirements of Title IX (20 U.S.C. § 1681) and 34 C.F.R. part 106. To the extent that the district is in compliance with Title IX and 34 C.F.R. part 106, then all of the district's obligations under this policy shall be deemed to be fulfilled and discharged.

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

3057
Title IX Policy

As required by Title IX of the Education Amendments of 1972, it is the policy of the school 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 school district's programs or activities, or in regards to admission or employment. Any person may report sex discrimination, including sexual harassment. This report may be made by any means to the district's Title IX Coordinator, who can be contacted at 765 Main Street, Springfield, NE 68059; jacci.lucas@spcsne.org 402-592-1300. Any other inquiries regarding the application of this policy should be referred to the Title IX Coordinator.

Definitions. As used in this policy, the following terms are defined as follows:

- **Complainant** means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

- **Formal complaint** means a document or electronic submission filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment and requesting that the district investigate the allegation of sexual harassment. At the time of filing a formal complaint with the district, a complainant must be participating in or attempting to participate in the district's education program or activity.

- **Respondent** means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

- **Consent** for purposes of this policy means the willingness in fact for conduct to occur. An individual may, as a result of age, incapacity, disability, lack of information, or other circumstances be incapable of providing consent to some or all sexual conduct or activity. Neither verbal nor physical resistance is required to establish that an individual did not consent. District officials will consider the totality of the circumstances in determining whether there was consent for any specific conduct. Consent may be revoked or withdrawn at any time.

- **Sexual harassment** means conduct on the basis of sex where (1) An employee of the district conditions the provision of an aid, benefit, or service of the district on an individual's participation in unwelcome sexual conduct; (2) An individual experiences unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies the person equal access

to the district's education program or activity; (3) An individual experiences a sexual assault, dating violence, domestic violence, or stalking as further defined below. Any report of conduct not meeting these definitions will not require the grievance procedure described in this policy.

- **Sexual assault**, as defined in 20 U.S.C. § 1092(f)(6)(A)(v), which means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation:
    - **Sex Offenses**—Any sexual act directed against another person, without the consent of the victim including instances where the victim is incapable of giving consent.
        - **Rape**—(Except Statutory Rape) Penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, or by a sex-related object. This definition includes instances in which the victim is incapable of giving consent because of temporary or permanent mental or physical incapacity (including due to the influence of drugs or alcohol) or because of age. Physical resistance is not required on the part of the victim to demonstrate lack of consent.
        - **Criminal Sexual Contact**—The intentional touching of the clothed or unclothed body parts without consent of the victim for the purpose of sexual degradation, sexual gratification, or sexual humiliation. The forced touching by the victim of the actor's clothed or unclothed body parts, without consent of the victim for the purpose of sexual degradation, sexual gratification, or sexual humiliation. This offense includes instances where the victim is incapable of giving consent because of age or incapacity due to temporary or permanent mental or physical impairment or intoxication for the purpose of sexual degradation, sexual gratification, or sexual humiliation.
    - **Unlawful Sexual intercourse**
        - **Incest**—Nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law

        - **Statutory Rape**—Nonforcible sexual intercourse with a person who is under the statutory age of consent

- **Dating violence**, as defined in 34 U.S.C. § 12291(a)(10), which means violence committed by a person—
    - who is or has been in a social relationship of a romantic or intimate nature with the victim; and
    - where the existence of such a relationship shall be determined based on a consideration of the following factors:
        - The length of the relationship.
        - The type of relationship.
        - The frequency of interaction between the persons involved in the relationship.
- **Domestic violence**, as defined in 34 U.S.C. § 12291(a)(8), which includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.
- **Stalking**, as defined in 34 U.S.C. § 12291(a)(30), which means engaging in a course of conduct directed at a specific person that would cause a reasonable person to—
    - fear for his or her safety or the safety of others; or
    - suffer substantial emotional distress.
- **Supportive measures** are non-disciplinary, non-punitive individualized services offered without fee that do not unreasonably burden the parties. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work

or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures.

Reporting Sexual Harassment. Any person who witnesses an act of unlawful sexual harassment is encouraged to report it to the district's Title IX Coordinator. district personnel will not retaliate against any individual based on any report of suspected sexual harassment. Any district employee who receives a report of sexual harassment or has actual knowledge of sexual harassment must convey that information to the Title IX Coordinator as soon as reasonably practicable, but in no case later than the end of the following school day.

Response to Sexual Harassment

General Obligations. When the district has actual knowledge of sexual harassment in its education program or activity against a person in the United States, the district will respond promptly in a manner that is not deliberately indifferent. For the purposes of this policy "education program or activity" includes locations, events, or circumstances over which the district exercised substantial control over both the respondent and the context in which the sexual harassment occurs. The district's ability to impose discipline for off-campus misconduct does not necessarily constitute "substantial control" over the respondent and the context. The district's response to an allegation of sex harassment will treat complainants and respondents equitably.

Limitations on Discipline. No respondent will have disciplinary sanctions imposed upon him/her until the conclusion of the formal grievance process described below.

Emergency Removal. Disciplinary sanctions do not include removal on an emergency basis where the respondent is an immediate threat to the health or safety of another as a result of allegations of sexual harassment. The district also may place any employee on administrative leave during the pendency of the grievance process below.

Grievance Process for Formal Complaints of Sexual Harassment

General Obligations. All Title IX team members and individuals carrying out district obligations will comply with the regulatory requirements of objective evaluations, avoiding conflict of interest or bias, training, and protection of legally privileged information.

Presumption. It is presumed that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.

Grievance Procedure

Time Frames. The district will resolve grievances in a time frame that is reasonably prompt. Good cause for delay may include considerations such as the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities.

Range of Possible Sanctions and Remedies. At the conclusion of the grievance process, the district may impose disciplinary sanctions and remedies in conformance with this and the district's student discipline policy, and other state and federal laws. Depending upon the circumstances, these policies provide for disciplinary sanctions and remedies up to and including expulsion and/or immediate discharge from employment.

Separation of Roles. The decision-maker cannot be the same person as the Title IX Coordinator or the investigator(s).

Notice of Allegations. Upon receipt of a formal complaint, the district will provide notice of this policy and the allegations to all parties. The notice will include sufficient details known by the district at that time to provide sufficient time to prepare a response before any initial interview. Sufficient details, if known by the district, include the identities of the parties involved in the incident, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident. The district will provide notice of additional allegations revealed during an investigation to the parties.

Dismissal of Formal Complaint. The district **must** dismiss a formal complaint if the conduct alleged in the formal complaint, would not constitute sexual harassment even if proven; did not occur in the district's education program or activity; or if the conduct alleged did not occur against a person in the United States.

The district **may** dismiss the formal complaint if, at any time during the investigation or hearing, the complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein; the respondent is no longer enrolled in or employed by the district; or specific circumstances prevent the district from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

Upon a dismissal, the district will promptly send written notice of the dismissal and an explanation of that action simultaneously to the parties.

Dismissal of a formal complaint under this policy does not preclude the district from taking action under another provision of the district's code of conduct or pursuant to another district policy.

Investigation of Formal Complaint. When investigating a formal complaint and throughout the grievance process, the district will designate and authorize one or more persons (which need not be district employees) as investigator(s) to conduct the district's investigation of a formal complaint. The district may consolidate formal complaints where the allegations of sexual harassment arise out of the same facts or circumstances.

The district will bear the burden of gathering evidence sufficient to reach a determination regarding responsibility. All parties will have an equal opportunity to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence. The district may not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence.

All parties will have the same opportunity to be accompanied by the advisor of their choice in any meeting or grievance proceeding. This policy does not relieve the advisor of choice of any other applicable legal obligations or limitations. The district may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties.

The district will provide written notice of the date, time, location, participants, and purpose of all investigative interviews or other meetings, with sufficient time for the party to prepare to participate.

All parties will have an equal opportunity to inspect and review evidence obtained as part of the investigation if that evidence is directly related to the allegations raised in a formal complaint. The parties will have no less than 10 calendar days to review the evidence and submit a response. The investigative report will fairly summarize the relevant evidence and the investigator will send the finalized report to all parties and their advisors.

Determination Regarding Responsibility. Before the district reaches a determination regarding responsibility, each party may submit written, relevant questions of any party or witness. The decision-maker will provide

each party with the answers, and allow for additional, limited follow-up questions from each party. Questions and evidence about the complainant's sexual predisposition are never relevant. Questions about the complainant's prior sexual behavior are only relevant if those questions and evidence are offered (1) to prove that someone other than the respondent committed the conduct alleged by the complainant, or (2) are offered to prove consent and concern specific incidents of the complainant's prior sexual behavior with respect to the respondent. If the decision-maker decides to exclude a question because it is not relevant, he/she will explain the basis for that decision.

The decision-maker will issue a written determination regarding responsibility no sooner than ten days after the parties receive the final investigative report. The decision-maker will apply the preponderance of the evidence standard. The written determination will include:

- Identification of the allegations potentially constituting sexual harassment;

- A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, and methods used to gather other evidence;

- Findings of fact supporting the determination;

- Conclusions regarding the application of the district's code of conduct to the facts;

- A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the district imposes on the respondent, and whether remedies designed to restore or preserve equal access to the district's education program or activity will be provided by the district to the complainant; and

- The district's procedures and permissible bases for the complainant and respondent to appeal.

The district will provide the written determination to the parties simultaneously. If neither party timely appeals, the determination becomes final. If a party appeals, the determination will become final on the date that the district provides the parties with the written determination of the result of the appeal.

Appeals. The district will offer both parties the opportunity to appeal from a determination regarding responsibility, and from the district's dismissal of a formal complaint or any allegations therein, on the grounds identified below.

Time for Appeal. Appeals may only be initiated by submitting a written Notice of Appeal to the Office of the Superintendent of Schools no later than 5:00 pm on the fifth calendar day after the written determination is issued. The Notice of Appeal must include (a) the name of the party or parties making the appeal, (b) the determination, dismissal, or portion thereof being appealed, and (c) a concise statement of the specific grounds upon which the appeal is based. A party's failure to timely submit a Notice of Appeal will be deemed a waiver of the party's right to appeal.

Grounds for Appeal. Appeals are limited to the following grounds:

- Procedural irregularity that affected the outcome of the matter;

- New evidence that was not reasonably available at the time the determination or dismissal was made that could affect the outcome of the matter; and

- The Title IX Coordinator, investigator(s), or decision-maker had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.

The district will notify other parties in writing when an appeal is filed; implement appeal procedures equally for all parties; and ensure that the decision-maker for the appeal is not the same person as the decision-maker, the investigator(s), or the Title IX Coordinator.

The district will give both parties a reasonable, equal opportunity to submit a written statement that supports or challenges the outcome; issue a written decision describing the result of the appeal and the rationale for the result; and provide the written decision simultaneously to both parties.

Informal Resolution. The district may informally resolve allegations without completing the grievance procedure with the written consent of all parties. The process may not be used when allegations involve an employee harassing a student. As part of this process, the district will provide to the parties in writing a notice stating:

- the allegations;

- the requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations;

- that at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint; and

- any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared.

Recordkeeping. The district will maintain the following records for a period of seven years:

- Each sexual harassment investigation including any determination regarding responsibility, any disciplinary sanctions imposed, and any remedies provided;

- Any appeal and its result;

- Any informal resolution and its result; and

- All materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process. The district will make these training materials publicly available on its website, or if the district does not maintain a website, then the district will make these materials available upon request for inspection by members of the public.

The district will also create records documenting any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment. In each instance, the district will document the basis for its conclusion that its response was not deliberately indifferent, and document that it has taken measures designed to restore or preserve equal access to the district's education program or activity. If the district does not provide a complainant with supportive measures, then the district will document the reasons why such a response was not clearly unreasonable in light of the known circumstances. The documentation of certain bases or measures does not limit the district in the future from providing additional explanations or detailing additional measures taken. The district will maintain these records for a period of seven years.

Retaliation Prohibited. Neither the district nor any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, 34 C.F.R. part 106, or this policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy. The district will keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness, except as may be permitted by the FERPA statute, 20 U.S.C. § 1232g, or FERPA regulations, 34 C.F.R. part 99, or as required by law, or to carry out the purposes of 34 C.F.R. part 106, including the conduct of any investigation, hearing, or judicial proceeding arising thereunder. Complaints alleging retaliation may be filed according to shall be addressed pursuant to Board Policy 2006 (Complaint Procedure).

The exercise of rights protected under the First Amendment does not constitute retaliation prohibited by this section. Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding under this part does not constitute retaliation prohibited under this section, provided that a determination regarding responsibility alone is not sufficient to conclude that any party made a materially false statement in bad faith.

Notification of Policy. The district will notify applicants for admission and employment, students, parents or legal guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district of the existence of this policy. The requirement to not discriminate, as stated in Title IX and 34 C.F.R. part 106, in the district's education program(s) or activities extends to admission and employment, and inquiries about the application of Title IX and 34 C.F.R. part 106 to the district may be referred to the district's Title IX Coordinator, the Assistant Secretary for Civil Rights of the United States Department of Education, or both.

Publication of Policy. The district will prominently display on its website, if any, and in each handbook that it makes available to applicants for admission and employment, students, parents or legal guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district, the name or title, office address, electronic mail address, and telephone number of the

employee or employees designated as the Title IX Coordinator(s).

Application Outside the United States. The requirements of this policy apply only to sex discrimination occurring against a person in the United States.

Scope of Policy. Nothing herein shall be construed to be more demanding or more constraining upon the district than the requirements of Title IX (20 U.S.C. § 1681) and 34 C.F.R. part 106. To the extent that the district is in compliance with Title IX and 34 C.F.R. part 106, then all of the district's obligations under this policy shall be deemed to be fulfilled and discharged.

Adopted on: 2-13-2023
Revised on: 7-15-2024
Revised on: 7-14-2025
Reviewed on: _____

3061
ACH Originator

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

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

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

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

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

3061
ACH Originator

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

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

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

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

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

4017
Relations with Employee Collective Bargaining Associations

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

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

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

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

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

4017
Relations with Employee Collective Bargaining Associations

The board of education recognizes the right of staff members to belong to professional employee organizations. The board will negotiate with organizations that have been certified or recognized in accordance with public employee bargaining statutes. The board or administration will coordinate with certified or recognized organizations for purposes of collective bargaining.

The district will allow professional employee organizations to make reasonable use of district facilities for meetings outside the district's and the employees' work hours. With administrative approval, organizations may use district resources, post notices of meetings, and provide other information on bulletin boards designated for this purpose, and use district email and mailboxes for delivery of information specific to the organization. Organizations must pay for all supplies used, damage caused, or the loss or theft of borrowed property.

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

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

Adopted on: 4-24-2023
Revised on: _____
Reviewed on: 8-25-2025

4019
Workplace Injury Prevention and Safety Committee

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

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

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

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

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

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

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

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

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

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

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

4019
Workplace Injury Prevention and Safety Committee

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

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

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

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

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

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

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

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

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

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

Adopted on: 4-24-2023
Revised on: _____
Reviewed on: 9-22-2025

4056
Resignation of Certificated Staff

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

SELECT **ONE** OF THE FOLLOWING PARAGRAPHS

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

OR

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

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

4056
Resignation of Certificated Staff

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

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

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

4065
Staff Use of AI Tools

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

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

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

I. Staff Expectations for Use of AI Tools in Education

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

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

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

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

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

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

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

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

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

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

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

4065
Staff Use of AI Tools

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

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

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

I. Staff Expectations for Use of AI Tools in Education

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

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

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

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

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

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

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

1. Upload FERPA-protected information about students without the express, written authorization from administrators who have assured themselves that such disclosure is lawful;
2. Relying solely on an AI Tool to grade student work that counts toward a grade or transcript or otherwise evaluate student academic progress;
3. Make or share deepfakes or fake images, audio, or video of any real person.
4. Make or share sexual or intimate images of any real person—even if the image is AI-generated;
5. Use AI to harass, bully, threaten, or impersonate any student, staff member, parent, board member, or community member;
6. Use AI to watch, track, or scan faces of students or staff outside of systems the board has approved;

7. Upload materials to AI if the copyright or license does not allow it;
8. Share district AI accounts or passwords with students or others;
9. Use district AI accounts for personal or business reasons; or
10. Use AI to bypass district network security, content filters, or device controls.

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

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

5001
Compulsory Attendance and Excessive Absenteeism

Required Attendance

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

Mandatory Attendance Age

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

Exceptions

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

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

Discontinuing Enrollment – 5 Year Old Students

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

Discontinuing Enrollment – 16 and 17 Year Old Students

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

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

Prohibition on Discontinuing Enrollment – Abuse or Neglect Investigation

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

Attendance Officer

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

Excused Absences – Physical or Mental Illness

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

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

Excused Absences – Others

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

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

~~2.~~1. Severe weather

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

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

~~5.~~4. Attending a funeral, wedding or graduation

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

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

~~8.~~7. College planning visits

~~9.~~8. Personal or family vacations

Excessive Absenteeism

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

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

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

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

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

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

5001
Compulsory Attendance and Excessive Absenteeism

Required Attendance

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

Mandatory Attendance Age

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

Exceptions

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

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

Discontinuing Enrollment – 5 Year Old Students

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

Discontinuing Enrollment – 16 and 17 Year Old Students

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

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

Prohibition on Discontinuing Enrollment – Abuse or Neglect Investigation

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

Attendance Officer

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

Excused Absences – Physical or Mental Illness

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

Excused Absences – Others

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

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

Excessive Absenteeism

When a student receives 7 absences or the hourly equivalent in any semester, the Attendance Officer or designee will send written notification of the student's total absences to the student's parent or guardian. When a student receives 15 absences or the hourly equivalent in any school year, the Attendance Officer or designee will send written notification of the student's total absences to the student's parent or guardian, and shall schedule a meeting with relevant stakeholders to discuss and address any barriers to the student's attendance, unless the Attendance Officer or designee determines that such a meeting would not be productive in facilitating the student's regular attendance.
When a student is absent more than 20 days per year or the hourly equivalent and any portion of the absences is unexcused, the Attendance

Officer may file a report with the county attorney of the county in which the student resides. For example, if the student accumulates 23 days of excused absences due to documented illness and is tardy one time, the Attendance Officer may file a report with the appropriate county attorney.

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

5003
Admission of Part-Time Students

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

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

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

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

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

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

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

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

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

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

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

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

1. For extracurricular sports and activities regulated by an athletics or activities association in which this school district is a member: 5 credit hours.
~~1.~~2. For extracurricular sports and activities governed by a national or state organization other than an athletics or activities association, such as FFA: the minimum number of credit hours offered by the school district as required by that national or state organization.
~~2.~~3. For extracurricular sports and activities not regulated or governed by any such entity: [INSERT NUMBER 0-5 credit hours]~~Any such students who desire to participate in extracurricular sports and activities regulated by an athletics or activities association in which this school district is a member must be enrolled in 5 credit hours in this school district to participate. [Choice A: let them participate non-~~

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

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

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

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

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

5003
Admission of Part-Time Students

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

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

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

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

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

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

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

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

Extracurricular Sports and Activities. Students who are enrolled in a private, denominational, or parochial school may not participate in extracurricular sports and activities sponsored by the school district.

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

1. For extracurricular sports and activities regulated by an athletics or activities association in which this school district is a member: 5 credit hours.
2. For extracurricular sports and activities governed by a national or state organization other than an athletics or activities association, such as FFA: the minimum number of credit hours offered by the school district as required by that national or state organization.
3. For extracurricular sports and activities not regulated or governed by any such entity: 5 credit hours

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

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

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

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

5004
Option Enrollment

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

1. Definitions

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

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

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

d. Elementary School Defined. Elementary school means grades K - _____.

e. Middle School Defined. Middle school means grades _____ - _____.

f. High School Defined. High school means grades _____ through 12.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

OR

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

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

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

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

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

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

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

11. Cancellation of Option.

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

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

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

12. Authority of Superintendent.

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

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

5004
Option Enrollment

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

1. Definitions

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

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

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

d. Elementary School Defined. Elementary school means grades K - 6.

e. Middle School/Jr High Defined. Middle school means grades 7 - 8.

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

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

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

i. Siblings Defined. Siblings means all children residing in the same household on a permanent basis who have the same mother or father or who are stepbrother or stepsister to each

other who have not received a high school diploma or its equivalent.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

i. in the order in which written applications were received by the school district.

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

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

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

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

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

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

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

10. Late Applications and Requests for Release

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

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

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

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

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

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

the option school district the student is attending at the time of such application;

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

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

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

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

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

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

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

11. Cancellation of Option.

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

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

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

districts cancels the enrollment option and returns to the resident school district.

12. Authority of Superintendent.

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

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

5035
Student Discipline

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

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

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

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

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

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

Pre-Kindergarten through Second Grade Students

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

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

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

Makeup Work for Suspended Students

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

Short-Term Suspension

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

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

The following process applies to short-term suspension:

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

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

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

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

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

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

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

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

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

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

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

Emergency Exclusion

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

Weapons and/or Firearms

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

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

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

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

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

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

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

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

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

Long-Term Suspension

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

Expulsion

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

for the upcoming school year. If the school board or board of education or a committee of such board took the final action to expel the student, the student may be readmitted only by action of the board. Otherwise the student may be readmitted by action of the Superintendent.

3. **Suspension of Enforcement of an Expulsion**: Enforcement of an expulsion action may be suspended (i.e., "stayed") for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect, and as a condition of such suspended action, the student may be assigned to a school, class, or program/plan and to such other consequences which the school district deems appropriate.
4. **Alternative School or Pre-expulsion Procedures.** The school shall either provide an alternative school, class or educational program for expelled students, or shall follow the pre-expulsion procedures outlined in NEB. REV. STAT. 79-266.
5. **Conclusion of Expulsion.** At the conclusion of an expulsion, the school district will reinstate the student and accept nonduplicative, grade-appropriate credits earned by the student during the term of expulsion from any Nebraska accredited institution or institution accredited by one of the six regional accrediting bodies in the United States.

Grounds for Long-Term Suspension, Expulsion or Mandatory Reassignment:

The following conduct constitutes grounds for long-term suspension, expulsion, or mandatory reassignment, subject to the procedural provisions of the Student Discipline Act, NEB. REV. STAT. § 79-254 through 79-296, when such activity occurs on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event:

1. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes. The board has determined that the use of synthetic media such as deepfakes may constitute "similar conduct";
2. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property;
3. Causing or attempting to cause personal injury to a school employee, to a school volunteer, or to any student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision;

4. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student;
5. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon (*see also board policy on weapons and firearms*);
6. Engaging in the unlawful possession, selling, dispensing, or use of a controlled substance or an imitation controlled substance, as defined in section 28-401, a substance represented to be a controlled substance, or alcoholic liquor as defined in section 53-103.02 or being under the influence of a controlled substance or alcoholic liquor (*note: the term "under the influence" for school purposes has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant*);
7. Public indecency as defined in section 28-806, except that this prohibition shall apply only to students at least twelve years of age but less than nineteen years of age;
8. Engaging in bullying as defined in section 79-2,137 and in these policies;
9. Sexually assaulting or attempting to sexually assault any person if a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging that the student has sexually assaulted or attempted to sexually assault any person, including sexual assaults or attempted sexual assaults which occur off school grounds not at a school function, activity, or event. For purposes of this subdivision, sexual assault means sexual assault in the first degree as defined in section 28-319, sexual assault in the second degree as defined in section 28-320, sexual assault of a child in the second or third degree as defined in section 28-320.01, or sexual assault of a child in the first degree as defined in section 28-319.01, as such sections now provide or may hereafter from time to time be amended;
10. Engaging in any other activity forbidden by the laws of the State of Nebraska which activity constitutes a danger to other students or interferes with school purposes; or
11. A repeated violation of any of the following rules if such violations constitute a substantial interference with school purposes:
    a. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, national origin, or religion;
    b. Dressing or grooming in a manner which violates the school district's dress code and/or is dangerous to the student's health

and safety, a danger to the health and safety of others, or which is disruptive, distracting or indecent to the extent that it interferes with the learning and educational process;

c. Violating school bus rules as set by the school district or district staff;
d. Possessing, using, selling, or dispensing tobacco, drug paraphernalia, an electronic nicotine delivery system, or a tobacco imitation substance or packaging, regardless of form, including cigars, cigarettes, chewing tobacco, and any other form of tobacco, tobacco derivative product or imitation or electronic cigarettes, vapor pens, etc.;
e. Possessing, using, selling, or dispensing any drug paraphernalia or imitation of a controlled substance regardless of whether the actual substance possessed is a controlled substance by Nebraska law;
f. Possession of pornography, including creation, possession, dissemination, accessing, sale, or any other use of synthetic media, such as deepfakes;
g. Sexting or the possession of sexting images (a combination of sex and texting - the act of sending sexually explicit messages or photos electronically), including creation, possession, dissemination, accessing, sale, or any other use of synthetic media, such as deepfakes;
h. Engaging in hazing, defined as any activity expected of someone joining a group, team, or activity that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate. Hazing activities are generally considered to be: physically abusive, hazardous, and/or sexually violating and include but are not limited to the following: personal servitude; sleep deprivation and restrictions on personal hygiene; yelling, swearing and insulting new members/rookies; being forced to wear embarrassing or humiliating attire in public; consumption of vile substances or smearing of such on one's skin; branding; physical beatings; binge drinking and drinking games; sexual simulation and sexual assault;
i. Bullying which shall include cyberbullying, defined as the use of the internet, including but not limited to social networking sites such as Facebook, cell phones or other devices to send, post or text message images and material intended to hurt or embarrass another person. This may include, but is not limited to; continuing to send e-mail to someone who has said they want no further contact with the sender; sending or posting threats, sexual remarks or pejorative labels (i.e., hate speech); ganging up on victims by making them the subject of ridicule in forums, and

posting false statements as fact intended to humiliate the victim; disclosure of personal data, such as the victim's real name, address, or school at websites or forums; posing as the identity of the victim for the purpose of publishing material in their name that defames or ridicules them; sending threatening and harassing text, instant messages or emails to the victims; and posting or sending rumors or gossip to instigate others to dislike and gang up on the target;

j. Violations of the district's acceptable computer use policy;
k. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a simulated or "look-a-like" weapon;
l. Using any object to simulate possession of a weapon;
m. Knowingly making a false statement or knowingly submitting false information during the Title IX grievance process or any other school investigation or making a materially false statement in bad faith in the course of a Title IX grievance proceeding or any other school investigation;
n. Violation of the school's audio and video recording policy; and
o. Any other violation of any board policy, handbook provision, or rule or regulation established by a school district staff member pursuant to authority delegated by the board.

Due Process Afforded to Students Facing Long-term Suspension or Expulsion

The following procedures shall be followed regarding any long-term suspension, expulsion, or mandatory reassignment:

1. The decision to recommend discipline shall be made within two school days after learning of the alleged student misconduct. On the date of the decision to discipline, the Principal shall file with the Superintendent a written charge and a summary of the evidence supporting such charge.
2. The Principal shall serve the student and the student's ~~parents or guardian~~Parent with a written notice by registered or certified mail or personal service within two school days of the date of the decision to recommend long-term suspension or expulsion. The notice shall include the following:

    a. The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension, expulsion, or mandatory reassignment, including a summary of the evidence to be presented against the student;

b. The penalty, if any, which the principal has recommended in the charge and any other penalty to which the student may be subject;

c. Resources the school is able to provide or recommend to assist the student;

~~b.~~d. How the school plans to handle such behavior in the future, including an actionable plan aimed at maximizing strategies to keep the student in school;

~~c.~~e. A statement that, before long-term suspension, expulsion, or mandatory reassignment can be invoked, the student has a right to a hearing, upon request, and that if the student is suspended pending the outcome of the hearing, the student may complete classwork and homework, including, but not limited to, examinations, missed during the period of suspension pursuant to district guidelines which shall not require the student to attend the school district's alternative programs for expelled students in order to complete classwork or;

~~d.~~f. A description of the hearing procedures provided by the act, along with procedures for appealing any decision rendered at the hearing;

~~e.~~g. A statement that the principal, legal counsel for the school, the student, the student's ~~parent~~Parent, or the student's representative ~~or guardian~~ has the right (i) to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct and (ii) to know the identity of the witnesses to appear at the hearing and the substance of their testimony; and

~~f.~~h. A form on which the student, the student's ~~parent, or the student's guardian~~Parent may request a hearing, to be signed by such parties and delivered to the principal or superintendent in person or by registered or certified mail to the address provided on the form.

3. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect, if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers.

4. Nothing in this policy shall preclude the student, the student's ~~parents, guardian~~Parent, or representative from discussing and settling the

matter with appropriate school personnel prior to the time the long-term suspension, expulsion, or mandatory reassignment takes effect.

5. If a hearing is requested within five days after receipt of the notice, the Superintendent shall recommend appointment of a hearing examiner within two school days after receipt of the hearing request. The student or the student's ~~parent or guardian~~Parent may request designation of a hearing examiner other than the hearing examiner recommended by the superintendent if notice of the request is given to the superintendent within two school days after receipt of the superintendent's recommended appointment. Upon receiving such request, the superintendent must provide one alternative hearing examiner who is not an employee of the school district or otherwise currently under contract with the school district and whose impartiality may not otherwise be reasonably questioned. The student or the student's ~~parent or guardian~~Parent must, within five school days, select a hearing examiner to conduct the hearing who was recommended or provided as an alternative hearing examiner, and shall notify the superintendent in writing of the selection. The superintendent must appoint the selected hearing examiner upon receipt of such notice.
6. The hearing examiner must, within two school days after being appointed, give written notice to the principal, the student, and the student's ~~parent or guardian~~Parent of the time and place for the hearing.
7. The hearing shall be held within a period of five school days after appointment of the hearing examiner, but such time may be changed by the hearing examiner for good cause with consent of the parties. No hearing shall be held upon less than two school days' actual notice to the principal, the student, and the student's ~~parent or guardian~~Parent, except with the consent of all the parties.
8. The principal or legal counsel for the school, the student, ~~and~~ the student's ~~parent, guardian,~~Parent, or representative have the right to receive a copy of all records and written statements referred to in the Student Discipline Act as well as the statement of any witness in the possession of the school board or board of education no later than forty-eight hours prior to the hearing.
9. If a hearing is requested more than five school days following the receipt of the written notice, but not more than thirty calendar days after receipt, the Superintendent shall appoint a hearing examiner. The hearing will be held according to the requirements of section 79-269. The student shall be entitled to a hearing but the consequence imposed may continue in effect pending final determination.
10. If a request for hearing is not received within thirty calendar days following the mailing or delivery of the written notice, the student shall not be entitled to a hearing.

In the event a hearing is requested, the hearing, hearing procedures, the student's rights and any appeals or judicial review permitted by law shall be governed by the applicable provisions of the Nebraska Student Discipline Act (NEB. REV. STAT. § 79-254 to 79-294).

Reporting Requirement to Law Enforcement

Violations of this section will result in a report to law enforcement if:

1. The violation includes possession of a firearm;
2. The violation results in child abuse;
3. It is a violation of the Nebraska Criminal Code that the administration believes cannot be adequately addressed solely by discipline from the school district;
4. It is a violation of the Nebraska Criminal Code that endangers the health and welfare of staff or students;
5. It is a violation of the Nebraska Criminal Code that interferes with school purposes;
6. The report is required or requested by law enforcement or the county attorney.

Adopted on: _____
Revised on: _____
Reviewed on: _____

5035
Student Discipline

Administrative and teaching personnel may take actions regarding student behavior, other than those specifically provided in this policy and the Student Discipline Act, which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but need not be limited to, counseling of students, parent conferences, referral to restorative justice practices or services, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a Parent to such counseling or evaluation. Disciplinary consequences may also include in-school suspension, Saturday School, and any other consequence authorized by law. District administrators may develop building-specific protocols for the imposition of student discipline.

Any disciplinary action taken by staff must be consistent with the requirements of other applicable laws, including but not limited to the IDEA, Section 504, and Title IX.

In this policy, references to "Principal" shall include building principals, the principal's designee, or other appropriate school district administrators.

"Parent" means parent, guardian, or educational decisionmaker of the student. "Educational decisionmaker" means a person designated or ordered by a court to make educational decisions on behalf of a child.

Any statement, notice, recommendation, determination, or similar action specified in this policy shall be effectively given at the time written evidence thereof is delivered personally to or upon receipt of certified or registered mail or upon actual knowledge by a student or his or her Parent.

Any student who is suspended or expelled from school pursuant to this policy may not participate in any school activity during the duration of that exclusion including adjacent school holidays and weekends. The student activity eligibility of a student who is mandatorily reassigned shall be determined on a case-by-case basis by the principal of the building to which the student is reassigned.

Pre-Kindergarten through Second Grade Students

Notwithstanding any other provision of this policy, an elementary school shall not suspend a student in pre-kindergarten through second grade unless the student:

1. Brings a deadly weapon as defined in section 28-109 onto school grounds, into a vehicle owned, leased, or contracted by a school being used for a school purpose or into a vehicle being driven for a school purpose by a school employee or his or her designee, or at a school-sponsored activity or athletic event; or
2. Engages in violent behavior capable of causing physical harm to another student or school employee.

As an alternative to suspension, the school district may take any action authorized by law, including those provided in section 79-258.

Makeup Work for Suspended Students

Any student who is suspended must be given an opportunity to complete any classwork and homework missed during the period of suspension, including, but not limited to, examinations ("makeup work"). Any makeup work must be completed and turned in within 2 school days after completion of the suspension. This makeup guideline shall be provided to the student and a Parent at the time of suspension. Suspended students may not be required to attend the school's alternative program for expelled students in order to complete classwork or homework.

Short-Term Suspension

The Principal may exclude students from school or any school function for a period of up to five school days (short-term suspension) on the following grounds:

1. Conduct constituting grounds for expulsion as hereinafter set forth; or,
2. Other violations of rules and standards of behavior adopted by the Board of Education or the administrative or teaching staff of the school, that occur on or off school grounds, if such conduct interferes with school purposes or there is a connection between such conduct and school.

The following process applies to short-term suspension:

1. The Principal shall make a reasonable investigation of the facts and circumstances. Short-term suspension shall be imposed only after a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
2. After the principal has determined that a short-term suspension is necessary, but prior to commencement of the short-term suspension, the student and the Parent will be given oral and written notice of the charges against the student. They will be advised of what the student is accused of having done, be given an explanation of the evidence the authorities have, and be given an opportunity to present evidence of the student's version of the facts.
3. Within 24 hours or such additional time as is reasonably necessary, not to exceed an additional 48 hours, following the suspension, the Principal will send a written statement to the student, and the student's Parent, describing:
    a. The student's conduct, misconduct or violation of the rule or standard;
    b. The reasons for the action taken;
    c. The actions made by the school to try to discontinue or alleviate the behavior of the student prior to considering suspension;
    d. Resources the school is able to provide or recommend to assist the student; and
    e. How the school plans to handle such behavior in the future, including an actionable plan aimed at maximizing strategies to keep the student in school.
4. An opportunity will be given to the student, and the student's Parent, to have a conference with the Principal ordering the short-term suspension before or at the time the student returns to school and shall document such effort in writing. The Principal shall determine who, in addition to the Parent, is to attend the conference. If no conference has been held, a Parent may submit a written request to the suspending principal before the student returns to school.
5. Students who are short-term suspended must be given the opportunity to complete classwork and homework missed during the period of suspension, including but not limited to examinations, as provided herein.

Emergency Exclusion

Students may be emergency excluded from school pursuant to the board's separate policy on emergency exclusion or state law.

Weapons and/or Firearms

Weapons. No student may possess, handle, or transmit any weapon while on school grounds, in a school vehicle, or at any school activity or event off school grounds except as permitted by this policy. ***Definition of Weapon.*** The term "weapon" means any object, device, instrument, material, or substance which is capable of causing injury in the manner it is used or intended to be used.

Firearms. No student may bring, possess, handle or transmit a firearm on school grounds, in a school owned vehicle, or at a school activity or event off school grounds, except as permitted by this policy. ***Definition of Firearm.*** The term "firearm, as defined in 18 U.S.C. 921, means any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, any firearm muffler or firearm silencer, or any destructive device (excluding an antique firearm).

Exceptions Regarding Firearms and Weapons. The only exceptions for a student to bring or possess a weapon, including a firearm, are as follows:

1. The issuance of firearms to or possession of firearms by members of the Reserve Officers Training Corps when training or
2. Firearms which may lawfully be possessed by the person receiving instruction under the immediate supervision of an adult instructor who may lawfully possess firearms.

Consequences - Firearm. Any student who brings a firearm, as that term is defined in 18 United States Code 921, to school will be expelled from school for one calendar year. The superintendent of schools and the board of education shall have the authority to modify the expulsion requirement on a case-by-case basis.

Consequences – Weapon. State law and this policy provide that any student who violates this policy by knowingly bringing, possessing, handling or transmitting a weapon, other than a firearm, on school grounds, in a school owned vehicle, or at a school activity or event off school grounds may be suspended on a long-term basis, mandatorily reassigned, or expelled for the remainder of the school year in which the expulsion takes effect (if the misconduct occurs during the first semester) or the remainder of the second semester, summer school, and the first semester of the following school year (if the misconduct occurs during the second semester).

Confiscation of Firearms and Weapons. Administrative and teaching personnel are statutorily authorized, without a warrant, to confiscate any firearm or weapon possessed in violation of this policy. Any firearm that is confiscated by school personnel shall be delivered to a peace officer as soon as practicable. Such firearms are subject to being destroyed by law enforcement authorities.

Report to Law Enforcement Authorities. All school personnel are required to report any violation of this policy to a principal or the superintendent of schools. Pursuant to state and federal law, school personnel are required to report to law enforcement authorities when a student brings a firearm to school.

Long-Term Suspension

Students may be excluded by the Principal from school or any school function for a period of more than five school days but less than twenty school days (long-term suspension) for any conduct constituting grounds for expulsion as hereinafter set forth. The process for long-term suspension is set forth below.

Expulsion

1. **Meaning of Expulsion.** Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period.
2. **Summer Review**. Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year. The review will be conducted by the hearing officer who conducted the initial expulsion hearing, or a hearing officer appointed by the Superintendent in the event no hearing was previously held or the

initial hearing officer is no longer available or willing to serve, after the hearing officer has given notice of the review to the student and the student's Parent. This review shall be limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original hearing. This review may lead to a recommendation by the hearing officer that the student be readmitted for the upcoming school year. If the school board or board of education or a committee of such board took the final action to expel the student, the student may be readmitted only by action of the board. Otherwise the student may be readmitted by action of the Superintendent.

3. **Suspension of Enforcement of an Expulsion**: Enforcement of an expulsion action may be suspended (i.e., "stayed") for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect, and as a condition of such suspended action, the student may be assigned to a school, class, or program/plan and to such other consequences which the school district deems appropriate.
4. **Alternative School or Pre-expulsion Procedures.** The school shall either provide an alternative school, class or educational program for expelled students, or shall follow the pre-expulsion procedures outlined in NEB. REV. STAT. 79-266.
5. **Conclusion of Expulsion.** At the conclusion of an expulsion, the school district will reinstate the student and accept nonduplicative, grade-appropriate credits earned by the student during the term of expulsion from any Nebraska accredited institution or institution accredited by one of the six regional accrediting bodies in the United States.

Grounds for Long-Term Suspension, Expulsion or Mandatory Reassignment:

The following conduct constitutes grounds for long-term suspension, expulsion, or mandatory reassignment, subject to the procedural provisions of the Student Discipline Act, NEB. REV. STAT. § 79-254 through 79-296, when such activity occurs on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event:

1. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes. The board has determined that the use of synthetic media such as deepfakes may constitute “similar conduct”;

2. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property;
3. Causing or attempting to cause personal injury to a school employee, to a school volunteer, or to any student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision;
4. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student;
5. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon (*see also board policy on weapons and firearms*);
6. Engaging in the unlawful possession, selling, dispensing, or use of a controlled substance or an imitation controlled substance, as defined in section 28-401, a substance represented to be a controlled substance, or alcoholic liquor as defined in section 53-103.02 or being under the influence of a controlled substance or alcoholic liquor (*note: the term "under the influence" for school purposes has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant*);
7. Public indecency as defined in section 28-806, except that this prohibition shall apply only to students at least twelve years of age but less than nineteen years of age;
8. Engaging in bullying as defined in section 79-2,137 and in these policies;
9. Sexually assaulting or attempting to sexually assault any person if a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging that the student has sexually assaulted or attempted to sexually assault any person, including sexual assaults or attempted sexual assaults which occur off school grounds not at a school function, activity, or event. For purposes of this subdivision, sexual assault means sexual assault in the first degree as defined in section 28-319, sexual assault in the second degree as defined in section 28-320, sexual assault of a child in the second or third degree as defined in section 28-320.01, or sexual assault of a child in the first degree as defined in section 28-319.01, as such sections now provide or may hereafter from time to time be amended;
10. Engaging in any other activity forbidden by the laws of the State of Nebraska which activity constitutes a danger to other students or interferes with school purposes; or

11. A repeated violation of any of the following rules if such violations constitute a substantial interference with school purposes:
    a. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, national origin, or religion;
    b. Dressing or grooming in a manner which violates the school district's dress code and/or is dangerous to the student's health and safety, a danger to the health and safety of others, or which is disruptive, distracting or indecent to the extent that it interferes with the learning and educational process;
    c. Violating school bus rules as set by the school district or district staff;
    d. Possessing, using, selling, or dispensing tobacco, drug paraphernalia, an electronic nicotine delivery system, or a tobacco imitation substance or packaging, regardless of form, including cigars, cigarettes, chewing tobacco, and any other form of tobacco, tobacco derivative product or imitation or electronic cigarettes, vapor pens, etc.;
    e. Possessing, using, selling, or dispensing any drug paraphernalia or imitation of a controlled substance regardless of whether the actual substance possessed is a controlled substance by Nebraska law;
    f. Possession of pornography, including creation, possession, dissemination, accessing, sale, or any other use of synthetic media, such as deepfakes;
    g. Sexting or the possession of sexting images (a combination of sex and texting - the act of sending sexually explicit messages or photos electronically), including creation, possession, dissemination, accessing, sale, or any other use of synthetic media, such as deepfakes;
    h. Engaging in hazing, defined as any activity expected of someone joining a group, team, or activity that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate. Hazing activities are generally considered to be: physically abusive, hazardous, and/or sexually violating and include but are not limited to the following: personal servitude; sleep deprivation and restrictions on personal hygiene; yelling, swearing and insulting new members/rookies; being forced to wear embarrassing or humiliating attire in public; consumption of vile substances or smearing of such on one's skin; branding; physical beatings;

binge drinking and drinking games; sexual simulation and sexual assault;

i. Bullying which shall include cyberbullying, defined as the use of the internet, including but not limited to social networking sites such as Facebook, cell phones or other devices to send, post or text message images and material intended to hurt or embarrass another person. This may include, but is not limited to; continuing to send e-mail to someone who has said they want no further contact with the sender; sending or posting threats, sexual remarks or pejorative labels (i.e., hate speech); ganging up on victims by making them the subject of ridicule in forums, and posting false statements as fact intended to humiliate the victim; disclosure of personal data, such as the victim's real name, address, or school at websites or forums; posing as the identity of the victim for the purpose of publishing material in their name that defames or ridicules them; sending threatening and harassing text, instant messages or emails to the victims; and posting or sending rumors or gossip to instigate others to dislike and gang up on the target;
j. Violations of the district's acceptable computer use policy;
k. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a simulated or "look-a-like" weapon;
l. Using any object to simulate possession of a weapon;
m. Knowingly making a false statement or knowingly submitting false information during the Title IX grievance process or any other school investigation or making a materially false statement in bad faith in the course of a Title IX grievance proceeding or any other school investigation;
n. Violation of the school's audio and video recording policy; and
o. Any other violation of any board policy, handbook provision, or rule or regulation established by a school district staff member pursuant to authority delegated by the board.

Due Process Afforded to Students Facing Long-term Suspension or Expulsion

The following procedures shall be followed regarding any long-term suspension, expulsion, or mandatory reassignment:

1. The decision to recommend discipline shall be made within two school days after learning of the alleged student misconduct. On the date of the decision to discipline, the Principal shall file with the

Superintendent a written charge and a summary of the evidence supporting such charge.

2. The Principal shall serve the student and the student's Parent with a written notice by registered or certified mail or personal service within two school days of the date of the decision to recommend long-term suspension or expulsion. The notice shall include the following:

    a. The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension, expulsion, or mandatory reassignment, including a summary of the evidence to be presented against the student;
    b. The penalty, if any, which the principal has recommended in the charge and any other penalty to which the student may be subject;
    c. Resources the school is able to provide or recommend to assist the student;
    d. How the school plans to handle such behavior in the future, including an actionable plan aimed at maximizing strategies to keep the student in school;
    e. A statement that, before long-term suspension, expulsion, or mandatory reassignment can be invoked, the student has a right to a hearing, upon request, and that if the student is suspended pending the outcome of the hearing, the student may complete classwork and homework, including, but not limited to, examinations, missed during the period of suspension pursuant to district guidelines which shall not require the student to attend the school district's alternative programs for expelled students in order to complete classwork or;
    f. A description of the hearing procedures provided by the act, along with procedures for appealing any decision rendered at the hearing;
    g. A statement that the principal, legal counsel for the school, the student, the student's Parent, or the student's representative has the right (i) to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct and (ii) to know the identity of the witnesses to appear at the hearing and the substance of their testimony; and
    h. A form on which the student, the student's Parent may request a hearing, to be signed by such parties and delivered to the principal or superintendent in person or by registered or certified mail to the address provided on the form.

3. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect, if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers.
4. Nothing in this policy shall preclude the student, the student's Parent, or representative from discussing and settling the matter with appropriate school personnel prior to the time the long-term suspension, expulsion, or mandatory reassignment takes effect.
5. If a hearing is requested within five days after receipt of the notice, the Superintendent shall recommend appointment of a hearing examiner within two school days after receipt of the hearing request. The student or the student's Parent may request designation of a hearing examiner other than the hearing examiner recommended by the superintendent if notice of the request is given to the superintendent within two school days after receipt of the superintendent's recommended appointment. Upon receiving such request, the superintendent must provide one alternative hearing examiner who is not an employee of the school district or otherwise currently under contract with the school district and whose impartiality may not otherwise be reasonably questioned. The student or the student's Parent must, within five school days, select a hearing examiner to conduct the hearing who was recommended or provided as an alternative hearing examiner, and shall notify the superintendent in writing of the selection. The superintendent must appoint the selected hearing examiner upon receipt of such notice.
6. The hearing examiner must, within two school days after being appointed, give written notice to the principal, the student, and the student's Parent of the time and place for the hearing.
7. The hearing shall be held within a period of five school days after appointment of the hearing examiner, but such time may be changed by the hearing examiner for good cause with consent of the parties. No hearing shall be held upon less than two school days' actual notice to the principal, the student, and the student's Parent, except with the consent of all the parties.
8. The principal or legal counsel for the school, the student, the student's Parent, or representative have the right to receive a copy of all records and written statements referred to in the Student Discipline Act as well as the statement of any witness in the possession of the school board

or board of education no later than forty-eight hours prior to the hearing.

9. If a hearing is requested more than five school days following the receipt of the written notice, but not more than thirty calendar days after receipt, the Superintendent shall appoint a hearing examiner. The hearing will be held according to the requirements of section 79-269. The student shall be entitled to a hearing but the consequence imposed may continue in effect pending final determination.
10. If a request for hearing is not received within thirty calendar days following the mailing or delivery of the written notice, the student shall not be entitled to a hearing.

In the event a hearing is requested, the hearing, hearing procedures, the student's rights and any appeals or judicial review permitted by law shall be governed by the applicable provisions of the Nebraska Student Discipline Act (Neb. Rev. Stat. § 79-254 to 79-294).

Reporting Requirement to Law Enforcement

Violations of this section will result in a report to law enforcement if:

1. The violation includes possession of a firearm;
2. The violation results in child abuse;
3. It is a violation of the Nebraska Criminal Code that the administration believes cannot be adequately addressed solely by discipline from the school district;
4. It is a violation of the Nebraska Criminal Code that endangers the health and welfare of staff or students;
5. It is a violation of the Nebraska Criminal Code that interferes with school purposes;
6. The report is required or requested by law enforcement or the county attorney.

Adopted on: 7-10-2023
Revised on: 7-15-2024
Reviewed on:2-24-2025

5048
Emergency Response to Life Threatening Asthma or Systemic Allergic Reactions (Anaphylaxis)

School employees will comply with the requirements of the NDE Rule 59 ~~"Protocol:~~protocol entitled, "Emergency Response to Life Threatening Asthma or Systemic Allergic Reactions (Anaphylaxis)" (Protocol) to address incidents of anaphylaxis involving students at school when those students do not have existing response plans. For students with individual self-management plans, Section 504 plans, or Individualized Education Programs (IEP) addressing asthma or anaphylaxis responses, school employees will comply with those plans. The district shall procure and maintain the equipment and medication necessary to implement the ~~protocol~~Protocol.

The superintendent shall obtain the required signature(s) of one or more ~~physicians~~ Prescribing Health Care Practitioners ~~licensed to practice medicine in Nebraska~~ on the Protocol form ~~entitled "Protocol: Emergency Response to Life Threatening Asthma or Systemic Allergic Reactions (Anaphylaxis)" ("Protocol")~~. The superintendent shall publish this policy and Protocol in each student and employee handbook.

The superintendent shall arrange to have a qualified medical ~~person~~ professional train employees, and for training updates as necessary. This may be a medical doctor, qualified school nurse, or other person qualified to train staff on the medication of students.

Adopted on: _____
Revised on: _____
Reviewed on: _____

5048
Emergency Response to Life Threatening Asthma or Systemic Allergic Reactions (Anaphylaxis)

School employees will comply with the requirements of the NDE Rule 59 protocol entitled, "Emergency Response to Life Threatening Asthma or Systemic Allergic Reactions (Anaphylaxis)" (Protocol) to address incidents of anaphylaxis involving students at school when those students do not have existing response plans. For students with individual self-management plans, Section 504 plans, or Individualized Education Programs (IEP) addressing asthma or anaphylaxis responses, school employees will comply with those plans. The district shall procure and maintain the equipment and medication necessary to implement the Protocol.

The superintendent shall obtain the required signature(s) of one or more Prescribing Health Care Practitioners on the Protocol form. The superintendent shall publish this policy and Protocol in each student and employee handbook.

The superintendent shall arrange to have a qualified medical professional train employees, and for training updates as necessary. This may be a medical doctor, qualified school nurse, or other person qualified to train staff on the medication of students.

Adopted on: 7-10-2023
Revised on: _____
Reviewed on: _____

6009
Grade Placement and Academic Credits of Transfer Students

~~Subject to a determination on grade placement based on the criteria set forth below, a~~The district will use the criteria outlined below to determine both the grade-level placement and the academic credit awarded to transfer students. The administration is the final decision-maker and decisions made pursuant to this policy may not be appealed to the board of education.

Transfer from an Accredited School District.

A student transferring from an accredited school generally will be placed at the grade level that is comparable to the placement in the school from which the student is transferring. Temporary placement may be made until a student's records are received to verify the placement.

~~**Elementary Level Students**~~

The ~~appropriate level of placement for elementary level students may be determined by, but not limited to, consideration of~~ student's building principal may place a student into a grade level that is different from the accredited school from which the student is transferring after considering the following information:

~~Chronological~~

- Student's chronological age
- Previous ~~public school or private~~ school experience

~~• Diagnostic test data~~
~~• Achievement test data~~
~~• Criterion-referenced test data~~

~~**Secondary Level Students**~~

~~The appropriate level of placement for secondary students may be determined by, but not limited to, consideration of the following information:~~

- ~~Chronological age~~
- ~~Previous public school or private school experience and~~ Academic transcript received from the accredited school of origin
- ~~Standardized~~Testing data from the accredited school of origin, including but not limited to, standardized achievement test data
- ~~Criterion~~, criterion-referenced test data, classroom testing data, and diagnostic test data
- ~~Final examination test~~Testing data
- ~~Diagnostic test data~~

- ~~The district will accept credits toward graduation that were awarded by an accredited school district and which, in the professional judgment of the administrative team, are sufficiently rigorous and comparable to the district's offered courses of study. A student transferring into~~ from any tests or assessments conducted by the school district ~~in grades 9-12 will be responsible for meeting all graduation requirement in order to be awarded a diploma from the district.~~

~~Students who transfer from~~All credits awarded to a student by an ~~exempt (home) school and/or a non-~~accredited ~~school may be awarded credits to~~ institution will be counted ~~toward high school~~ towards applicable graduation requirements ~~at~~ for the transferring student.

Commented [1]: Do we need to define what we men by accredited? I could see (and I think we have had) a parent say, "No, really. This online program has been accredited by the national associate of fake virtual schools. You HAVE to recognize these credits!!"

Transfer From a Non-Accredited School.

A student or a parent/guardian of a student who is transferring into the ~~discretion of the building principal in consultation~~ district from a non-accredited school must provide the district with copies of all materials that have been used to provide instruction to the ~~superintendent of schools. The~~ student that the family would like the district to consider in determining the appropriate grade level at which to place the student and credits to be awarded to the student. The student's building principal will ~~consider all of the factors listed above and will also~~then consider ~~the student's performance on the district's internal benchmark tests.~~ those materials and the following factors in determining the grade level placement for the student:

- Student's chronological age
- Previous school experience
- Materials submitted by the student or family pursuant to this policy
- Testing data from any tests or assessments conducted by the school district

The district will only award credit toward graduation from courses while the student was in a non-accredited school if the student can demonstrate mastery of the concepts required for completion of that course. Mastery will be assessed by standard and nonstandardized testing, at the discretion of the administration.

Multiple Enrollments and Re-enrollments In the Same Semester

Students from non-accredited schools who disenroll and then re-enroll in the district multiple times during the same semester will be permitted to resume the grade placement that the student was in at the time of the prior enrollment. However, students who fail to attend the total number of days per semester required of enrolled students will not be eligible to receive credit for the partial semester of enrollment.

The district will not retroactively award credit for time spent in exempt or non-accredited status.

A student's eligibility to participate in extracurricular activities upon re-entry is subject to all eligibility rules and the district's policies governing extracurricular eligibility.

Placement of International Students.

The district administration, in conjunction with the building principal, will determine the appropriate grade level/credit status of a student transferring from a ~~foreign~~ country~~.~~ other than the US.

Graduation Requirements

Regardless of the school(s) previously attended, a student transferring into the school district in grades 9-12 will be responsible for meeting all graduation requirements to be awarded a diploma from the district.

Adopted on: _____
Revised on: _____
Reviewed on: _____

6009
Grade Placement and Academic Credits of Transfer Students

The district will use the criteria outlined below to determine both the grade-level placement and the academic credit awarded to transfer students. The administration is the final decision-maker, and decisions made pursuant to this policy may not be appealed to the board of education.

Transfer from an Accredited School District

A student transferring from an accredited school will generally be placed at the grade level comparable to the placement at the school from which the student is transferring. Temporary placement may be made until a student's records are received to verify the placement.

The student's building principal may place a student into a grade level that is different from the accredited school from which the student is transferring, after considering the following information:

- Student's chronological age
- Previous school experience
- Academic transcript received from the accredited school of origin
- Testing data from the accredited school of origin, including but not limited to, standardized achievement test data, criterion-referenced test data, classroom testing data, and diagnostic test data
- Testing data from any tests or assessments conducted by the school district

All credits awarded to a student by an accredited institution will count toward the applicable graduation requirements for the transferring student.

Transfer From a Non-Accredited School

A student or a parent/guardian of a student who is transferring into the district from a non-accredited school must provide the district with copies of all materials that have been used to provide instruction to the student that the family would like the district to consider in determining the appropriate grade level at which to place the student and the credits to be awarded to the student. The student's building principal will then consider those materials and the following factors in determining the grade level placement for the student:

- Student's chronological age
- Previous school experience

- Materials submitted by the student or family pursuant to this policy
- Testing data from any tests or assessments conducted by the school district

The district will award credit toward graduation for courses taken while the student was in a non-accredited school only if the student can demonstrate mastery of the concepts required for completion of that course. Transcripts will be reviewed; a course summary may be requested and reviewed; and, if needed, mastery will be assessed through standard and nonstandardized testing at the discretion of the administration.

Multiple Enrollments and Re-enrollments In the Same Semester

Students from non-accredited schools who disenroll and then re-enroll in the district multiple times during the same semester will be permitted to resume the grade placement they held at the time of prior enrollment. However, students who fail to attend the required number of days per semester will not be eligible to receive credit for the partial semester of enrollment.

The district will not retroactively award credit for time spent in exempt or non-accredited status.

A student's eligibility to participate in extracurricular activities upon re-entry is subject to all eligibility rules and the district's policies governing extracurricular eligibility.

Placement of International Students.

The district administration, in conjunction with the building principal, will determine the appropriate grade level/credit status of a student transferring from a country other than the US.

Graduation Requirements

Regardless of the school(s) previously attended, a student transferring into the school district in grades 9-12 will be responsible for meeting all graduation requirements to be awarded a diploma from the district.

Adopted on: _____
Revised on: _____
Reviewed on: _____

6038

Use of Artificial Intelligence by StudentsStudent Use of AI Tools

As used in this policy, artificial intelligence tools ("AI Tools") mean machine-based resources that use computer science, algorithms, large language models, and/or machine learning to perform tasks, answer questions, collect information, and respond to human-directed tasks, queries, and objectives. AI Tools include, but are not necessarily limited to, commercially-available resources like ChaptGPT, Gemini, Claude Google Bard, and similar programsother chatbots.

The board recognizes that among other resources, when properly used, AI Tools may be useful to student learning. However, students and staff must ensure that provide valuable source information to students and teachers in relation to the district's academic curriculum and assignments. Sstudent use of AI Tools should focus on using such tools as a resource and for background material, rather than using the AI Tools to complete the assignment. Therefore, AI Tools may only be used by students in accordance with the following requirements:

1. Students may not use AI tools on any assignment, test, or project unless the staff member has given express permission for the student to do so. Staff Member permission to use an AI tool on one assignment does not carry over to other assignments. Unless an individual teacher affirmatively communicates to students that AI Tools may be used for a specific assignment, then AI Tools may not be used. Individual teachers staff members will decide for each individual assignment the extent to which students may use AI Tools for such assignment. Teachers are encouraged to make such a decision in advance of students being given the individual assignment in question.

2. Teachers will communicate to all students responsible for completing an assignment the extent to which such students may use AI Tools in connection with such assignment. Teachers will endeavor to include in such communications examples of permissible and impermissible uses of AI Tools.

3.2. If a student uses any AI Tools in connection with a school assignment, the student must comply with the following:

   a. Tell the teacher The student must explicitly disclose to the teacher in writing that the student used an AI Tool and identify the specific AI Tool used.

~~b.~~a. Give ~~In any student work (whether hard copy, electronic, digital, or otherwise), the student shall~~ give proper attribution to the specific AI Tool(s) used to the same extent that students are expected to give proper attribution to other sources of information such as books, texts, encyclopedias, secondary sources, and other traditional media. Such attribution may include, but is not necessarily limited to, accurate quotations, citations, footnotes, endnotes, and/or bibliography entries.

~~c.~~b. Never copy and paste ~~In no instance may~~ the output from ~~one~~ the ~~or more~~ AI Tool ~~s be copied and placed within~~into the ~~a~~ student's work as if the student wrote such section himself or herself. ~~For example and not limitation, students may not outsource the organization or the writing of any written work to any AI Tool.~~

3. Students may never use AI Tools to:
   a. Cheat on any assignment, test, or quiz;
   b. Help answer questions on a test or quiz without staff member permission;
   c. Make or share deepfakes or fake images, audio, or video of any real person;
   d. Make or share sexual, nude, or intimate images of any real person—even if the image is fake or AI-made;
   e. Bully, harass, threaten, intimidate or impersonate any person;
   f. Place another student or staff member name, photo, voice, or personal information into an AI Tool without staff member authorization;
   g. Use AI Tools to bypass accommodations, content filers, or school security.

4. A student may use AI Tools as an accommodation if his/her IEP team or Section 504 committee has approved use of the tool. The student must disclose the use of AI Tools to the staff member grading the assignment.

~~4.~~5. A student's failure to meet the requirements stated in this policy will constitute a violation of the district's prohibitions against cheating plagiarism and/or academic dishonesty, including but not necessarily limited to such prohibitions stated in the Student Handbook, which violation will subject the student to discipline up to and including expulsion.

~~5.~~6. The student requirements stated above are the minimum requirements for any student assignment. An individual teacher may

impose more stringent requirements for any specific academic assignment or coursework.

Adopted on: _____
Revised on: _____
Reviewed on: _____

6038
Student Use of AI Tools

As used in this policy, artificial intelligence tools ("AI Tools") mean machine-based resources that use computer science, algorithms, large language models, and/or machine learning to perform tasks, answer questions, collect information, and respond to human-directed tasks, queries, and objectives. AI Tools include, but are not necessarily limited to, commercially-available resources like ChatGPT, Gemini, Claude and similar programs.

AI Tools may be useful to student learning. However, students and staff must ensure that student use of AI Tools should focus on using such tools as a resource and for background material, rather than using the AI Tools to complete the assignment. Therefore, AI Tools may only be used by students in accordance with the following requirements:

1. Students may not use AI tools on any assignment, test, or project unless the staff member has given express permission for the student to do so. Staff Member's permission to use an AI tool on one assignment does not carry over to other assignments. Individual staff members will decide for each individual assignment the extent to which students may use AI Tools.

2. If a student uses any AI Tools in connection with a school assignment, the student must:

    a. Give proper attribution to the specific AI Tool(s) used to the same extent that students are expected to give proper attribution to other sources of information such as books, texts, encyclopedias, secondary sources, and other traditional media. Such attribution may include, but is not necessarily limited to, accurate quotations, citations, footnotes, endnotes, and/or bibliography entries.
    b. Never copy and paste the output from the AI Tool into the student's work as if the student wrote such section himself or herself.

3. Students may never use AI Tools to:

    a. Cheat on any assignment, test, or quiz;
    b. Help answer questions on a test or quiz without a staff member permission;

c. Make or share deepfakes or fake images, audio, or video of any real person;
d. Make or share sexual, nude, or intimate images of any real person—even if the image is fake or AI-made;
e. Bully, harass, threaten, intimidate or impersonate any person;
f. Place another student or staff member name, photo, voice, or personal information into an AI Tool without staff member authorization;
g. Use AI Tools to bypass accommodations, content filters, or school security.

4. A student may use AI Tools as an accommodation if his/her IEP team or Section 504 committee has approved use of the tool. The student must disclose the use of AI Tools to the staff member grading the assignment.

5. A student's failure to meet the requirements stated in this policy will constitute a violation of the district's prohibitions against cheating, plagiarism and/or academic dishonesty, including but not necessarily limited to such prohibitions stated in the Student Handbook, which violation will subject the student to discipline up to and including expulsion.

6. The student requirements stated above are the minimum requirements for any student assignment. An individual teacher may impose more stringent requirements for any specific academic assignment or coursework.

Adopted on: _____
Revised on: _____
Reviewed on: _____

6046
Right to Access to School Library Materials

Definitions. As used in this policy,

- "Parent" means the parent, guardian, or educational decisionmaker of any student currently attending the school district; and
- "Educational decisionmaker" means a person designated or ordered by a court to make educational decisions on behalf of a child.

Catalog of Library Books. The superintendent or designee shall create and maintain a catalog of all books in the school district's library, categorized by school building, that shall be accessible by a Parent.

Opportunity for Notification. A Parent shall have the opportunity to be notified when the Parent's student checks out a book from the school library, which notification shall include the title of the book, the author(s) of the book, and the date the book is due to be returned to the school library. The administration may elect to allow a Parent to exercise the opportunity to receive such notifications by means of a website, application notification, or by opting into email notifications.

Nothing in this policy shall be construed to create any rights of access or rights to notification in favor of any person that does not meet the definition of Parent stated above.

Adopted on: _____
Revised on: _____
Reviewed on: _____

6046
Right to Access to School Library Materials

Definitions. As used in this policy,

- "Parent" means the parent, guardian, or educational decisionmaker of any student currently attending the school district; and
- "Educational decisionmaker" means a person designated or ordered by a court to make educational decisions on behalf of a child.

Catalog of Library Books. The superintendent or designee shall create and maintain a catalog of all books in the school district's library, categorized by school building, that shall be accessible by a Parent.

Opportunity for Notification. A Parent shall have the opportunity to be notified when the Parent's student checks out a book from the school library, which notification shall include the title of the book, the author(s) of the book, and the date the book is due to be returned to the school library. The administration may elect to allow a Parent to exercise the opportunity to receive such notifications by means of a website, application notification, or by opting into email notifications.

Nothing in this policy shall be construed to create any rights of access or rights to notification in favor of any person that does not meet the definition of Parent stated above.

Adopted on: _____
Revised on: _____
Reviewed on: _____

Springfield Platteview Community Schools

Springfield Elementary

Operations Guide

2026-2027

SPRINGFIELD ELEMENTARY SCHOOL

Springfield Elementary School
940 Main Street
Springfield, NE 68059
(402) 253-2245

Springfield Platteview Community Schools

Board of Education

Mr. Lee Smith, President
Mr. Kyle Fisher, Vice President
Mr. Brett Kreifels, Secretary
Mr. Michael Patera, Treasurer
Mr. Brian Osborn, Member
Mrs. Brenda Guenther, Member

District Administrative Office

District Administrative Offices
765 Main Street
Springfield, NE 68059
402-592-1300

Dr. Ryan Saunders	Superintendent
Mrs. Nichole Baugh	Director of Public Relations
Mrs. Jacci Lucas	Director of Special Services
Mr. Tim Seretta	Director of Technology
Mrs. Heidi Zierott	Director of Learning

Elementary Schools

Springfield Elementary

940 Main Street
Springfield, NE 68059
402-253-2245
Mrs. Megan Hanson, Principal
Mrs. Lauren Wright, Admin Intern

Westmont Elementary

13210 Glenn Street
Omaha, NE 68138
402-895-9602
Mrs. Melissa Hasty, Principal

Secondary Schools

Platteview Central Junior High

14801 S. 108th Street
Springfield, NE 68059
402-339-5052
Mr. Darin Johnson, Principal

Platteview Senior High

14801 S. 108th Street
Springfield, NE 68059
402- 339-3606
Mr. Mike McLaughlin, Principal
Mr. Josh Siske, Assistant Principal/AD

Springfield Platteview Community Schools
Mission Statement

The mission of Springfield Platteview Community Schools is to ensure that all students acquire the college and career ready skills and behaviors necessary for each student to succeed now and into his/her future.

Dear Students and Parents/Guardians:

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 Operations Guide carefully. Students and their parents are responsible for knowing the rules, regulations, and procedures covered in this document in addition to the district handbook. The Operations Guide is an extension of school policies and has the force and effect of board policy when approved by the Board of Education.

This Operations Guide 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, contact the school office, or speak with me.

Sincerely,

Megan Hanson

Megan Hanson
Principal Springfield Elementary
Springfield Elementary Office: 402-253-2245

TABLE OF CONTENTS
(Topic Titles are hyper linked)

SCHOOL DAY **5**
Arrival and Dismissal Times 5
Arrival and Dismissal Safety Practices 5
Arrival & Dismissal Procedures 5
Grade Level Door Assignments 6
Traffic Procedures 6
iDismiss Pick-Up System 6
Early Pick Up of Students 7
Dismissal and Pick Up of Students 7
Attendance 7
Required Attendance 8
Expectations for Regular Attendance 8
School Attendance on Days of Scheduled Activities 8
Tardies 8
Make-up Work 9
Band 9
Before and After-School Care 9
Birthday Treats/Prizes/Invitations 9
Bus Regulations 10
Bus Company Contact Information and Route Service Request 11
Candy, Gum, Soda Pop, Energy, and Sports Drinks 11
Controlled Access Entry 11
Cafeteria & Meal Procedures 12
Cafeteria Expectations 12
School Breakfast Program 13
Houses 13
Lost and Found 13
Media Center 13
Pets at School 13
Physical Education 13
Pictures 14
Student Appearance 14
Textbook, Material, and Technology Fines/Fees 15
SAFETY **17**
Bicycles, Skateboards, Rollerblades, Scooters, Really Anything With Wheels 17
Bike Racks 17
Bullying 18
Cell Phones and Smart Watches (Students') 18

Emergency Protocol Drills (Fire, Intruder, and Tornado) 19
Emergency Protocol 20
Field Trips 21
Lockers and Other School Property 21
Personal Items 21
Playground/Outside 21
Playground Expectations 22
Recess Boundaries/Procedures 22
Safety Patrol 23
Weapons or Perceived Weapons 23
SUPPORT SERVICES 24
Allergies 24
Counseling Services 24
Health, Accidents, Illnesses, and Medications 24
Medications 24
Health Screenings 25
HOME/SCHOOL COMMUNICATION 26
Change of Address, Phone Numbers, Work, etc. 26
Communicating Student Progress with Parents 26
Grading 26
Homework 27
Parent Concern Procedure 27
Parent/Teacher Conferences 27
Parent-Teacher Organizations 28
School News 28
Student Placement 28
Student Use of Telephone 28
Visitors 29
Weather Emergencies 29
Weather or Emergency Two Hour Late Start Schedule 29
2026-2027 SPCS School Calendar 31
2026-2027 Preschool Calendar 32
2026-2027 Student Fees 33
2026-2027 Supply List 35

SCHOOL DAY

Arrival and Dismissal Times

<table>
<tr><td>Monday:
● 9:10 am Students enter the building
● 9:20 am Tardy bell rings
● 3:15 pm Start to dismiss bus students
● 3:20 pm K-6th Grades dismiss</td><td rowspan="2">Breakfast Served:
● Monday 8:45-9:15 am
● Tuesday- Friday 7:45-8:15 am</td></tr>
<tr><td>Tuesday-Friday:
● 8:10 am Students enter the building
● 8:20 am Tardy bell rings
● 3:15 pm Start to dismiss bus students
● 3:20 pm K-6th Grades dismiss</td></tr>
</table>

There is no supervision for students before 7:45 a.m. as teachers are preparing for the school day. We encourage students to arrive **no earlier than 8:00 am** unless the student is eating breakfast. Students should enter the building through their designated door. Thank you for your cooperation on this arrival time.

Arrival and Dismissal Safety Practices
To provide safety for the pedestrian and the driver, your cooperation in helping your child observe the following rules will be appreciated:

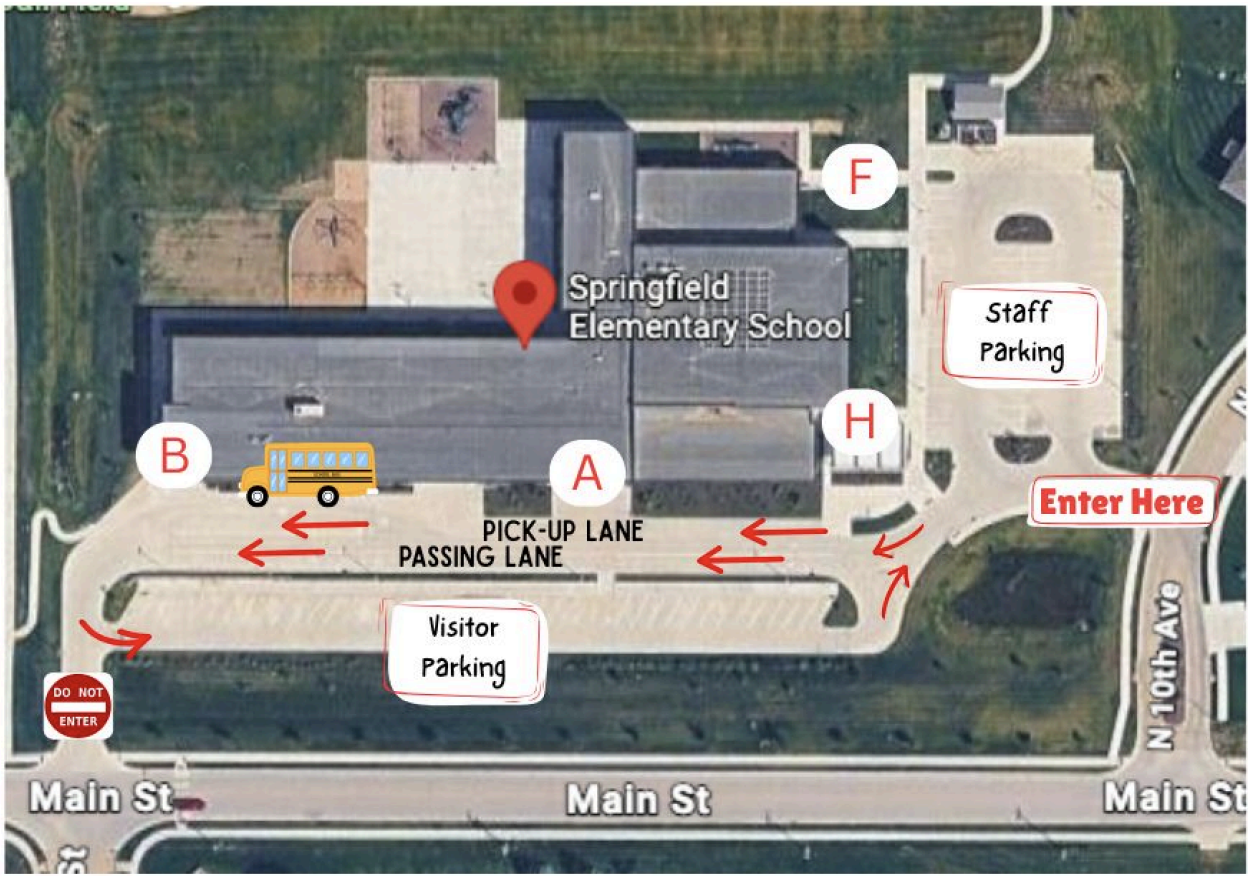
1. Parents are encouraged to plan with their children the shortest and safest route to/from school.
2. Students should cross streets using the designated crosswalks where safety patrol is present.
3. Parents should instruct their children to cross at corners or areas where school crossing signs are posted and should assist students in understanding safety procedures.
4. For the safety of all and to model proper crossing for students, all adults and students need to follow the guidance and directions of the safety patrol on duty. Including only crossing at designated patrolled crosswalks.
5. If students are transported by motor vehicle to school, please follow the procedure outlined below:
    a. Instruct your child to **enter and leave your vehicle from the curbside.** Never enter or leave on the street side of a vehicle. A serious accident could result from a child darting across the street or coming out between two parked cars.
    b. If you choose to meet your child along streets not adjacent to the school, instruct your child to use proper crosswalks or to cross at the proper intersection.
    c. Please do not drop off students in any of our parking areas/lots.

Arrival & Dismissal Procedures
Each grade level is assigned a specific entrance and exit door for the school day. Upon arrival, students should line up at their designated door until the 8:10 a.m. bell rings. Students eating breakfast may enter through Door A and go directly to the cafeteria. After breakfast, students should return outside through Door A and wait with their class at their assigned locations. At

dismissal, students must check out with the staff member assigned to their designated exit door before leaving school grounds.

Grade Level Door Assignments

Grade Level	Door	Grade Level	Door
Preschool	F	3rd Grade	B
Kindergarten	A	4th Grade	H
1st Grade	A	5th Grade	H
2nd Grade	A	6th Grade	B



Traffic Procedures

All traffic must enter the parking lot from the east entrance off North 10th Ave. Once vehicles enter the front loop, traffic becomes one-way with two lanes moving west. Students may be dropped off curbside in front of the school or at their assigned door. For safety, **students must exit vehicles on the curbside only** and should never exit between traffic lanes. When dropping off or picking up students, please pull forward as far as possible, even past the crosswalk if directed. If your child is not ready when you reach the front of the line, please continue through the loop and re-enter to help keep traffic moving.

Parking is not allowed in the pick-up or passing lanes. Families needing to park should continue through the loop and use the angled parking stalls in Visitor Parking. Cars should avoid the designated bus lane to allow buses to safely enter and exit. Students dropped off away from the building must use the sidewalk and cross with Safety Patrol or school staff. Please do not stop on Main Street to load or unload students.

iDismiss Pick-Up System
Our school utilizes an online dismissal system to help ensure a safe, organized, and efficient dismissal process for all students called iDismiss. Each family will be assigned an identification number. New families will receive this at Open House night. The number should be displayed in the front windshield or passenger-side window of the vehicle, or held by a parent/guardian waiting outside. When a student's number is displayed, a staff member will enter the number into the iDismiss system to notify the classroom that the student's ride has arrived. Students will then be dismissed to exit through their assigned door (see above) and must check out with dismissal staff before leaving campus. This process helps us safely document and track all students during dismissal.

Early Pick Up of Students
Please review dismissal plans with your child before they leave for school each day. If there is a change to your child's pick-up routine, please contact the school office before 2:00 p.m. so the office can notify the classroom teacher.

Dismissal and Pick Up of Students
Classes are in session from the ringing of the tardy bell until the teacher dismisses the class. The bell at the end of the day is not a dismissal bell, and students may not leave their classrooms until they have been excused by their classroom teacher.

Students should go directly home or to a school-sanctioned activity after dismissal. It is important that all adults serve as good role models for safety. Please utilize the marked crosswalk and safety patrol personnel while crossing streets and driveways. Students should not play on school grounds after school unless supervised by a parent. Please talk with your child(ren) about their dismissal plans prior to leaving for school. Parents should call the office before 2:00 p.m. if there is a change in pick up routine for the child. The office will notify the student's teacher. Students who are not picked up 10 minutes after dismissal should go to the office to call parents and/or wait for parents. If parents cannot be reached, emergency contacts or other adults authorized to pick up will be called to come to pick up the student. If picking up your student(s) late becomes a pattern, a meeting with the building administration may be called in order to develop a plan. Action steps could include sending the student to the afterschool program (drop-in fees would be the responsibility of parents), and developing an alternative dismissal plan.

Attendance
It is our goal to have every student in school for as many school days as possible and to work with parents and guardians to help students understand the importance of being in school. Students may be excused for illness, or if parents request, the student may miss school for a

family emergency or special family need. We encourage students who are not feeling well or are running a fever to stay home and get healthy.

Parents and guardians are asked to call the school office by 9:00 a.m. if a student will be absent. Please include the reason so that we can properly document the absences. As a building, we keep track of the illnesses that are affecting our students so we are better able to respond to students' needs. Students may also be excused from school to participate in a school-approved activity. Unless the school is notified, a call will be made to the student's home or parents' place of work to verify the absence.

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 district policy.

Expectations for Regular Attendance
- Students are expected to attend every class, every day.
- The only "excused" absences shall be:
    a.) absences when a licensed health care provider has confirmed in writing that, in his/her professional medical opinion and within his/her scope of practice, the student or a child whom the student is parenting is so physically or mentally ill that attendance of the student is impracticable or impossible;
    b.) absences when the Nebraska State Patrol confirms in writing that weather conditions have made the roads impassable so that the student's attendance impracticable or impossible;
    c.) student attendance at a school-sponsored activity;
    d.) student has been suspended or expelled from school by the school district; and
    e.) absences required by law enforcement, child protective services or a court of competent jurisdiction, confirmed in writing to the school district.
- All other absences, including absences for minor physical or mental illnesses, family events, routine medical appointments are simply "absences."

School Attendance on Days of Scheduled Activities
Students who are unexcused or sent home from school due to illness will not be permitted to practice or participate in an extracurricular contest, practice or performance unless the student has the building principal's prior permission to participate despite the absence.

Tardies
Students not in class on time will be counted as tardy. Many times parents do not know that their child has been tardy to school; parents will be provided official notice after 4 tardies. If deemed necessary, a conference may be requested. We hope that by keeping you informed, we can work together to help your child get to school on time.

Make-up Work
We appreciate parents'/guardians' conscientious regard for picking up homework for their child.
- If your child will be absent only one day, work may be made up or taken home upon return to school.

- If your child will be absent for an extended period of time, please contact the classroom teacher to plan for the completion of work. Students receive a minimum of two days for each day missed to complete make-up work.

Please call the school or email the child's classroom teacher in the morning to request homework to be picked up after school or sent home with a sibling.

Band

Students may participate in the elementary band and begin taking band lessons in 6th grade. 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.

Before and After-School Care

Springfield Platteview Educational Foundation is proud to offer a before and after school program for K-6 students at Springfield Elementary School. Students from Westmont Elementary will be provided transportation to Springfield Elementary. If you are interested in the program and have additional questions, please contact the Kids Care program director at kidscare@spcsne.org.org or 402-657-8125.

Birthday Treats/Prizes/Invitations

Bringing birthday treats or prizes is optional for parents/students. We request that any foods offered on the school campus meet or exceed the USDA Smart Snacks in School nutrition standards. This includes school lunches and treats brought in or sent to school by parents or guardians. All treats and prizes must be approved by the classroom teacher or building administration in advance. The District will provide or make available to parents a list of foods and beverages that meet Smart Snacks nutrition standards and provide a list of alternative ways to celebrate children to be used as guidelines and resources when deciding how to celebrate your child's birthday.

The most convenient birthday treats are healthy, easy to hand out, do not require refrigeration, and are easy to clean up. If you choose to provide a treat, please provide the teacher with any serving items necessary to distribute the treats such as spatulas, eating utensils, plates, bowls, napkins, etc.

If you are having a birthday party for your child, please mail or email the invitations or phone parents, unless you are inviting the whole class (all the boys or all the girls is also acceptable). Sending invites to only select students is not acceptable. This is intended to help avoid hurt feelings on the part of anyone in the class who may not be invited to the party. It also keeps distractions from learning to a minimum. Invitations are not the responsibility of the school or school staff. School staff will not be responsible for the delivery of invitations in any form (hard copy, digital, or electronic).

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.

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.
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.

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) Students 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.

Transportation 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.

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.

Transportation to Activities

The school district provides transportation of 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.

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.

Bus Company Contact Information and Route Service Request:

First Student, Inc
Office: 402.572.6160
3333 Keystone Drive
Omaha, NE 68134
Transportation Manager: Jennifer Morgan
Transportation Form Link

Candy, Gum, Soda Pop, Energy and Sports Drinks

Students may not bring candy, gum, soda pop, energy or sports drinks to school unless they have prior permission from their classroom teacher or the administration.

Controlled Access Entry

All visitors will have to be buzzed in during school hours. Building doors will be locked at the start time of each of the school days. To enter any of the buildings, visitors will have to identify themselves to office staff or other designated staff members who will have to grant them access. Once inside, all visitors must adhere to the following procedure: Upon entering the building or school grounds, all parents and visitors are required to sign in at the office and wear a visitor badge for the duration of their visit. Visitors are asked to check out at the conclusion of their visit.

Cafeteria & Meal Procedures
All foods offered on the school campus should meet or exceed the USDA Smart Snacks in School nutrition standards. This includes school lunches, treats brought in by parents or celebrations. Please refer to the guidelines as you plan to join your student for lunch at school.

Students may choose to eat a hot lunch at school or bring a cold lunch.

1. If a child wants a hot lunch they may:
    a. bring cash or check ($3.75 per meal).
    b. purchase an extra milk ($.75).
2. Parents may apply for free or reduced-cost lunch for their child. Free or Reduced Lunch Applications are available online at springfieldplatteview.org. Please complete a new application available at the beginning of each year. Paper applications are available for families to complete or pick up at the district office or at Westmont/Springfield Elementary Office. (Eligibility for the free/reduced lunch program is determined by federal guidelines.)
3. Parents may attend the lunch with their child at any time and are encouraged to let the office know by 9:30 a.m. if purchasing a hot lunch. Adult meals cost $5.15.

If you are planning to join us for lunch you are welcome to order lunch through the cafeteria or bring your own meal. When bringing your own lunch or bringing lunch for your child we are asking you to bring healthy items that meet the federal guidelines for healthy snacks or meals. You may be asked to dine in a separate location due to available space in the cafeteria. Please call the office prior to arriving at school so we can ensure there is space reserved for you during the lunch period. **Due to health concerns and diet restrictions, you are only allowed to bring in food for your child. Please do not bring food in for other students or to share.** It is important that any food brought into school meets health standards and is encouraging students to make healthy choices. If you choose to bring your lunch, we would ask you to bring your lunch in an unmarked container/bag so as not to advertise or promote an outside company. This request is due to Federal Lunch Program Guidelines. Those guidelines prohibit the advertising or encouragement of competition for the federally subsidized lunch program. Thank you for understanding. We look forward to you joining us for lunch.

Cafeteria Expectations:

- All food must be consumed in the areas designated by the school.
- After students have eaten, they must return their trays to the kitchen. All straws, papers, and milk cartons should be deposited in the trash cans. All leftover food should be scraped off the tray into the garbage cans provided. Forks and spoons should be placed in the pan with water, not thrown away.
- Students are to use proper manners, including eating quietly.
- Students may not throw food or other items.
- Second servings may be available to those who have made an effort to clean their trays and have requisite funds as required by board policy.
- Students should remain at their tables until they are dismissed.
- Students must treat lunch personnel with respect.
- Students who violate the above rules will be subject to disciplinary action.
- Students who bring their lunch from home are not allowed to eat at the peanut-free table unless they are a student with a nut allergy.

School Breakfast Program
Springfield Elementary Schools offer an optional before-school breakfast program. Breakfast is served at 7:45 a.m. each morning. The cost of breakfast is $2.35. Adult breakfast costs $3.15 each. Children of families whose income falls within federal guidelines may eat breakfast at a reduced cost or for free.

Students wishing to eat breakfast will enter Door A and walk into the cafeteria. Students will go through the serving line and put in their numbers. Students need to sit on the designated breakfast tables on the east side of the cafeteria. Students in Kids Care and students eating breakfast each have designated spaces.

Houses
One of the goals at Springfield Elementary is to ensure every student feels safe, supported, and connected to caring adults within our school community. One way we foster these positive relationships is through our House System. Students are assigned to a House when they enroll at Springfield Elementary and remain in that House throughout their elementary years. Each September, students participate in a Sorting Ceremony and receive a House shirt to wear during House events and meetings.

Houses meet once a month to build relationships and develop important skills such as leadership, teamwork, conflict resolution, and community service. Through the House System, students form lasting connections with peers and staff while helping create a positive and inclusive school culture where everyone feels they belong.

Lost and Found
To help prevent lost items, please label your child's belongings with their name. If something is missing, students should check the Lost and Found area. All found items are placed there for students to claim. Unclaimed items will be donated to a local charity at the end of each semester.

Students are asked not to bring expensive or fragile items to school. Both home and school can help reinforce the importance of being responsible for personal belongings. Please note that the school is not responsible for lost, stolen, or broken personal items.

Media Center
Students must check out material from the staff on duty. Each borrower is responsible for all books checked out in his/her name. If a book is lost and not found, the student must pay for it or replace it. Students must also pay for any damage they cause to library books.

Pets at School
Pets are an important part of many students' lives and can provide many good learning experiences. The school administration must approve a visit by a pet in advance. Pets should be brought for a school visit by a parent or guardian and in suitable carriers. The administration will ask for verification that the pet is up to date on vaccinations. (See Allergies)

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. Shoes need to be closed toe with full, permanent backs. Students

are not allowed to wear anything that may cause injury to themselves or to their classmates. A written note from the child's physician should be provided in order to excuse a child from participating in physical education classes.

Pictures
The school district arranges for a photographer to be present at school in the fall to take class pictures.

Picture Days for the 2026-2027 School Year:
September 2, 2026 with retakes on October 21, 2026.

Parents who want pictures of their students or of their student's class composite may purchase them directly from the photographer. All students will have their pictures taken for our yearbook and/or class composites, even if parents choose not to purchase additional pictures. Be looking for an email from Interstate Photography.

Student Appearance
It is everyone's responsibility to promote a school atmosphere in which all SPCS students make the most of their learning opportunities. Students are asked to dress comfortably and appropriately for the weather and are reminded that items that disrupt the learning environment, including inappropriate clothing, will not be permitted. If a student's dress results in a disruption to the educational process, parents will be notified, and a change of clothing required or a disruptive item removed.

Students are expected to dress in a way that is appropriate for a school setting. Students should not dress in a manner that is:

- dangerous to the student's health and safety or to the health and safety of others.
- distractive or indecent to the extent that it interferes with the learning and teaching process.

The following are examples of attire that are not considered appropriate. Such list is not exclusive, and other forms of attire deemed inappropriate by the administration may be deemed inappropriate for the school setting:

- Clothing or jewelry that could be used as a weapon (chains, spiked apparel) or would encourage "horse-play," or that exhibits beer, alcohol, tobacco, illegal drugs, obscene or lewd words or images that carry double meanings.
- Headwear, including hats, caps, bandanas, hoods, and scarves (except during designated times or for religious reasons).
- Clothing that shows an inappropriate amount of bare skin or underwear (no "sagging" pants).
- Students may color their hair or wear their hair however they choose. If their hair color or style becomes a distraction to the learning environment, they will be asked to change it.

Consideration will be made for students who wear special clothing as required by religious beliefs, disability, or to convey a particularized message protected by law. The final decision regarding attire and grooming will be made by the administration or Superintendent. In the event a student is uncertain as to whether a particular item or method of grooming is consistent with the school's guidelines, the student should contact the administration for approval.

Textbook, Material, and Technology Fines/Fees
It is the responsibility of each student to give proper care to instructional equipment, materials, and supplies. Where carelessness leads to the destruction or loss of equipment or materials beyond normal use, the student and parent should make appropriate restitution.

As part of Springfield Platteview Community Schools' 1:1 iPad Initiative, students are required to pay a technology usage fee to check out an iPad and/or MacBook (when approved) for individual use.

- The current fee is $20 per device, per school year.
- A family maximum of $60 per year applies, regardless of the number of students or devices.

If a parent chooses not to have their student participate in the take-home program, the student must return the device to the school's media center at the end of each school day.

The current fee is $20 annually per device, applicable for one academic school year. The fee should not exceed $60 per family annually.

Coverage Table: The fee covers anything not covered by the AppleCare warranty program:

Claims	**With Fee**	**Without Fee**	**Additional Fee**	**Replacement Cost**
*Lost/Stolen iPad/Non-Repairable	**$300**	**$350 (full replacement cost)**	Sync Cable Only	**$15**
Cracked iPad Screen (Remains Usable)	**Covered**	**$350 (full replacement cost)**	Puck (Plug-In)	**$20**
iPads Repairs	**Covered**	**Actual Repair Cost (not to exceed $350.00)**	Puck and Sync Cable	**$35**
*Lost, Stolen Laptop/Non-Repairable	**$750**	**$879 (total replacement cost)**	School-Issued Case	**$30**
Cracked Laptop Screen/ Repairs (Remains Usable)	**Actual Repair Cost (not to exceed $650.00)**	**Actual Repair Cost (not to exceed $879.00)**	Laptop Charger	**$90**

*Fees will be applied at the district's discretion due to the incident.

Peripheral devices (e.g., Apple Pencil, Logitech Crayon) will be charged to the student at the district's cost for replacement.

Parents will have the option to pay the annual fee of $20. Since the MacBooks do not have Apple Care, the district will apply fees at its discretion due to the incident.

If an outstanding fee (including lunch balance) from the previous year, devices will not be issued in the new school year.

The student/guardian will review and sign off on these fees when they complete the returning student verification.

SAFETY

Springfield Elementary Expectations:

• BE SAFE • BE RESPONSIBLE • BE RESPECTFUL • BE KIND

At Springfield Elementary, we…..

Be Safe

Keep our bodies and objects to ourselves. Stay in our assigned area. Walk Quietly.

Be Responsible

Do our best. Learn from our mistakes. Ask for help. Take care of our personal items.

Be Respectful

Listen and follow directions the first time. Say “please”, “thank you”, and “excuse me”. Get adults’ attention appropriately. Respond appropriately.

Be Kind

Include others. Use kind words. Help whenever possible.

Students and staff are asked to follow this guideline: Treat everyone as you would like to be treated. We believe in holding children accountable for behavior by allowing consequences that teach children appropriate behavior. Teachers will establish classroom conduct rules that students must obey. Children are given opportunities to think about their behavior and make good decisions. We encourage students to manage their own behavior by not making problems for themselves or others. Good social skills are equally important for strong academic development. The following social skills are taught throughout the year in all classrooms. Parents are urged to practice these skills with their children at home as well.

1) How to greet someone.
2) How to follow instructions.
3) How to accept criticism.
4) How to accept no for an answer.
5) How to get the teacher’s attention (asking permission).
6) How to make a request.
7) How to disagree appropriately.
8) How to give negative feedback.
9) How to resist peer pressure (or say no).
10) How to apologize.
11) How to engage in a conversation.
12) How to give a compliment.
13) How to accept a compliment.
14) How to volunteer.
15) How to report peer behavior.
16) How to introduce yourself.

Bicycles, Skateboards, Rollerblades, Scooters, Really Anything With Wheels

Parents should use their judgment concerning the capabilities of their children to handle a bicycle and the traffic in which the child will have to ride. Bikes, skateboards, rollerblades, and scooters must be walked on and off the school grounds on the sidewalks. Bicycle racks are provided for bikes to be parked during the school day. We recommend your child lock the bicycle while in the rack.

Rollerblades, scooters, skateboards, and shoes with wheels are not to be used on school grounds. If your child has any of these items, they must be taken off and carried once they arrive on school grounds. Storing these items during the school day is a concern. Students are

responsible for storing their own items within the personal space allotted in the classroom or locker area.

Bike Racks

Bikes and scooters need to be stored on the bike racks. There are two sets of bike racks; (1) located on the West end of the building by Door B. (2) located by the outdoor classroom on the southeast corner of the building.

Bullying

SPCS is proactive in educating all students with good social skills and behaviors through our counseling courses, all-school assemblies, and programming. Bullying is not acceptable and will be dealt with on a case-by-case basis under the prohibited student conduct and procedures outlined within the district handbook.

> 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. Bullying can include: making threats, spreading rumors, attacking someone physically or verbally, unwanted attention, or excluding someone on purpose.

Cell Phones and Smart Watches (Students')

We understand parents want their students to have cell devices for after-school communication. If you want your student to have a cellular device (phones, watches, rings, tablets, or any device that can send and receive messages or connect to the internet), it must be turned off during the school day. Students may not use cell phones or other electronic devices while at school, except as permitted by supervising adults.

Students may use cell phones or other electronic devices on the school sidewalks and in the common areas of the school before and after school, so long as they do not create a distraction or a disruption. All devices need to be stored and out of sight from the late bell (Springfield 8:20) until the end of the day. Students may not use cell phones or other electronic devices while they are in locker rooms or restrooms. Each teacher will designate a safe place to store cellular devices within the classroom. Teachers will give students an opportunity to check their devices for messages from parents prior to being dismissed in order to confirm. Students are not to use their personal cellular devices throughout the day.

- Students must comply with each teacher's classroom expectations regarding cell phone use in class.

- Students may not use cell phones or other electronic devices while riding in a school vehicle unless they have express permission to do so from the vehicle's driver.

- Students shall be personally and solely responsible for the security of their cell phones and other personal electronic devices. The district is not responsible for theft, loss or damage of any personal electronic communication devices or any calls made on a device/cell phone.

Any unauthorized or inappropriate use of a cellular or personal electronic communication device during the day will lead the teacher to confiscate and store the device in the office. On the first offense, the student will pick up the phone in the office after the bell rings with a warning. The second offense, the student will come to the office and call their parents (on the school phone) to explain that the phone was taken away and why before the phone is returned to the student at the end of the day. The third offense, the device will be stored in the office until parents can come and pick up the student's device. Additional consequences may be put in place as needed. The school is not responsible for electronic devices brought from home.

Emergency Protocol Drills (Fire, Intruder, and Tornado)
All schools will hold routine safety drills throughout the year, so students know what to do in case of an emergency, fire, or tornado in order to be safe. The safety of students is a top priority. Classroom teachers will provide students with detailed instructions on all safety drills and protocols. All schools cooperate with the local authorities to make sure the most effective safety procedures are followed.

Emergency Protocol
In the interest of creating the safest environment possible for all our students and staff, Springfield Platteview Public Schools has adopted a consistent district-wide vocabulary, protocol, and practice for defining our response to various school incidents. The ability to effectively respond to natural or manmade emergencies and disasters is an essential component of any emergency operations/response plan in our schools – and a critical ingredient in the safe school recipe is the uniform classroom response to an incident at school. Weather events, fires, accidents, intruders, and other threats to student safety are scenarios that are planned and trained for by students, teachers, staff, and administration.

SPCS has adopted a school district's safety program utilizing the Standard Response Protocol. There are four specific actions that can be performed during a critical incident or emergency:

- **Hold** (in your room or area)
- **Secure** (get inside, lock outside doors, secure the perimeter. no guest will be allowed to enter the building or take students from the building without authorities or administration give permission)
- **Lockdown** (locks, lights, out of sight, no guest will be allowed to enter the building or take students from the building without authorities or administration give permission)
- **Evacuate** (to the announced location, reunification protocol will be put into place)
- **Shelter** (using announced type and method)

Hold is followed by the Directive: **"In Your Room or Area"** and is the protocol used when hallways need to kept clear of occupants.

Secure is followed by the Directive: **"Get Inside. Lock Outside Doors"** and is the protocol used to safeguard people within the building.

Lockdown is followed by **"Locks, Lights, Out of Sight"** and is the protocol used to secure individual rooms and keep occupants quiet and in place.

Evacuate and may be followed by a location, and is used to move people from one location to a different location in or out of the building.

Shelter State the **Hazard** and **Safety Strategy** for group and self protection.

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. These forms are filled out during enrollment and are kept on file for the entire school year. 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.

Field trips provide students with opportunities to learn about our community and more in-depth about an area of study. Some field trips may benefit from adult chaperone participation. The need for chaperones will be determined on an individual basis. Most often, chaperones will be asked to meet the students at the field trip location or to meet at school to follow the bus in their personal vehicle. School buses are primarily used to transport students on field trips. Students will ride to field trips with their classmates on school-sponsored transportation. If a parent wants to have their child ride home with them from a school-sponsored trip, they must fill out a release form. Teachers and sponsors will have the release forms with them. Parents will be notified before each field trip as to the destination, date, and time of the trip. At times chaperones will be required to attend a meeting prior to the field trip. Chaperones are required to follow the grouping expectations, and always be with another adult while chaperoning. Students and chaperones are expected to demonstrate appropriate conduct as a basis for participation on field trips.

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.

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. If items of this nature do come to school, they may, upon the request of teachers or administrators, be stored in the office, or parents may be contacted to pick them up. SPCS does not provide insurance for personal items, nor is it responsible for lost or stolen items or money.

We discourage students from bringing electronic devices to school. If brought, it is the student's responsibility to secure and must be turned off during the school day.

Playground/Outside
When weather permits, every attempt will be made to use the playground for recess. If children are not well enough to play outside, they are usually not well enough to be in school. Unless a physician's excuse has been obtained, a note from a parent is required if a child is to remain indoors during recess. The note should state the reason for the request.

Students are encouraged to dress appropriately for the weather. During wet, snowy weather, students not adequately attired for the conditions (outdoor boots, snow pants, etc.) will be asked to remain on the hard-surfaced play area for recess. Students must be able to put on their snow gear independently.

We will be going outside for recess or lining up in the morning outside if the temperature (actual, feels like, and wind chill) is **above 10 degrees**.

- Precipitation may cause us to stay indoors even if the temperature is above 10 degrees.
- Boots, snow pants, and a pair of dry shoes to change into are required for any student wishing to leave the blacktop area when snow is present.
- When the temperature drops students may be asked to add an additional layer of clothing to what they are wearing while in the building. (Coats, hats, and gloves are the best attire to keep students' skin covered while playing outside.) When the temperature (actual, feels like, and wind chill) is below 35 degrees, students will need to add an extra layer (hoodie, coat, jacket, sweatpants). Ultimately, supervising staff will decide when coats are required for recess.

Playground Expectations

The school's playgrounds, equipment, and surrounding areas are generally not supervised. Staff will supervise students when the students are using their 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.

Students must follow these rules to keep the playground safe when they are using the playground as part of the school day:

- Students must obey the playground supervisor at all times.
- Students may not enter the street/highway/parking lot to retrieve a ball unless given permission by the playground supervisor.
- Students must play away from the school windows.
- Any game that includes tackling, shoving, or rough physical contact is prohibited.
- Students may throw balls and other authorized play equipment. They may not throw rocks, gravel, snowballs, and clothing.
- Students must use the playground equipment properly and in a safe manner.
- Students may not leave the playground after they have arrived at school for the day.

Students who violate these rules will be disciplined with the loss of recess or other privileges, detention and/or other consequences.

Recess Boundaries/Procedures

Equipment such as balls, jump ropes, yard games, etc. are provided by the school. Students may utilize equipment that is in the red bin in the entry way at Door C. Students are expected to put the equipment back when they are finished playing or called in.

Students are to stay on the main playground. Playground boundaries: North is the trail sidewalk, East is Door D, West is the sidewalk outside of Door C (ballfield is the exception). Ballfield, stay inside the fence. If in doubt, ask the adults on duty.

Safety Patrol

Springfield Elementary is fortunate to have amazing students who help make our school community a safe and welcoming place. One way students give back is by participating in our Safety Patrol program.

Fifth and sixth grade students can volunteer and be trained to serve as Safety Patrol Team members. These students help younger students safely cross the street before and after school. Safety Patrol staff and students are on duty from 8:00–8:20 a.m. and 3:15–3:35 p.m. each day at our four designated crosswalk locations.

Safety Patrol Team members wear bright safety vests or ponchos and work hard to keep students safe. Families and visitors are encouraged to use the designated crossings and wait for the Safety Patrol Team member to be in position and signal before crossing the street.

Weapons or Perceived Weapons
Knives or any other item that might be considered a weapon (including toys that resemble a weapon) are strictly prohibited and should NEVER be brought to school.

According to state law, school personnel have the right at any time to search desks, school space assigned to students, or other school property such as computers or iPads. Students' personal belongings can be searched if there is reasonable suspicion of evidence of a rule or criminal violation.

SUPPORT SERVICES

Allergies

Due to the increasing number of students with allergies to certain foods, animals, or other materials, parents must get approval from the classroom teacher or building administration prior to bringing in any snack, treats, or pets into the building. The administration has the authority to restrict any foods, pets, or items allowed into the building if they believe the risk to other students warrants such restrictions.

If your child has an allergy or health concern, please set up an appointment to meet with our school district nurse and turn in the appropriate paperwork. The safety and health of our students is our utmost concern. Having their action plans on file helps us care for their individual needs.

Counseling Services

SPCS is proud to be able to offer elementary counseling services. Our counselor provides classroom lessons to help students see the many ways social skills can be used to communicate more effectively. The school counselor is also available for private counseling for any student needing his/her assistance. Parents/guardians are welcome to call the counselor directly to answer any questions you might have in this area of development.

Health, Accidents, Illnesses, and Medications

The health of all students is one of our primary concerns. We encourage children to be in regular attendance at school. However, if a child has signs of illness or fever over 100.4 degrees within the last 24 hours, he/she should stay home. Parents are required to contact the school office by 9:00 a.m. to report the child's illness or absence. All children are expected to participate in recess and outdoor activities unless they have a signed excuse from a medical professional or it is part of an individual health plan.

Since accidents can occur even though reasonable precautions are taken, we require an immediate and complete report of injury. If a child is injured or becomes ill while at school, the school will make every effort to notify the parent or person to be contacted in case of an emergency. No child will be sent home unless contact is made with the parent or guardian. In the case of an accident or illness of a serious nature, a rescue unit will be called immediately.

The school district provides a school nurse who has various hours in each of the schools. This person is, however, on-call to any building at any time during school hours.

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.

Health Screenings

During the first quarter of each school year, health screenings will be conducted as per the Department of Health and Human Services minimum requirements per grade. The screening may consist of all or some of the following: hearing, vision, dental, height, and weight. Parents/Guardians shall be notified in writing of any concerns and encouraged to seek a professional evaluation. If a Parent/Guardian wishes to refuse school health screening, they must submit a written statement(s) from a qualified examiner annually that the child has received the minimum required screenings within the previous six months and there are no concerns, or the child will be screened at school.

For additional information, please, see the district website at https://www.springfieldplatteview.org/Health-Services.

HOME/SCHOOL COMMUNICATION

Change of Address, Phone Numbers, Work, etc.
Parents are requested to notify the school office staff whenever there is an address, a home telephone or a work telephone number change. Also, please report any changes in emergency numbers. This information is vital for the safety and well-being of your child if an emergency occurs. It is imperative that the school be able to contact you in case of emergency or illness. Parents are now able and encouraged to update this information online throughout the year on Parent Web. The Parent Web link is found on our district website www.springfieldplatteview.org. In order to receive emergency information or important notices from the district please opt into receiving communication through School Messenger

Communicating Student Progress 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.

Report cards and progress reports will be sent home throughout the school year. Although teacher conferences with parents are scheduled twice a year, parents with questions about their child's academic progress should feel free to contact the teacher through email or by phone before or after the school day. In addition, you are also welcome to utilize school provided communication tools such as Schoology, SeeSaw, SPCSNE.org email, PowerSchool to ask questions or gain information about your student's progress. If you wish to meet with a staff member in person, please schedule those appointments in advance.

Grading
Springfield Platteview Community Schools believes grades should clearly communicate student learning and progress toward grade-level standards. Academic grades are intended to reflect what students know and can demonstrate independently.

Students in grades K–2 will receive standards-based report cards each quarter and semester. Students in grades 3–6 will receive progress reports at the end of the first and third quarters and semester report cards at the end of each semester. Grades for students in grades 3–6 will be available online throughout the school year through PowerSchool.

Teachers use both formative and summative assessments to monitor student learning. In grades 3–6, formative assessments will account for no more than 30 percent of the overall grade, and summative assessments will account for at least 70 percent of the overall grade.

Learning is a process. Teachers will provide reteaching, intervention, feedback, and reassessment opportunities to support student growth and mastery of grade-level standards.

Citizenship, responsibility, collaboration, and work habits are important skills that support student success and may be communicated separately from academic grades through citizenship or social skills indicators.

For additional information regarding grading practices, reassessment opportunities, late work, and grading expectations, please refer to the Springfield Platteview Community Schools District Student Handbook.

Homework
Homework refers to the tasks that a student is given to do on his/her own time after school hours. A student should experience a regularly scheduled time at home, free of distractions or interruptions, where he/she can develop self-discipline and individual responsibility for learning. The type of home study assigned will be appropriate for the developmental and instructional level of the student. When students are not assigned specific homework practice, it would be beneficial for them to read a book, practice spelling words or math facts, or write a story.

Students who struggle to complete assignments or who must spend an inordinate amount of time completing an assignment should seek the help and advice of their teachers.

At the beginning of the year, classroom teachers will send home “homework expectations” appropriate to the age of the students. Students who do not meet homework expectations, maybe required to make up missing or unfinished assignments before school, after school, or another determined time with the teacher. Parents will be notified prior to serving this time in order to make arrangements (childcare, transportation, etc.)

Parent Concern Procedure
If parents have a concern regarding a situation in their child’s school, as outlined by the Board of Education policy, they should first contact the student’s teacher to discuss the problem and possible solutions. Teachers are available for telephone calls between 7:55 a.m. - 8:05 a.m. and 3:20 p.m. - 3:35 p.m. for teachers at Springfield Elementary. If the matter cannot be resolved, the parent should then request a conference with the building administration. If the parent still believes their concern has not received favorable consideration, they may appeal to the Superintendent of Schools and Board of Education.

Parent/Teacher Conferences
Parent/teacher conferences are held twice a year, once during the first semester and once during the second semester. Conferences are opportunities for parents and teachers to discuss progress, strengths, and areas for improvement in each child. Please note that we will only be able to provide one conference time per child. 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, unless a current court order is in place. The district is not required to schedule separate conferences if both parents have been previously informed of scheduled conference times. Having both parents or guardians present at the same conference ensures that each parent hears the same information at the same time. Parents are encouraged at any time to contact their child’s teacher(s) in the event of questions or concerns about their child’s progress.

Conference Dates for the 2026-2027 School Year:
October 14-15, 2026 (2:00-7:00 p.m.)
February 10-11, 2027 (2:00-7:00 p.m.)

Both elementary buildings use an online parent teacher conference sign-up tool called PTC Fast. You will receive an email a few weeks prior to each conference with links for signing up for

times for conferences. Please look for those emails and be sure to sign up for times that are convenient for you.

Parent-Teacher Organizations
The Parent/Teacher Organization (PTO) is organized to foster a better understanding and cooperation between the home and school. Since its beginning, the PTO has been giving its support to our schools in many ways. Parents are urged to participate and support this excellent organization. Information concerning your school's PTO scheduled activities is published throughout the year in our school's newsletters.

School News
Announcements are published in the school Newsletter and Website. To access the website enter https://www.springfieldplatteview.org/School-Info click on Schools, then Springfield Elementary. The newsletters will be published throughout the year and will be available both online and sent through email. Another way that we will be sharing school updates and news will be through our schools' official Twitter accounts and Facebook Pages. The links to these accounts are on the websites. Please check your child's weekly Friday folder for news items.

Student Placement
All teachers work as a professional learning community at SPCS. As a team, we collaborate with all students in their grade levels to discuss the best approaches to meet the needs of the students academically, behaviorally, socially, and emotionally. Many components are considered when developing a class list. The teachers at each grade level, specialists, and building administration begin building class lists for the next year using the following criteria:

- Academic Needs
- Learning Styles
- Classroom Dynamics (behavior, social, emotional, and personality considerations among students)

A great deal of thought and effort goes into making these class lists. Granting every request would undo the long process that has been carefully put together and jeopardize the integrity of that work. In addition, children need to work in and with a variety of circumstances now and in the future, both in terms of personnel and environment.

If you feel you have some circumstances that you feel you must address, please do the following:

- Make a formal request in writing to the building principal, addressing your child's learning style and the type, not the name, of the teacher that would benefit your child, prior to May 1st..
- If there has been a request made in a previous year that still applies, such as not placing your child with another particular student, please make sure we are aware of the necessary details again for placement.

The building administration has the final say when developing a class list. We appreciate your understanding of the process, and we look forward to another terrific school year.

Student Use of Telephone
Parents who need to contact or visit with their child during the school day will be asked to call and leave their messages with the office staff. Families should make arrangements for after-school pick up prior to each day so as to eliminate the need to use the telephone after school. Permission for students' use of the phone will be determined by staff.

Visitors
Parents or legal guardians are encouraged to visit the school. All visits, including lunch, playground, and classroom visits, need to be arranged with and are at the discretion of the administration. For the safety and security of students, staff and our guests, all visitors are required to check in at the main entrance and may be asked to provide identification. Office staff will issue a nametag to inform other building staff that permission has been given and that the visitor has checked in at the office. Visitors need to visibly wear a visitor's badge for the duration of the visit.

- Children not enrolled at Springfield may visit the school during lunch period when accompanied by an adult.
- We know that children often have additional important people in their lives that may want to visit school. If someone besides a parent or legal guardian is planning to visit the school (grandparent, older sibling, adopted grandparent, etc.), parents or legal guardians must call prior to the guest arriving at school to give them permission for a visit and ensure that the visit can be accommodated. Please include the guest's name, the relationship, and the anticipated time frame. When they check in at the office, they will be asked to provide identification.
- Visitors are encouraged to limit personal items brought into the building. Extra belongings can be hard to store or have with you.

When visiting the school, we hope you have a wonderful time interacting with your students, learning more about their school day, or helping them make memories. Some students are not allowed to be photographed. Please refrain from taking photos unless permission has been given by school personnel. When communicating with other people's children, interactions need to be positive. Any concerns need to be directed to school personnel. We want visits to be a positive experience for all.

Weather Emergencies
The decision to close schools or have a late start due to extreme weather is made as early as possible by the Superintendent of Schools. All weather-related announcements concerning the cancellation of school, late starts, early dismissals, as well as emergency closings are made on local television and radio stations. Notification will also be sent out to parents who are registered to receive School Messenger Alerts. Every attempt will be made to avoid closing schools once classes are in session. Parents will be asked to complete an emergency plan for their child to follow if emergency closings during the school day should occur. The ultimate decision as to whether a child will attend school rests with the parents.

After three days of school cancellation for snow/severe weather or any other reason, students may be expected to participate in school remotely from home through eLearning or other schoolwork as communicated by the school's principal.

When a late start is called, the school will utilize the following schedule and buses will run accordingly if at all possible.

Weather or Emergency Two Hour Late Start Schedule

Springfield Elementary

Monday-Friday: ● 10:10 Students enter the building ● 10:20 Tardy bell rings	Breakfast Served: ● Monday-Friday 9:45-10:15

• 3:20 K-6th Grade dismisses	

Supervision will be on duty at 9:45 on when a late start is needed due to weather or emergency-related late starts. Families needing to drop off students prior to 9:45, please see Kids Care for drop-in options.

2026-2027 SPCS School Calendar

Springfield Platteview Community Schools
2026-2027

5	New Teacher Workshop
6	All Certified Staff Report
11	All Classified Staff Report
12	First Day of Classes

AUGUST 2026

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

7	No School Labor Day
28	No School Teacher In-Service

SEPTEMBER 2026

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

9	End of 1st Quarter
14-15	Early Dismissal PHS/PC 1:25 WM - 1:10 & SP 1:20 Parent Teacher Conferences
16	No School - Comp day
19	No School

OCTOBER 2026

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

25-27	No School Thanksgiving Break

NOVEMBER 2026

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

16-17	Early Dismissal PHS/PC 1:25 WM - 1:10 & SP 1:20
18	Early Dismissal - PHS/PC 11:25 WM - 11:10 & SP 11:20 End of 1st Semester
21-31	No School Winter Break

DECEMBER 2026

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JANUARY 2027

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

1	No School Winter Break
4	No School Teacher Work Day
5	1st Day of 2nd Semester
15	No School - Teacher InService
18	No School

FEBRUARY 2027

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

10-11	Early Dismissal PHS/PC 1:25 WM 1:10 & SP 1:20 Parent Teacher Conferences
12	No School - Comp day
15	No School - President's Day

MARCH 2027

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

5	End of 3rd Quarter
22-26	No School Spring Break

APRIL 2027

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

23	No School

MAY 2027

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

12	Last Day for Seniors
16	Commencement
18-19	Early Dismissal - PHS/PC 1:25 WM 1:10 & SP 1:20
20	Early Dismissal - PHS/PC 11:25
20	**No school Elementary only**
21	Teacher Work Day

Color Code
New Teacher Workshop
No School
Early Dismissal
1 Hour Late Start
Teacher InService
Teacher Work Day
Regular School Day
No School - Elementary only

1st Qtr	41 Student Days 46 Teacher Days
2nd Qtr	45 Student Days 46 Teacher Days
3rd Qtr	40 Student Days 43 Teacher Days
4th Qtr	48 Student Days 49 Teacher Days
TOTAL	174 Student Days 184 Teacher Days

2025-2026 Preschool Calendar

2026-2027 Student Fees

Program	General Description of Fee or Material	$ Amount of fee (Anticipated or Maximum) or specific material required
Art classes and special projects or events	Appropriate clothing (non specialized attire)	Old shirt for painting; other clothing which may get paint on it or otherwise be damaged
Classroom Projects	Project Cost (Which may be a fee charged)	Student pays cost that is beyond the standard project provided by the school.
Classroom supplies	General supplies, such as writing instruments (pens, pencils, crayons, markers), notebooks, etc.	None-necessary classroom supplies will be made available by the school. Students will be responsible for the replacement cost of damaged or lost supplies. Students are encouraged but not required to bring items from class supply lists.
Copies	Use of school copiers (except for one copy of the student file, which will be provided without charge).	Ten cents (.10) per page when charges apply.
Field Trips	Transportation and admission costs of field trips.	None-costs of school sponsored, class-related field trips will be paid for by the school. Parents may be encouraged but not required to pay for field trip costs of up to $10.00 per student for each field trip to defray costs. (With administrative approval, the requested donation may be up to $100.00 for overnight field trips. Currently, 6th grade Outdoor Education is $50-75. Meals on field trips will be at the expense of the student. School lunches will be provided as needed for free reduced lunch eligible students.
4th Grade (Music Class)	Recorder	$10-$15
Music-Optional band courses	Musical instruments	Musical instruments and accessories (reeds, valve oil, drum sticks, lyres, flip folders, slide grease, reed guards, cleaning swabs, mouthpiece brushes, piece brushes, pad savers, ligatures, and a "gig bag", etc.) Limited instruments available for use by any student. Instrument Rental Fee is $35 for Tier 1 and $25-75 for Tier 2 per year for use of school owned instruments.
Music-Optional Honor Choir	Coordinating group attire	Special shirts (Appx. $8-15)
Picture Packets	Optional - Pictures are still	Students purchase packets as desired

	taken for use in school yearbook	and pay directly to photo company
Physical Education classes	Appropriate clothing (non specialized attire)	Soft Soled/Tennis shoes and socks, running shorts, T shirt
Summer school courses	Classes offered during the summer, or at night, if any	None for Guided Reading/Library use. $35 to $200 per class for electives; None - Free-reduced lunch students
Yearbook-Optional	Cost of Yearbook	The book is optional (Appx. $25

2026-27 SPRINGFIELD Elementary

RECOMMENDED AND OPTIONAL SUPPLY LIST

Preschool

- 24 pk Crayola crayons
- 1 pk Crayola markers
- 6 glue sticks
- 1 box of Kleenex
- 2 regular-sized containers of Play-Doh (labeled)
- 2 pocket folders
  - **AM Class: 2 blue
  - **PM Class: 2 red
- 1 wide-ruled 70-sheet spiral notebook
- Backpack large enough to hold a 2-pocket folder (labeled)
- Extra set of clothes in a gallon-sized ziplock (labeled)

**Optional Supplies

- Clorox Wipes
- Hand Sanitizer

Kindergarten

- 4 pkgs.-Crayola Crayons (24)
- 2 Large Erasers
- Blunt Scissors (Fiskar)
- 4 Sharpened No. 2 Pencils
- 12 Elmer's glue sticks
- 2 Sets Crayola Washable Thick Markers (Classic Colors)
- Travel-size hand sanitizer
- 1 Plastic pencil box (8.5 x 5 at the most)

**Optional Supplies

- Box of Kleenex (each semester), Clorox Wipes (Lg.)
- Large Backpack
- Vinyl Rest Mat (49x21 Quad Fold)
- Corded Headphones - USB-C cord

First Grade

- Backpack
- 2 pkgs Crayola Crayons (24 pack)
- Scissors Fiskar 5"
- 12 Sharpened No. 2 Pencils
- 6 large Elmer's glue sticks
- Pink Bevel Eraser
- Washable Markers 10 count of standard colors
- Pencil Box
- 1 pack of black EXPO markers

** Optional Supplies

- Spiral Notebook (1)
- Corded Headphones - USB-C cord
- Box of Kleenex
- Hand Sanitizer OR Lysol Wipes (please pick one)

Second Grade

- 2 pkgs. Crayola Crayons (24 pack)
- 2 pkgs. Crayola Markers (Classic colors)
- Colored Pencils (12 pack)
- Scissors (sharp and 6 in. or bigger)
- 24 - #2 Pencils (sharpened)
- 6 Elmers Glue Sticks
- 1 School supply box (no bags)
- 1 Composition Notebook
- 1 Red Pocket Folders

**Optional Supplies

- Corded Headphones - USB-C cord
- 2 Canisters of disinfectant wipes
- 2 Boxes of Kleenex

Third Grade

- Crayons (24 ct.) or Colored Pencils (12-24 ct.)
- 1 Scissors (7.5")
- 24 No. 2 Pencils (Sharpened)
- 1 Package Pencil Top Erasers
- Washable Markers (8-10 ct.)
- 4 Elmers Glue Sticks
- 1 Pkg. Wide Ruled Loose-leaf Paper
- 1 Plastic Pencil Box
- 2 Paper Pocket Folders
- 2 Spiral Notebooks
- 2 Composition Notebooks

**Optional Supplies

- Corded Headphones - USB-C cord
- 2 Boxes of Kleenex
- Clorox Wipes
- Hand Sanitizer

Fourth Grade

- Scissors (Fiskar 7.25" preferred)
- Crayons (24 ct)
- Colored Pencils (12 ct - Crayola brand preferred)
- Broadline Markers (8 ct or 10 ct - Crayola brand preferred)
- 2 pkgs of #2 Sharpened Pencils (24 ct)
- 5 plastic folders blue, red, green, yellow, orange (solid color)
- 2 Spiral Notebooks
- 2 Highlighter-Any Color
- Pencil Box (no pencil bags)
- 3 Dry Erase Markers
- 2 Elmer's Glue sticks (32oz.)
- Earbuds / Headphones - USB-C cord

**Optional Supplies

- 2 boxes of Kleenex
- Clorox Wipes

Fifth Grade	Sixth Grade
Colored Pencils (12ct) Colored markers (1 set of 8) 24 No. 2 pencils 1 Package Pencil Top Erasers 2 Large Erasers 4 highlighters (any color) 1 pack of EXPO markers any color (4) Scissors (Fiskar 7") 2 Elmer's Glue sticks (32oz.) Spiral Notebook (2) 1 Composition Notebook 5 folders, blue, red, green, yellow, orange, **solid** colors School Supply Pouch/Box Corded Headphones - USB-C cord **Optional Supplies 2 boxes of Kleenex Lysol/Clorox Wipes Water Bottle Hand Sanitizer	Colored Pencils (12ct) Regular black Sharpie Scissors (Fiskar 7") Sharpened, #2 pencils (3 boxes of 12) Elmer's Glue sticks (1 pack of small ones) Colored markers (1 set of 8) 5 Expo Markers Spiral Notebooks (2) 3 subject notebook with dividers(1) 2 different colored highlighters 2 Folders (no prongs) Durable Pencil Pouch/Box **Optional Supplies 2 Boxes of Kleenex Lysol/Clorox Wipes Corded Headphones - USB-C cord (no Bluetooth) Ziploc baggies Erasable pens

Additional Headphone Information:

SPCS updated student iPads in August 2024. The new iPads use a USB-C port for both charging and headphones, and no longer have a traditional headphone jack.

Please choose one of the following options for your child:

- **Option 1**: Purchase USB-C headphones/earbuds

- **Option 2:** Use current headphones with a USB-C adapter

**Please label all headphones and adapters with your child's name.

Thank you for your support as we prepare for a great 2026–2027 school year!

Springfield Platteview Community Schools

Westmont Elementary School
Operations Guide
2026-2027

Westmont Elementary School
13210 Glenn Street
Omaha, NE 68048
(402) 895-9602

Springfield Platteview Community Schools

Board of Education

Mr. Lee Smith, President
Mr. Kyle Fisher, Vice President
Mr. Brett Kreifels, Secretary
Mr. Michael Patera, Treasurer
Mr. Brian Osborn, Member
Mrs. Brenda Guenther, Member

District Administrative Office

District Administrative Offices
765 Main Street
Springfield, NE 68059
402-592-1300

Dr. Ryan Saunders	Superintendent
Ms. Nichole Baugh	Director of Public Relations
Mrs. Jacci Lucas	Director of Special Services
Mr. Tim Seretta	Director of Technology
Mrs. Heidi Zierott	Director of Learning

Elementary Schools

Springfield Elementary

940 Main Street
Springfield, NE 68059
402-253-2245
Mrs. Megan Hanson, Principal

Westmont Elementary

13210 Glenn Street
Omaha, NE 68138
402-895-9602
Mrs. Melissa Hasty, Principal

Secondary Schools

Platteview Central Junior High

14801 S. 108th Street
Springfield, NE 68059
402-339-5052
Mr. Darin Johnson, Principal

Platteview Senior High

14801 S. 108th Street
Springfield, NE 68059
402- 339-3606
Mr. Mike McLaughlin, Principal
Mr. Josh Siske, Assistant Principal/AD

Springfield Platteview Community Schools
Mission Statement

The mission of Springfield Platteview Community Schools is to ensure that all students acquire the college and career ready skills and behaviors necessary for each student to succeed now and into his/her future.

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 Operations Guide 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.

This Operations Guide 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, contact the school office, or speak with me.

Sincerely,

Melissa Hasty, Principal
Westmont Elementary School
melissa.hasty@spcsne.org
(402) 895-9602

TABLE OF CONTENTS
(Topic Titles are linked)

SCHOOL DAY
- Arrival and Dismissal Times
- Arrival and Dismissal Safety Practices
- Attendance
- Required Attendance
- Expectations for Regular Attendance:
- School Attendance on Days of Scheduled Activities
- Tardies
- Make-up Work
- Band
- Before and After-School Care
- Birthday Treats/Prizes/Invitations
- Bus Regulations
- Bus Company Contact Information and Route Service Request:
- Candy, Gum, Soda Pop, Energy and Sports Drinks
- Controlled Access Entry
- Dens
- Dismissal and Pick Up of Students
- Lost and Found
- Cafeteria & Meal Procedures
- Cafeteria Expectations:
- School Breakfast Program
- Media Center
- Pets at School
- Physical Education
- Pictures
- Student Appearance
- Textbook, Material, and Technology Fines/Fees

SAFETY
- Bicycles, Skateboards, Rollerblades, Scooters, Anything With Wheels
- Bullying
- Cell Phones and Smart Watches (Students')
- Emergency Protocol
- Emergency Protocol Drills (Fire, Intruder, and Tornado)
- Field Trips
- Lockers and Other School Property
- Personal Items
- Playground/Outside

- Playground Expectations
- Safety Patrol
- Weapons or Perceived Weapons

SUPPORT SERVICES
- Allergies
- Counseling Services
- Health, Accidents, Illnesses, and Medications
- Medications
- Health Screenings

HOME/SCHOOL COMMUNICATION
- Change of Address, Phone Numbers, Work, etc.
- Communicating Student Progress with Parents
- Grading
- Homework
- Parent Concern Procedure
- Parent/Teacher Conferences
- Parent-Teacher Organizations
- School News
- Student Placement
- Student Use of Telephone
- Visitors
- Weather Emergencies
- Weather or Emergency Late Start Schedule
- 2026-2027 School Calendar
- 2026-2027 Pre-School Calendar
- Supply Lists

SCHOOL DAY

Arrival and Dismissal Times

Monday: ● 9:00 Students enter the building ● 9:10 Tardy bell rings ● 3:05 K-1st Grades dismiss ● 3:10 2nd-6th Grades dismiss
Tuesday-Friday: ● 8:00 Students enter the building ● 8:10 Tardy bell rings ● 3:05 K-1st Grades dismiss ● 3:10 2nd-6th Grades dismiss
Breakfast Served: ● Monday 8:45-9:05 ● Tuesday-Friday 7:45-8:05

There is no supervision for students before 7:45 a.m. as teachers are preparing for the school day. We encourage students to arrive no earlier than 8:00 a.m. unless the student is eating breakfast. Students should enter the building through the front door. Thank you for your cooperation on this arrival time.

Arrival and Dismissal Safety Practices

To provide safety for the pedestrian and the driver, your cooperation in helping your child observe the following rules will be appreciated:

1. Parents are encouraged to plan with their children the shortest and safest route to/from school.
2. Students should cross streets using the designated crosswalks where safety patrol is present.
3. Parents should instruct their children to cross at corners or areas where school crossing signs are posted and should assist students in understanding safety procedures.
4. For the safety of all and to model proper crossing for students, all adults and students need to follow the guidance and directions of the safety patrol on duty. Including only crossing at designated patrolled crosswalks.
5. If students are transported by motor vehicle to school, please follow the procedure outlined below:
    a. Instruct your child to enter and leave your vehicle from the curbside. Never enter or leave on the street side of a vehicle. A serious accident could result from a child darting across the street or coming out between two parked cars.
    b. If you choose to meet your child along streets not adjacent to the school, instruct your child to use proper crosswalks or to cross at the proper intersection.
    c. Please do not drop off students in any of our parking areas/lots.

Attendance
It is our goal to have every student in school as many school days as possible and to work with parents and guardians to help students understand the importance of being in school. Students may be excused for illness, or if parents request, the student may miss school for a family emergency or special family need. We encourage students who are not feeling well or are running a fever to stay home and get healthy.

Parents and guardians are asked to call the school office by 9:00 a.m. if a student will be absent. Please include the reason so that we can properly document the absences. As a building, we keep track of the illnesses that are affecting our students, so we are better able to respond to students' needs. Students may also be excused from school to participate in a school-approved activity. Unless the school is notified, a call will be made to the student's home or parents' place of work to verify the absence.

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 district policy.

Expectations for Regular Attendance:

- Students are expected to attend every class, every day.
- The only "excused" absences shall be:
    a.) absences when a licensed health care provider has confirmed in writing that, in his/her professional medical opinion and within his/her scope of practice, the student or a child whom the student is parenting is so physically or mentally ill that attendance of the student is impracticable or impossible;
    b.) absences when the Nebraska State Patrol confirms in writing that weather conditions have made the roads impassable so that the student's attendance impracticable or impossible;
    c.) student attendance at a school-sponsored activity;
    d.) student has been suspended or expelled from school by the school district; and
    e.) absences required by law enforcement, child protective services or a court of competent jurisdiction, confirmed in writing to the school district.
- All other absences, including absences for minor physical or mental illnesses, family events, routine medical appointments are simply "absences."

School Attendance on Days of Scheduled Activities
Students who are unexcused or sent home from school due to illness will not be permitted to practice or participate in an extracurricular contest, practice or performance unless the student has the building principal's prior permission to participate despite the absence.

Tardies
Students not in class on time will be counted as tardy. Many times parents do not know that their child has been tardy to school, parents will be provided official notice after 4 tardies. If deemed necessary, a conference may be requested. We hope that by keeping you informed, we can work together to help your child get to school on time.

Make-up Work
We appreciate parents'/guardians' conscientious regard for picking up homework for their child.

- If your child will be absent only one day, work may be made up or taken home upon return to school.
- If your child will be absent for an extended period of time, please contact the classroom teacher to plan for the completion of work. Students receive a minimum of two days for each day missed to complete make-up work.

Please call the school or email the child's classroom teacher in the morning to request homework to be picked up after school or sent home with a sibling.

Band
Students may participate in the elementary band and begin taking band lessons in 6th grade. 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.

Before and After-School Care
Springfield Platteview Educational Foundation is proud to offer a before and after school program for K-6 students at Springfield Elementary School. Westmont Elementary students will be provided transportation to Westmont Elementary School in the mornings and to Springfield Elementary after school each day. If you are interested in the program and have additional questions, please contact the Kids Care Program Director at kidscare@spcsne.org.org or (402) 657-8125.

Birthday Treats/Prizes/Invitations
Bringing birthday treats or prizes is optional for parents/students. We request that any foods offered on the school campus meet or exceed the USDA Smart Snacks in school nutrition standards. This includes school lunches and treats brought in or sent to school by parents or guardians. All treats and prizes must be approved by the classroom teacher or building administration in advance. We are asking parents to choose snacks that meet the USDA Smart Snacks in school nutrition standards. The District will provide or make available to parents a list of foods and beverages that meet Smart Snacks nutrition standards and provide a list of alternative ways to celebrate children to be used as guidelines and resources when deciding how to celebrate your child's birthday.

The most convenient birthday treats are healthy, easy to hand out, do not require refrigeration, and are easy to clean up. If you choose to provide a treat, please provide the teacher with any serving items necessary to distribute the treats such as spatulas, eating utensils, plates, bowls, napkins, etc.

If you are having a birthday party for your child, please mail or email the invitations or phone parents, unless you are inviting the whole class (all the boys or all the girls is also acceptable). Sending invites to only select students is not acceptable. This is intended to help avoid hurt feelings on the part of anyone in the class who may not be invited to the party. It also keeps distractions from learning to a minimum. Invitations are not the responsibility of the school or school staff. School staff will not be responsible for the delivery of invitations in any form (hard copy, digital, or electronic).

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.

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.
In addition, students must also comply with the student code of conduct while riding in school vehicles. <u>If misconduct is recurring, the student will not be allowed to ride the bus.</u>

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 are on each bus to monitor student behavior.

Transportation 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.

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.

Transportation to Activities

The school district provides transportation of 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.

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.

Bus Company Contact Information and Route Service Request:

First Student, Inc
Office: 402.572.6160
3333 Keystone Drive
Omaha, NE 68134
Transportation Manager: Jennifer Morgan
Bus Transportation Form Link

Candy, Gum, Soda Pop, Energy and Sports Drinks

Students may not bring candy, gum, soda pop, energy and sports drinks to school unless they have prior permission from their classroom teacher or the administration.

Controlled Access Entry

All visitors will have to be buzzed in during school hours. Building doors will be locked at the start time of each of the school days. To enter any of the buildings, visitors will have to identify

themselves to office staff or other designated staff members who will have to grant them access. Once inside, all visitors must adhere to the following procedure: Upon entering the building or school grounds, all parents and visitors are required to sign in at the office and wear a visitor badge for the duration of their visit. Visitors are asked to check out at the conclusion of their visit.

Dens

We believe building strong relationships with students is vital to their success. One of the ways we do this is by having one or two staff members build strong relationships with students over the course of the seven years they could attend Westmont Elementary in Dens. The students have these people consistent in their lives throughout the entire time they attend here and if they have any problems they know they can go to their Den leader for help. Our Dens are held one day per month for 30 minutes. Students get a Den shirt and come together to learn social skills, practice good character traits and conduct team building activities.

Dismissal and Pick Up of Students

Classes are in session from the ringing of the tardy bell until the teacher dismisses the class. The bell at the end of the day is not a dismissal bell, and students may not leave their classrooms until they have been excused by their classroom teacher.

Students should go directly home or to a school-sanctioned activity after dismissal. It is important that all adults serve as good role models for safety. Please utilize the marked crosswalk and safety patrol personnel while crossing streets and driveways. Students should not play on school grounds after school unless supervised by a parent. Please talk with your child(ren) about their dismissal plans prior to leaving for school. Parents should call the office before 2:00 p.m. if there is a change in pick up routine for the child. The office will notify the student's teacher. Students who are not picked up 10 minutes after dismissal should go to the office to call parents and/or wait for parents. If parents cannot be reached, emergency contacts or other adults authorized to pick up will be called to come to pick up the student. If picking up your student(s) late becomes a pattern, a meeting with the building administration may be called in order to develop a plan. Action steps could include sending the student to the afterschool program (drop-in fees would be the responsibility of parents), and developing an alternative dismissal plan.

- Parents have a few options for pick up and drop off. Parents can use the car lane in the front loop, park in one of the designated parking spots in the front loop, or pick a designated location on Richland Drive where students can walk out to their car. If you choose to use the loop and your child is not outside at the time you pass through, a second trip through the drive may be necessary to keep the traffic flowing. When you see your student, please pull your car as far forward in the loop as you can get and over to the side. Please have them enter/exit your car on the curbside of the car for their safety.
- We respectfully ask you not to park your car in the loop at any time. If you need to leave your car, please park in the designated spots or on Richland Drive.
- Kindergarten and first grade students will be walked out of the building by staff for pick-up. Each parent is asked to complete a form indicating the child's after-school plan. Parents should keep the teachers informed of this plan or any deviation in routine.

Lost and Found
To help prevent lost articles, put your child's name on his/her belongings. If an article belonging to your child is missing, he/she should look in the lost and found area/box. All lost and found articles are to be taken to the lost and found area/box. 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. **Students are asked not to bring expensive or fragile possessions to school.** It is important for the school and home to stress to our children the importance of being responsible with one's personal belongings. Please know that the school cannot be responsible for lost, stolen, or broken personal items.

Cafeteria & Meal Procedures
All foods offered on the school campus should meet or exceed the USDA Smart Snacks in School nutrition standards. This includes school lunches, treats brought in by parents or celebrations. Please refer to the guidelines as you plan to join your student for lunch at school.

Students may choose to eat a hot lunch at school or bring a cold lunch.

1. If a child wants a hot lunch they may:
    a. bring cash or check ($3.75 per meal).
    b. purchase an extra milk ($.75).
2. Parents may apply for free or reduced-cost lunch for their child. Free or Reduced Lunch Applications are available online at springfieldplatteview.org. Please complete a new application available at the beginning of each year. Paper applications are available for families to complete or pick up at the district office or at Westmont/Springfield Elementary Office. (Eligibility for the free/reduced lunch program is determined by federal guidelines.)
3. Parents may attend the lunch with their child at any time, and are encouraged to let the office know by 9:30 a.m. if purchasing a hot lunch. Adult lunches cost $5.15/meal and adult breakfasts cost $3.15/meal.

If you are planning to join us for lunch you are welcome to order lunch through the cafeteria or bring your own meal. When bringing your own lunch or bringing lunch for your child we are asking you to bring healthy items that meet the federal guidelines for healthy snacks or meals. You may be asked to dine in a separate location due to available space in the cafeteria. Please call the office prior to arriving at school so we can ensure there is space reserved for you during the lunch period. **Due to health concerns and diet restrictions you are only allowed to bring in food for your child. Please do not bring food in for other students or to share.** It is important that any food brought into school meets health standards and is encouraging students to make healthy choices. If you choose to bring your lunch, we would ask you to bring your lunch in an unmarked container/bag so as not to advertise or promote an outside company. This request is due to Federal Lunch Program Guidelines. Those guidelines prohibit the advertising or encouragement of competition for the federally subsidized lunch program. Thank you for understanding. We look forward to you joining us for lunch.

Cafeteria Expectations:

- All food must be consumed in the areas designated by the school.
- 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 into the garbage cans provided. Forks and spoons should be placed in the pan with water, not thrown away.
- Students are to use proper manners, including eating quietly.
- Students may not throw food or other items.
- Second servings may be available to those who have made an effort to clean their trays and have requisite funds as required by board policy.
- Students should remain at their tables until they are dismissed.
- Students must treat lunch personnel with respect.
- Students who violate the above rules will be subject to disciplinary action.
- Students should only eat the food they have purchased or that they have brought for lunch. Food should not be shared or taken from someone else.

School Breakfast Program
Westmont and Springfield Elementary Schools offer an optional before-school breakfast program. Breakfast is served at 7:45 a.m. each morning. The cost of breakfast is $2.35/meal. Children of families whose income falls within federal guidelines may eat breakfast at a reduced cost or free.

Media Center
Students must check out material from the staff on duty. Each borrower is responsible for all books checked out in his/her name. If a book is lost and not found, the student must pay for it or replace it. Students must also pay for any damage they cause to library books.

Pets at School
Pets are an important part of many students' lives and can provide many good learning experiences. The school administration must approve a visit by a pet in advance. Pets should be brought for a school visit by a parent or guardian and in suitable carriers. The administration will ask for verification that the pet is up to date on vaccinations. (See Allergies)

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. Students are not allowed to wear anything that may cause injury to themselves or to their classmates. A written note from the child's physician should be provided in order to excuse a child from participating in physical education classes.

Pictures
The school district arranges for a photographer to be present at school in the fall to take class pictures. School pictures will be taken on September 9, 2026 and retakes will be on October 21, 2026. Parents who want pictures of their students or of their student's class composite may purchase them directly from the photographer.

Student Appearance
It is everyone's responsibility to promote a school atmosphere in which all SPCS students make the most of their learning opportunities. Students are asked to dress comfortably and appropriately for the weather and are reminded that items that disrupt the learning environment, including inappropriate clothing, will not be permitted. If a student's dress results in a disruption to the educational process, parents will be notified and a change of clothing required or a disruptive item removed.

Students are expected to dress in a way that is appropriate for a school setting. Students should not dress in a manner that is:

- dangerous to the student's health and safety or to the health and safety of others.
- distractive or indecent to the extent that it interferes with the learning and teaching process.

The following are examples of attire that are not considered appropriate. Such list is not exclusive, and other forms of attire deemed inappropriate by the administration may be deemed inappropriate for the school setting:

- Clothing or jewelry that could be used as a weapon (chains, spiked apparel) or would encourage "horse-play," or that exhibits beer, alcohol, tobacco, illegal drugs, obscene or lewd words or images that carry double meanings.
- Headwear including hats, caps, bandanas, hoods, and scarves (except during designated times or for religious reasons).
- Clothing that shows an inappropriate amount of bare skin or underwear (no "sagging" pants).
- Students may color their hair or wear their hair however they choose. If their hair color or style becomes a distraction to the learning environment, they will be asked to change it.

Consideration will be made for students who wear special clothing as required by religious beliefs, disability, or to convey a particularized message protected by law. The final decision regarding attire and grooming will be made by the administration or Superintendent. In the event a student is uncertain as to whether a particular item or method of grooming is consistent with the school's guidelines, the student should contact the administration for approval.

Textbook, Material, and Technology Fines/Fees

It is the responsibility of each student to give proper care to instructional equipment, materials, and supplies. Where carelessness leads to the destruction or loss of equipment or materials beyond normal use, the student and parent should make appropriate restitution.

As part of Springfield Platteview Community Schools' 1:1 iPad Initiative, all students are issued an iPad and, upon approval, a MacBook for educational purposes. Families should purchase device insurance to help cover potential damage or loss. Students may use the device at home or keep it at school during the day. If a parent chooses not to allow their student to take the device home, it must be returned to the school's media center at the end of each school day.

The current fee is $20 annually per device, applicable for one academic school year. The fee should not exceed $60 per family annually.

Coverage Table: The fee covers anything not covered by the AppleCare warranty program:

Claims	**With Fee**	**Without Fee**	**Additional Fee**	**Replacement Cost**
*Lost/Stolen iPad/Non-Repairable	**$300**	**$350 (full replacement cost)**	Sync Cable Only	**$15**

Cracked iPad Screen (Remains Usable)	**Covered**	**$350 (full replacement cost)**	Puck (Plug-In)	**$20**
iPads Repairs	**Covered**	**Actual Repair Cost (not to exceed $350.00)**	Puck and Sync Cable	**$35**
*Lost, Stolen Laptop/Non-Repairable	**$750**	**$879 (total replacement cost)**	School-Issued Case	**$30**
Cracked Laptop Screen/ Repairs (Remains Usable)	**Actual Repair Cost (not to exceed $650.00)**	**Actual Repair Cost (not to exceed $879.00)**	Laptop Charger	**$90**

*Fees will be applied at the district's discretion due to the incident.

Peripheral devices (e.g., Apple Pencil, Logitech Crayon) will be charged to the student at the district's cost for replacement.

Parents will have the option to pay the annual fee of $20. Since the MacBooks do not have Apple Care, the district will apply fees at its discretion due to the incident.

If an outstanding fee (including lunch balance) from the previous year, devices will not be issued in the new school year.

The student/guardian will review and sign off on these fees when they complete the returning student verification.

SAFETY

Springfield Platteview Elementary Expectations
• BE SAFE • BE RESPONSIBLE • BE RESPECTFUL • BE KIND

Be Safe
Keep their bodies and objects to themselves. Always walk in the building.
Be Responsible
Follow the directions of all adults the first time. Take good care of all property. Listen actively and be ready to learn. Do your personal best.
Be Respectful
Use appropriate language and tone of voice. Treat everyone as you would like to be treated. No bullying.
Be Kind
Help others, include others, work to cheer others up.

Students and staff are asked to follow this guideline: Treat everyone as you would like to be treated. We believe in holding children accountable for behavior by allowing consequences that teach children appropriate behavior. Teachers will establish classroom conduct rules that students must obey. Children are given opportunities to think about their behavior and make good decisions. We encourage students to manage their own behavior by not making problems for themselves or others. Good social skills are equally important for strong academic development. The following social skills are taught throughout the year in all classrooms. Parents are urged to practice these skills with their children at home as well.

1) How to greet someone.
2) How to follow instructions.
3) How to accept criticism.
4) How to accept no for an answer.
5) How to get the teacher's attention (asking permission).
6) How to make a request.
7) How to disagree appropriately.
8) How to give negative feedback.
9) How to resist peer pressure (or say no).
10) How to apologize.
11) How to engage in a conversation.
12) How to give a compliment.
13) How to accept a compliment.
14) How to volunteer.
15) How to report peer behavior.
16) How to introduce yourself.

Bicycles, Skateboards, Rollerblades, Scooters, Anything With Wheels
Parents should use their judgment concerning the capabilities of their children to handle a bicycle and the traffic in which the child will have to ride. Bikes, skateboards, rollerblades, and scooters must be walked on and off the school grounds on the sidewalks. Bicycle racks are provided for bikes to be parked during the school day. We recommend your child lock the bicycle while in the rack.

Rollerblades, scooters, skateboards, and shoes with wheels are not to be used on school grounds. If your child has any of these items, they must be taken off and carried once they arrive on school grounds. Storing these items during the school day is a concern. Students are

responsible for storing their own items within the personal space allotted in the classroom or locker area.

Bike racks are located at the front of the building near the flagpole.

Bullying

SPCS is proactive in educating all students with good social skills and behaviors is integrated throughout all curriculum; including, but not limited to counseling courses, all-school assemblies, and programming. Bullying is not acceptable and will be dealt with on a case-by-case basis under the prohibited student conduct and procedures outlined within the district handbook.

> 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. Bullying can include: making threats, spreading rumors, attacking someone physically or verbally, unwanted attention, or excluding someone on purpose.

Cell Phones and Smart Watches (Students')

We understand parents want their students to have cell devices for after-school communication. If you want your student to have a cellular device (phones, watches, rings, tablets, or any device that can send and receive messages or connect to the internet), it must be turned off during the school day. Students may not use cell phones or other electronic devices while at school, except as permitted by a supervising adult.

Students may use cell phones or other electronic devices on the school sidewalks and in the common areas of the school before and after school, so long as they do not create a distraction or a disruption. All devices need to be stored and out of sight from the late bell at 8:10 a.m. until the end of the day. Students may not use cell phones or other electronic devices while they are in locker rooms or restrooms. Each teacher will designate a safe place to store cellular devices within the classroom. Teachers will give students an opportunity to check their devices for messages from parents prior to being dismissed in order to confirm. Students are not to use their personal cellular devices throughout the day.

Students must comply with each teacher's classroom expectations regarding cell phone use in class.

Students may not use cell phones or other electronic devices while riding in a school vehicle unless they have express permission to do so from the vehicle's driver.

Students shall be personally and solely responsible for the security of their cell phones and other personal electronic devices. The district is not responsible for theft, loss or damage of any personal electronic communication devices or any calls made on a device/cell phone.

Any unauthorized or inappropriate use of a cellular or personal electronic communication device during the day will lead the teacher to confiscate and store the device in the office. On the first offense, the student will pick up the phone in the office after the bell rings with a warning. The second offense, the student will come to the office and call their parents (on the

school phone) to explain that the phone was taken away and why before the phone is returned to the student at the end of the day. The third offense, the device will be stored in the office until parents can come and pick up the student's device. Additional consequences may be put in place as needed. The school is not responsible for electronic devices brought from home.

Emergency Protocol

In the interest of creating the safest environment possible for all our students and staff, Springfield Platteview Public Schools has adopted a consistent district-wide vocabulary, protocol, and practice for defining our response to various school incidents. The ability to effectively respond to natural or manmade emergencies and disasters is an essential component of any emergency operations/response plan in our schools – and a critical ingredient in the safe school recipe is the uniform classroom response to an incident at school. Weather events, fires, accidents, intruders, and other threats to student safety are scenarios that are planned and trained for by students, teachers, staff, and administration.

SPCS has adopted a school district's safety program utilizing the Standard Response Protocol. There are four specific actions that can be performed during a critical incident or emergency:

- Hold (in your room or area)
- Secure (get inside, lock outside doors, secure the perimeter)
- Lockdown (locks, lights, out of sight)
- Evacuate (to the announced location)
- Shelter (using announced type and method)

Hold is followed by the Directive: **"In Your Room or Area"** and is the protocol used when hallways need to kept clear of occupants.

Secure is followed by the Directive: **"Get Inside. Lock Outside Doors"** and is the protocol used to safeguard people within the building.

Lockdown is followed by **"Locks, Lights, Out of Sight"** and is the protocol used to secure individual rooms and keep occupants quiet and in place.

Evacuate and may be followed by a location, and is used to move people from one location to a different location in or out of the building.

Shelter State the **Hazard** and **Safety Strategy** for group and self protection.

Emergency Protocol Drills (Fire, Intruder, and Tornado)
All schools will hold routine safety drills throughout the year, so students know what to do in case of an emergency, fire, or tornado in order to be safe. The safety of students is a top priority. Classroom teachers will provide students with detailed instructions on all safety drills and protocols. All schools cooperate with the local authorities to make sure the most effective safety procedures are followed.

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. These forms are filled out during enrollment and are kept on file for the entire school year. 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.

Field trips provide students with opportunities to learn about our community and more in-depth about an area of study. Some field trips may benefit from adult chaperone participation. The need for chaperones will be determined on an individual basis. Most often, chaperones will be asked to meet the students at the field trip location or to meet at school to follow the bus in their personal vehicle. School buses are primarily used to transport students on field trips. Students will ride to field trips with their classmates on school-sponsored transportation. If a parent wants to have their child ride home with them from a school-sponsored trip, they must fill out a release form. Teachers and sponsors will have the release forms with them. Parents will be notified before each field trip as to the destination, date, and time of the trip. At times chaperones will be required to attend a meeting prior to the field trip. Chaperones are required to follow the grouping expectations, and always be with another adult while chaperoning. Students and chaperones are expected to demonstrate appropriate conduct as a basis for participation on field trips.

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.

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. If items of this nature do come to school, they may, upon the request of teachers or administrators, be stored in the office, or parents may be contacted to pick them up. SPCS does not provide insurance for personal items, nor is it responsible for lost or stolen items or money.

We discourage students from bringing electronic devices to school. If brought, it is the student's responsibility to secure and must be turned off during the school day.

Playground/Outside
When weather permits, every attempt will be made to use the playground for recess. If children are not well enough to play outside, they are usually not well enough to be in school. Unless a physician's excuse has been obtained, a note from a parent is required if a child is to remain indoors during recess. The note should state the reason for the request.

Students are encouraged to dress appropriately for the weather. During wet, snowy weather, students not adequately attired for the conditions (outdoor boots, snow pants, etc.) will be asked to remain on the hard-surfaced play area for recess. Students must be able to put on their snow gear independently.

We will be going outside for recess or lining up in the morning outside if the temperature (actual, feels like, and wind chill) is **above 10 degrees**.

- Precipitation may cause us to stay indoors even if the temperature is above 10 degrees.
- Boots, snow pants, and a pair of dry shoes to change into are required for any student wishing to leave the blacktop area when snow is present.
- When the temperature drops students may be asked to add an additional layer of clothing to what they are wearing while in the building. (Coats, hats, and gloves are the best attire to keep students' skin covered while playing outside.) When the temperature (actual, feels like, and wind chill) is below 35 degrees, students will need to add an extra layer (hoodie, coat, jacket, sweatpants). Ultimately, supervising staff will decide when coats are required for recess.

Recess serves two purposes - a brain break from learning and time to build good social skills. Students will be supervised at play and must stay in designated play areas away from the roads, parking lots or hidden areas on the playground (not behind the tree line or between the school and the storage shed, etc.)

Playground Expectations

The school's playgrounds, equipment, and surrounding areas are generally not supervised. Staff will supervise students when the students are using their 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.

Students must follow these rules to keep the playground safe when they are using the playground as part of the school day:

- Students must obey the playground supervisor at all times.
- Students may not enter the street/highway/parking lot to retrieve a ball unless given permission by the playground supervisor.
- Students must play away from the school windows.
- Any game that includes tackling, shoving, or rough physical contact is prohibited.
- Students may throw balls and other authorized play equipment. They may not throw rocks, gravel, snowballs, and clothing.
- Students must use the playground equipment properly and in a safe manner.
- Students may not leave the playground after they have arrived at school for the day.

Students who violate these rules will be disciplined with the loss of recess or other privileges, detention and/or other consequences.

Safety Patrol

Our safety patrol personnel and sixth graders help students cross the street safely at two locations as they walk to and from school. Safety patrol staff and students are on duty starting at 8:00-8:10 a.m. in the morning and from 3:05-3:15 p.m. in the afternoon. There are two spots where we cross students. The first one is on Glenn Street just west of the exit to our front drop off loop and the second crossing is on Richland Drive just north of the entrance to the staff parking lot. All walking students are required to use one of these two locations unless a parent or guardian is present and walking their student to school.

Weapons or Perceived Weapons
Knives or any other item that might be considered a weapon (including toys that resemble a weapon) are strictly prohibited and should NEVER be brought to school.

According to state law, school personnel have the right at any time to search desks, school space assigned to students, or other school property such as computers or iPads. Students' personal belongings can be searched if there is reasonable suspicion of evidence of a rule or criminal violation.

SUPPORT SERVICES

Allergies
Due to the increasing number of students with allergies to certain foods, animals, or other materials, parents must get approval from the classroom teacher or building administration prior to bringing in any snack, treats, or pets into the building. The administration has the authority to restrict any foods, pets, or items allowed into the building if they believe the risk to other students warrants such restrictions.

If your child has an allergy or health concern, please set up an appointment to meet with our school district nurse and turn in the appropriate paperwork. The safety and health of our students is our utmost concern. Having their action plans on file helps us care for their individual needs.

Counseling Services
SPCS is proud to be able to offer elementary counseling services. Our counselor provides classroom lessons to help students see the many ways social skills can be used to communicate more effectively. The school counselor is also available for private counseling for any student needing his/her assistance. Parents/guardians are welcome to call the counselor directly to answer any questions you might have in this area of development.

Health, Accidents, Illnesses, and Medications
The health of all students is one of our primary concerns. We encourage children to be in regular attendance at school. However, if a child has signs of illness or fever over 100 degrees within the last 24 hours, he/she should stay home. Parents are required to contact the school office by 9:00 a.m. to report the child's illness or absence. All children are expected to participate in recess and outdoor activities unless they have a signed excuse from a medical professional or it is part of an individual health plan.

Since accidents can occur even though reasonable precautions are taken, we require an immediate and complete report of injury. If a child is injured or becomes ill while at school, the school will make every effort to notify the parent or person to be contacted in case of an emergency. No child will be sent home unless contact is made with the parent or guardian. In the case of an accident or illness of a serious nature, a rescue unit will be called immediately.

The school district provides a school nurse who has various hours in each of the schools. This person is, however, on-call to any building at any time during school hours.

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.

Health Screenings
During the first quarter of each school year, health screenings will be conducted as per the Department of Health and Human Services minimum requirements per grade. The screening may consist of all or some of the following: hearing, vision, dental, height, and weight. Parents/Guardians shall be notified in writing of any concerns and encouraged to seek a professional evaluation. If a Parent/Guardian wishes to refuse school health screening, they must submit a written statement(s) from a qualified examiner annually that the child has received the minimum required screenings within the previous six months and there are no concerns, or the child will be screened at school.

For additional information, please, see the district website at https://www.springfieldplatteview.org/Health-Services.

HOME/SCHOOL COMMUNICATION

Change of Address, Phone Numbers, Work, etc.
Parents are requested to notify the school office staff whenever there is an address, a home telephone or a work telephone number change. Also, please report any changes in emergency numbers. This information is vital for the safety and well-being of your child if an emergency occurs. It is imperative that the school be able to contact you in case of emergency or illness. Parents are now able and encouraged to update this information online throughout the year on Parent Web. The Parent Web link is found on our district website www.springfieldplatteview.org. In order to receive emergency information or important notices from the district please opt into receiving communication through School Messenger

Communicating Student Progress 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.

Report cards and progress reports will be sent home throughout the school year. Although teacher conferences with parents are scheduled twice a year, parents with questions about their child's academic progress should feel free to contact the teacher through email or by phone before or after the school day. In addition, you are also welcome to utilize school provided communication tools such as Schoology, SeeSaw, SPCSNE.org email, PowerSchool to ask questions or gain information about your student's progress. If you wish to meet with a staff member in person, please schedule those appointments in advance.

Grading
Springfield Platteview Community Schools believes grades should clearly communicate student learning and progress toward grade-level standards. Academic grades are intended to reflect what students know and can demonstrate independently.

Students in grades K–2 will receive standards-based report cards each quarter and semester. Students in grades 3–6 will receive progress reports at the end of the first and third quarters and semester report cards at the end of each semester. Grades for students in grades 3–6 will be available online throughout the school year through PowerSchool.

Teachers use both formative and summative assessments to monitor student learning. In grades 3–6, formative assessments will account for no more than 30 percent of the overall grade, and summative assessments will account for at least 70 percent of the overall grade.

Learning is a process. Teachers will provide reteaching, intervention, feedback, and reassessment opportunities to support student growth and mastery of grade-level standards.

Citizenship, responsibility, collaboration, and work habits are important skills that support student success and may be communicated separately from academic grades through citizenship or social skills indicators.

For additional information regarding grading practices, reassessment opportunities, late work, and grading expectations, please refer to the Springfield Platteview Community Schools District Student Handbook.

Homework

Homework refers to the tasks that a student is given to do on his/her own time after school hours. A student should experience a regularly scheduled time at home, free of distractions or interruptions, where he/she can develop self-discipline and individual responsibility for learning. The type of home study assigned will be appropriate for the developmental and instructional level of the student. When students are not assigned specific homework practice, it would be beneficial for them to read a book, practice spelling words or math facts, or write a story.

Students who struggle to complete assignments or who must spend an inordinate amount of time completing an assignment should seek the help and advice of their teachers..

At the beginning of the year, classroom teachers will send home “homework expectations” appropriate to the age of the students. Students who do not meet homework expectations, may be required to to make up missing or unfinished assignments before school, after school, or another determined time with the teacher. Parents will be notified prior to serving this time in order to make arrangements (childcare, transportation, etc.)

Parent Concern Procedure

If parents have a concern regarding a situation in their child’s school, as outlined by the Board of Education policy, they should first contact the student’s teacher to discuss the problem and possible solutions. Teachers are available for telephone calls between 7:45 a.m. - 8:00 a.m. and 3:15 p.m. - 3:25 p.m. for teachers at Westmont Elementary. If the matter cannot be resolved, the parent should then request a conference with the building administration. If the parent still believes their concern has not received favorable consideration, they may appeal to the Superintendent of Schools and Board of Education.

Parent/Teacher Conferences

Parent/teacher conferences are held twice a year, once during the first semester and once during the second semester. Conferences are opportunities for parents and teachers to discuss progress, strengths, and areas for improvement in each child. Please note that we will only be able to provide one conference time per child. 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. Having both parents or guardians present at the same conference ensures that each parent hears the same information at the same time. Parents are encouraged at any time to contact their child’s teacher(s) in the event of questions or concerns about their child’s progress. Parent teacher conferences will be held on October 14th and 15th and February 10th and 11th from 2.-7 p.m. each night. Both elementary buildings use an online parent teacher conference sign-up tool called PTC Fast. You will receive an email a few weeks prior to each conference with links for signing up for times for conferences. Please look for those emails and be sure to sign up for times that are convenient for you.

Parent-Teacher Organizations
The Parent/Teacher Organization (PTO) is organized to foster a better understanding and cooperation between the home and school. Since its beginning, the PTO has been giving its support to our schools in many ways. Parents are urged to participate and support this excellent organization. Information concerning your school's PTO scheduled activities is published throughout the year within our school's newsletters.

School News
Announcements are published in the school Newsletter and Website. To access the website enter http://www.springfieldplatteview.org click on Schools and Westmont Elementary. The newsletters will be published throughout the year and will be available both online and sent through email. Another way that we will be sharing school updates and news will be through our schools' official X accounts and Meta Pages. The links to these accounts are on the websites. Please check your child's weekly Friday folder for news items.

Student Placement
All teachers work as a professional learning community at SPCS. As a team we collaborate about all students in their grade levels to discuss the best approaches to meet the needs of the students academically, behaviorally, socially, and emotionally. Many components are considered when developing a class list. The teachers at each grade level, specialists, and building administration begin building class lists for the next year using the following criteria:

- Academic Needs
- Learning Styles
- Classroom Dynamics (behavior, social, emotional, and personality considerations among students)

A great deal of thought and effort goes into making these class lists. Granting every request would undo the long process that has been carefully put together and jeopardize the integrity of that work. In addition, children need to work in and with a variety of circumstances now and in the future, both in terms of personnel and environment.

If you feel you have some circumstances that you feel you must address, please do the following:

- Make a formal request in writing to the building principal, addressing your child's learning style and the type, not the name, of the teacher that would benefit your child, prior to May 1st.
- If there has been a request made in a previous year that still applies, such as not placing your child with another particular student, please make sure we are aware of the necessary details again for placement.

The building administration has the final say when developing a class list. We appreciate your understanding of the process, and we look forward to another terrific school year.

Student Use of Telephone
Parents who need to contact or visit with their child during the school day will be asked to leave their messages with the secretaries. Families should make arrangements for after-school pick up prior to each day so as to eliminate the need to use the telephone after school. Permission for students' use of the phone will be determined by staff.

Visitors
Parents or legal guardians are encouraged to visit the school. All visits, including lunch, playground, and classroom visits, need to be arranged with and are at the discretion of the

administration. For the safety and security of students, staff and our guests, all visitors are required to check in at the main entrance and may be asked to provide identification. Office staff will issue a nametag to inform other building staff that permission has been given and that the visitor has checked in at the office.

- Children not enrolled at Westmont may visit the school during lunch period when accompanied by an adult.
- We know that children often have additional important people in their lives that may want to visit school. If someone besides a parent or legal guardian is planning to visit the school (grandparent, older sibling, adopted grandparent, etc.), parents or legal guardians must call prior to the guest arriving at school to give them permission for a visit and ensure that the visit can be accommodated. Please include the guest's name, the relationship, and the anticipated time frame. When they check-in at the office, they will be asked to provide identification.
- Visitors are encouraged to limit personal items brought into the building. Extra belongings can be hard to store or have with you.

When visiting the school, we hope you have a wonderful time interacting with your students, learning more about their school day, or helping them make memories. Some students are not allowed to be photographed. Please refrain from taking photos unless permission has been given by school personnel. When communicating with other people's children, interactions need to be positive. Any concerns need to be directed to school personnel. We want visits to be a positive experience for all.

Weather Emergencies

The decision to close schools or have a late start due to extreme weather is made as early as possible by the Superintendent of Schools. All weather-related announcements concerning the cancellation of school, late starts, early dismissals, as well as emergency closings are made on local television and radio stations. Notification will also be sent out to parents who are registered to receive School Messenger Alerts. Every attempt will be made to avoid closing schools once classes are in session. Parents will be asked to complete an emergency plan for their child to follow if emergency closings during the school day should occur. The ultimate decision as to whether a child will attend school rests with the parents.

After three days of school cancellation for snow/severe weather or any other reason, students may be expected to participate in school remotely from home through eLearning or other schoolwork as communicated by the school's principal.

When a late start is called, the school will utilize the following schedule and buses will run accordingly if at all possible.

Weather or Emergency Late Start Schedule

Monday-Friday: ● 10:00 Students enter the building ● 10:10 Tardy bell rings ● 3:05 K-1st Grade dismisses ● 3:10 2nd-6th Grade dismisses
Breakfast Served:

- Monday-Friday 9:45-10:05

Supervision will be on duty at 9:45 when a late start is needed due to weather or emergency-related late starts. Families needing to drop off students prior to 9:45, please see Kids Care for drop-in options.

2026-2027 School Calendar

Springfield Platteview Community Schools
2026-2027

5	New Teacher Workshop
6	All Certified Staff Report
11	All Classified Staff Report
12	First Day of Classes

AUGUST 2026

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

7	No School Labor Day
28	No School Teacher In-Service

SEPTEMBER 2026

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

9	End of 1st Quarter
14-15	Early Dismissal PHS/PC 1:25 WM - 1:10 & SP 1:20 Parent Teacher Conferences
16	No School - Comp day
19	No School

OCTOBER 2026

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

25-27	No School Thanksgiving Break

NOVEMBER 2026

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

16-17	Early Dismissal PHS/PC 1:25 WM - 1:10 & SP 1:20
18	Early Dismissal - PHS/PC 11:25 WM - 11:10 & SP 11:20 End of 1st Semester
21-31	No School Winter Break

DECEMBER 2026

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Color Code
New Teacher Workshop
No School
Early Dismissal
1 Hour Late Start
Teacher InService
Teacher Work Day
Regular School Day
No School - Elementary only

JANUARY 2027

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

1	No School Winter Break
4	No School Teacher Work Day
5	1st Day of 2nd Semester
15	No School - Teacher InService
18	No School

FEBRUARY 2027

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

10-11	Early Dismissal PHS/PC 1:25 WM 1:10 & SP 1:20 Parent Teacher Conferences
12	No School - Comp day
15	No School - President's Day

MARCH 2027

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

5	End of 3rd Quarter
22-26	No School Spring Break

APRIL 2027

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

23	No School

MAY 2027

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

12	Last Day for Seniors
16	Commencement
18-19	Early Dismissal - PHS/PC 1:25 WM 1:10 & SP 1:20
20	Early Dismissal - PHS/PC 11:25
20	**No school Elementary only**
21	Teacher Work Day

1st Qtr	41 Student Days 46 Teacher Days
2nd Qtr	45 Student Days 46 Teacher Days
3rd Qtr	40 Student Days 43 Teacher Days
4th Qtr	48 Student Days 49 Teacher Days
TOTAL	174 Student Days 184 Teacher Days

2026-2027 Pre-School Calendar

2026-2027 Student Fees

Elementary Schools

Program	General Description of Fee or Material	$ Amount of fee (Anticipated or Maximum) or specific material required
Art classes and special projects or events	Appropriate clothing (non specialized attire)	Old shirt for painting; other clothing which may get paint on it or otherwise be damaged
Classroom Projects	Project Cost (Which may be a fee charged)	Student pays cost that is beyond the standard project provided by the school.
Classroom supplies	General supplies, such as writing instruments (pens, pencils, crayons, markers), notebooks, etc.	None-necessary classroom supplies will be made available by the school. Students will be responsible for the replacement cost of damaged or lost supplies. Students are encouraged but not required to bring items from class supply lists.
Copies	Use of school copiers (except for one copy of the student file, which will be provided without charge).	Ten cents (.10) per page when charges apply.
Field Trips	Transportation and admission costs of field trips.	None-costs of school sponsored, class-related field trips will be paid for by the school. Parents may be encouraged but not required to pay for field trip costs of up to $10.00 per student for each field trip to defray costs. (With administrative approval, the requested donation may be up to $100.00 for overnight field trips. Currently, 6th grade Outdoor Education is $50-75. Meals on field trips will be at the expense of the student. School lunches will be provided as needed for free reduced lunch eligible students.
4th Grade (Music Class)	Recorder	$10-$15

Music-Optional band courses	Musical instruments	Musical instruments and accessories (reeds, valve oil, drum sticks, lyres, flip folders, slide grease, reed guards, cleaning swabs, mouthpiece brushes, piece brushes, pad savers, ligatures, and a "gig bag", etc.) Limited instruments available for use by any student. Instrument Rental Fee is $35 for Tier 1 and $25-75 for Tier 2 per year for use of school owned instruments.
Music-Optional Honor Choir	Coordinating group attire	Special shirts (Appx. $8-15)
Picture Packets	Optional - Pictures are still taken for use in school yearbook	Students purchase packets as desired and pay directly to photo company
Physical Education classes	Appropriate clothing (non specialized attire)	Soft Soled/Tennis shoes and socks, running shorts, T shirt
Summer school courses	Classes offered during the summer, or at night, if any	None for Guided Reading/Library use. $35 to $200 per class for electives; None - Free-reduced lunch students
Yearbook-Optional	Cost of Yearbook	The book is optional (Appx. $25

Supply Lists

WESTMONT ELEMENTARY SCHOOL
SUPPLY LIST FOR THE
2026-2027 SCHOOL YEAR

PRE-SCHOOL

24 pk Crayola crayons
1 pk Crayola markers
8 glue sticks
1 box of Kleenex
1 Wide-ruled 70 sheet Spiral Notebook
2 regular-sized containers of Play-Doh- please label with name• 2 Pocket Folders**AM Class: 2 Blue **PM Class: 2 Red•Backpack large enough to hold a 2-pocket folder, labeled with your child's name•Extra set of clothes labeled with your child's name in a gallon-sized Ziplock bag•Hand sanitizer
Clorox wipes

KINDERGARTEN

***Recommended Supplies**
6 Glue Sticks
1 Pack of Yellow #2 Ticonderoga Pencils
2 Large Pink Erasers
6 24- Count Box of Crayola Crayons- No Jumbo Crayons
****Optional Supplies**
Backpack Labeled with Full Name
2 Boxes of Thick Classic Color Crayola Washable Markers
1 Box of Thin Classic Crayola Washable Markers
1 Large Container of Clorox Wipes
1 Beach Towel for Rest Time (no blankets)
1-2 Boxes of Kleenex

FIRST GRADE

***Recommended Supplies**
4 Boxes of 24 Crayola Crayons
1 Dry Erase Marker
4 Glue Sticks
2 Pink Erasers
2 Boxes of Crayola Colored Pencils (12 ct.)
1 Plastic Pencil Box
1 Fiskars Scissors (Children's)
2 Boxes of Ticonderoga Pencils (15 or more)
4 Two Pocket Folders- **yellow, green, red, blue**
1 Box of Crayola Markers (10 ct.)
****Optional Supplies**
Backpack
2 Boxes of Kleenex
1 Box of Gallon Bags
1 Box of Sandwich Bags
1 Yellow Highlighter
2 Containers of Clorox Wipes

SECOND GRADE

***Recommended Supplies**
2 Separate boxes of 24 ct. Crayons
1 Children's Scissors
2 Separate boxes of Markers
2 Glue Sticks
1 Pack of Black Dry Erase Markers
1 Wide Ruled Composition Notebook
1 Wide Ruled Spiral Notebook
3 Two Pocket Folders- **yellow, green, blue**
2 Two Pocket Folders - of your own choice
1 Highlighter
1 Pack of pencils
****Optional Supplies**
Backpack
1 Pencil Box or Bag
1 Pack of Pencil Top Erasers
2 Boxes of Kleenex
1 Box of colored pencils
1 Box of sandwich, snack, or quart sized ziplock baggies

THIRD GRADE

***Recommended Supplies**
1 Box Markers
1 Box of 24 Crayons
1 Pencil Box
2 Highlighters
1 Ink Pen
1 Scissors
6 Glue Sticks
30 Pencils-Sharpened
2 Pink Erasers
4 Two Pocket Folders (**red, green, blue, yellow)**
1 200 pg. Wide Ruled Composition Notebook
5 Dry Erase Markers
****Optional Supplies**
Backpack or Bookbag
4 Boxes of Kleenex
Last Names A-M: Gallon Ziplocs & Clorox Wipes
Last Names N-Z: Sandwich Ziplocs & Hand Sanitizer

FOURTH GRADE

***Recommended Supplies**

Pencils
1 Pencil Box
1 Small Box of Crayons
1 Box of Markers
1 Pencil box
1 Pair of Scissors
8 Glue Sticks
1 Elmers Glue
5 - Two Pocket Folders
1 Composition Notebook
1 Hand Sanitizer

****Optional Supplies**

Backpack or Bookbag
2 Large Boxes of Kleenex
1 Magic Eraser
1 Box of Colored Pencils
5 Dry Erase Markers
Clorox Wipes

FIFTH GRADE

***Recommended Supplies**

3 spiral bound multi-subject notebook
1- 1 inch binder
1 pack of binder dividers
7 Folders with pockets
1 pair of scissors
Pencils (adequate for the year)
Pencil-top Erasers
2 or more packs of dry erase markers
1 pack of highlighters
1 pack of colored pens
1 Small Box of crayons or colored pencils
1 Box of markers
2 boxes Kleenex/tissues
1 Magic eraser

****Optional Supplies**

stylus pen
personal pencil sharpener
1 pack antibacterial wipes
Last Names A-M: Gallon Ziplocs & Clorox Wipes
Last Names N-Z: Sandwich Ziplocs & Hand Sanitizer

SIXTH GRADE

***Recommended Supplies**

6 - Two Pocket Folders with holes
1 - **3"** 3 ring binder
3 Ring Pencil Pouch
1 Pack of lined paper
Markers, Crayons, or Colored Pencils
25+ pencils
2 Packs of Dry Erase Markers
8 Highlighters
1 Small Pack of Pencil Top Erasers
2 Glue Sticks
2 Black thin sharpies
2 Large boxes of Kleenex
Last names: A-J = 1 box gallon zip locks K-Z 1 roll of paper towels
2 Clorox Wipes

****Optional Supplies**

Backpack/Bookbag
Hand sanitizer
Colored Pens
1 Scissors
1 Stylus pen
*****Outdoor Ed - TBD

*Elementary supplies recommended for the school year as outlined in the student handbook.
** Supplies which are optional and left to the discretion of the parent/student
*** Field trip/Outdoor Ed fees will be collected before each outing.

COUNSELING/MEDIA

****Recommended Supplies**

1 - Two Pocket Folder
1 - Any style (spiral notebook, "journal," etc.) lined and bound notebook

Any Donations of Kleenex would be greatly appreciated.

Please make out separate checks for lunches and money needed for optional classroom supplies.

Westmont Elementary 402-895-9602
District Office 402- 592-1300

SPRINGFIELD PLATTEVIEW COMMUNITY SCHOOLS

2026-27

MISSION STATEMENT

The Mission of Springfield Platteview Community Schools is to ensure that all students acquire the 21st century skills and behaviors necessary for each student to succeed now and into his/her future.

DISTRICT ADMINISTRATION

Dr. Ryan Saunders, Superintendent
Mrs. Heidi Zierott, Director of Learning
Mrs. Jacci Lucas, Director of Special Services
Ms. Nichole Baugh, Director of Public and Community Relations
Mr. Tim Seretta, Director of Technology
Mr. Bruce Thayer, Director of Maintenance

BOARD OF EDUCATION

Mr. Lee Smith, President
Mr. Kyle Fisher, Vice President
Mrs. Brenda Guenther, Member
Mr. Brian Osborn, Member
Mr. Michael Patera, Treasurer
Mr. Brett Kreifels, Secretary

PURPOSE of the PLATTEVIEW CENTRAL OPERATIONS GUIDE

The Platteview Central Junior High School Operations Guide outlines procedural expectations for students and parents. The Springfield Platteview Community Schools District Handbook can be found online and is the policy that oversees all of our school operations and protocols.

The Operations Guide establishes the responsibilities of all students:

- Attend school to receive an education.
- Be on time for school and all classes.
- Come to class with necessary materials.
- Complete all in-class and homework assignments. Meet deadlines.
- Obey school rules and school personnel.
- Cooperate with and respect school faculty and staff.
- Respect other students and their property.
- Respect public property.

MESSAGE FROM THE PRINCIPAL

I invite all students and parents to participate in Platteview Central's educational opportunities. As part of our philosophy, we feel that teachers, support staff, students, parents, counselors, community, and administrators mutually share the responsibility of guiding each student in a positive direction regarding our school's curriculum, extra-curricular offerings, and district mission. This partnership is crucial to each student's success here at Platteview Central.

Please feel welcome to communicate with any of our staff concerning areas that affect your student(s). Always start with the person closest to your area(s) of concern, then work your way up to the principal, if necessary. As a staff, we have made a commitment to serving you and your children and we always try to make the best decisions based on individual student needs, while protecting our outstanding learning environment.

We are looking forward to an exciting school year and thank you for choosing Platteview Central for your child's educational needs. We feel we offer the best education in the metro area and have the academic success, extra-curricular opportunities, and educational climate to prove it! Thanks for your support. Let's have a great year!

Sincerely,

Darin Johnson
Principal

Mission Statement	**1**
Board of Education	**1**
Operations Guide Purpose	**2**
Message from the Principal	**2**
Table of Contents	**3**
School Contact Information and Office Hours	**4**
Daily Bell Schedule	**4**
Staff Directory	**5**
Student Expectations	**6**
Boys Town Social Skills	**6**
Important Dates	**7**
Visitors	**7**
Drop-off and Pick-up of Students	**8**
Closed Campus	**8**
Final Exams	**8**
Student Records and Student Withdrawal	**8**
Curriculum and Course of Study	**9-10**
Citizenship	**10**
Grading Policy	**11**
Cheating and Plagiarism	**12**
Grade Reports	**12**
Homework and Make-up Work Policies (Homework Online)	**12**
Schoology	**13**
Middle School Assistance Process (MSAP) and Watch List MSAP	**13**
Guided Study	**14**
Guided Study Intervention	**14**
Media Center - Computer Lab	**14**
Lost and Found	**14**
Student Activities and Programs	**15-16**
Athletics (acclimation period)	**16**
Guidance Services	**17**
Safety Drills	**17**
Food and Drinks	**18**
Personal Phone Policy	**18**
iPad Policy	**18**
Tardies	**19**
Locker Rules and Regulations	**19**
School Dances	**19**
School Closings and Remote Learning	**20**
Title IX	**20**
Fee Schedule	**21**

Contact Information and School / Office Hours:

Mr. Darin Johnson, Principal - darin.johnson@spcsne.org 402-339-5052
Mrs. Sarah Svoboda, Counselor - sarah.svoboda@spcsne.org 402-339-5052
Mrs. Tren Svendsen, Office Manager - trendolyn.svendsen@spcsne.org 402-339-5052

School Hours: Monday —> 9:10 AM-3:25 PM
Tuesday through Friday —> 8:10 AM- 3:25 PM

Office Hours: Monday through Friday —> 7:30 AM-4:00 PM

Address: 14801 South 108th Street
Springfield, NE 68059

Website: http://pc.springfieldplatteview.org

Facebook: www.facebook.com/platteviewcentral

X: @platteviewcent

Daily Bell Schedule:

Mondays	Late Start	Regular	Tues-Fri	Early Dismissal	1:25 PM
Period	***Times***	***Period***	***Times***	***Period***	***Times***
1	9:10-9:54	1	8:10-8:54	1	8:10-8:39
2	9:58-10:37	2	8:58-9:42	2	8:43-9:12
3	10:41-11:20	3	9:46-10:30	3	9:16-9:45
4	11:24-12:03	4	10:34-11:18	4	9:49-10:18
5	12:07-1:16	Advisory	11:22-11:43	6	10:22-10:51
7th Lunch	12:03-12:33	5	11:47-1:01	Advisory	10:55-11:16
8th Lunch	12:46-1:16	7th Lunch	11:43-12:13	5	11:20-12:19
6	1:20-1:59	8th Lunch	12:31-1:01	7th Lunch	11:16-11:46
7	2:03-2:42	6	1:05-1:49	8th Lunch	11:49-12:19
8	2:46-3:25	7	1:53-2:37	7	12:23-12:52
		8	2:41-3:25	8	12:56-1:25

Staff Directory

Staff Name	Assignment	Email Address
Arch, Sherry	Reading 7	sherry.arch@spcsne.org
Behrens, Allison	Art	allison.behrens@spcsne.org
Blum, George	Social Studies 8	george.blum@spcsne.org
Bos, Michael	Industrial Tech I	michael.bos@spcsne.org
Caniglia, Katelynn	Family Consumer Sci	katelynn.caniglia@spcsne.org
Cardenas, Cesar	Evening Custodian	cesar.cardenas@spcsne.org
Clayton, Shannon	Science 7	shannon.clayton@spcsne.org
Crouse, Nick	Strength and Condition	nicholas.crouse@spcsne.org
Elder, Christina	PE / Health	christina.elder@spcsne.org
Fritch, Jack	Keyboarding & Business	jack.fritch@spcsne.org
Gray, Daylene	Language Arts 8	daylene.gray@spcsne.org
Hudson, Maggie	Library Para/Office Asst	margaret.hudson@spcsne.org
Jenson, Scott	Physical Education	scott.jenson@spcsne.org
Johnson, Darin	Principal	darin.johnson@spcsne.org
Kroll, Morgan	Chorus	morgan.kroll@spcsne.org
Kuhl, Adam	Physical Education	adam.kuhl@spcsne.org
Laughlin, Frank	Social Studies 7	frank.laughlin@spcsne.org
Lodes, Julie	Computer Science	julie.lodes@spcsne.org
Lusienski, Zach	Math 7	zachary.lusienski@spcsne.org
Morehead, Barbara	Special Education 8	barbara.morehead@spcsne.org
Poppe, Logan	JAG	logan.poppe@spcsne.org
Robertson, Tony	Custodian	tony.robertson@spcsne.org
Robles, Mark	Industrial Technology	mark.robles@spcsne.org
Sloup, Madison	Secondary Speech Path	madison.sloup@spcsne.org
Spiehs, Shari	Media Specialist	shari.spiehs@spcsne.org
Stednitz, Leah	Special Education Para	leah.stednitz@spcsne.org
Steinke, Alex	Band	alex.steinke@spcsne.org
Stork, Bridget	Language Arts 7	bridget.stork@spcsne.org
Svendsen, Tren	Office Manager	trendolyn.svendsen@spcsne.org
Svoboda, Sarah	Counselor	sarah.svoboda@spcsne.org
Kevin Thoendel	Assistant Band	kevin.thoendel@spcsne.org
Thomas, Tina	Science 8	tina.thomas@spcsne.org
Wills, Cole	Math 8	cole.wills@spcsne.org
Woodward, Marty	Special Education	marty.woodward@spcsne.org
Zeleny, Kim	Spanish 8	kimberly.zeleny@spcsne.org

Student Expectations

• *Attend school to receive an education.* Schools cannot educate students who do not attend. Students must attend school daily unless ill or legally excused. See district policy regarding attendance.

• *Be on time for all classes.* Students who enter a classroom after a lesson has begun are interfering with the rights of others to learn and study. Punctuality is a habit that students must develop if they are to be successful in the world of work. This includes the first period of the day. Be on time for school!

• *Come to class with necessary materials.* A teacher should not have to delay instruction because a student comes to class unprepared. This interferes with the rights of others to learn and study.

• *Complete all in-class and homework assignments and meet all deadlines.* The full responsibility for student learning does not rest with the teacher. Educational efforts cannot be effective unless students take responsibility and parents support our structural endeavors.

• *Obey school rules and school personnel.* No one has the right to interfere with the education of others. Rules are designed to allow a school to meet its obligation to educate students. Students are expected to follow rules and be courteous to everyone who works in our schools along with classmates and peers.

• *Cooperate with school staff.* Every community depends upon its citizens to uphold the rules by which everyone has agreed to live. Students have the responsibility to provide truthful information when asked by school authorities.

• *Respect the rights and property of others.* Respecting the rights and properties of others and demonstrating personal integrity should guide student behavior at school, on the way to and from school, and school sponsored events. Always be a good person.

• *Respect public property.* Schools are a community investment and resource for young people. Students who damage school property will be held responsible.

• *See that school correspondence to parents reaches home.* From time to time, we will send important paperwork home (grade reports, notification of events, etc.).

Boys Town Social Skills: Springfield Platteview Community Schools is committed to teaching all students important social skills. Examples of social skills are “following directions” and “accepting no for an answer.” These examples have specific and observable behaviors which are taught and reinforced by staff. Student success in the social skill area is critical to a quality learning environment for all students.

Important Dates

***All Mondays that school is in session will be a 9:10 AM start time, unless during Final Exams.

Semester 1

August 3-4	iPad Set Up Days, Physicals due, ALL paperwork completed
August 5-11	Teacher Workdays
August 6	Sports Meetings; 7th/8th Orientation; Digital Citizenship
August 12	1st day of School
August 26	School Pictures
September 7	Labor Day NO SCHOOL
September 28	NO SCHOOL - Teacher Professional Development Day
October 9	Mid-Semester
October 14-15	P/T Conferences 2-7:00 PM - Early Dismissal 1:25 PM
October 16	Teacher Comp Day - NO SCHOOL
November 25-27	Thanksgiving Break- NO SCHOOL
December 16-17	Early Dismissal 1:25 PM - Semester Finals
December 18	Early Dismissal 11:25 AM - Semester Finals
December 21-Jan 4	Holiday and Winter Break - NO SCHOOL

Semester 2

January 5	1st day of 2nd Semester
January 18	Martin Luther King Jr. Day- NO SCHOOL
February 10-11	P/T Conferences 2-7:30 PM - Early Dismissal 1:25 PM
February 12	Teacher Comp Day - NO SCHOOL
February 15	President's Day - NO SCHOOL
March 12	Mid-Semester
March 22-26	NO SCHOOL - Spring Break and Easter
April 23	NO SCHOOL
May 18-19	Early Dismissal 1:25 PM - Semester Finals
May 20	Last Day for Students - Early Dismissal 11:25 AM - Finals
May 21	Teacher Work Day

Visitors

Parents and/or guardians are welcome at Platteview Central Junior High. Please check in at the office when arriving. Parents asking to visit a classroom in session are asked to contact the school office one day in advance to help with necessary planning. Students are NOT allowed to bring student visitors to school. Any visitor to our campus must be approved ahead of time with the principal. All school doors are locked during the school day.

Drop-off and Pick-up of Students

The drive in front of Platteview Central and circle radius at the south end of the drive is for quick drop off and pick up. There is a designated area in the southeast corner of the high school parking lot if you arrive early for pick up. The parking stalls in front of PC are for staff only. The visitor parking stalls are for guests that have business in the building. NOTE - Due to the Construction Project at PC and PHS, all drop off and pickup details will be communicated as changes occur.

Closed Campus

Platteview Central is a closed campus. Students may not leave school grounds during regular school hours. The campus is also closed during lunch time. Students may leave during lunch time only if a parent signs them out and accompanies them off campus. Exceptions must be approved by the principal.

Final Exams

Final exams are held each semester. Attendance during final exams is expected. Please ensure that students are at school during final exams and that vacations for holidays and summer occur after the scheduled final exams are completed.

Student Records

Parents have rights to: 1) inspect and review educational records; 2) request an amendment of the student's record to ensure accuracy; 3) consent to disclosures of personally identifiable information to the extent of the law; 4) file a complaint concerning alleged failures by the school to comply with regulations; 5) obtain a copy of the school district's policy on records. See FERPA and PPRA attachments in the District Handbook for more information.

Withdrawal of a Student

Parents should notify the school at least two days ahead of the student's last day of attendance. The student will be given a withdrawal form to take to all classes. All textbooks, iPad (cord, charger, case), materials, and equipment must be returned to the school. Fines for lost or damaged items must be paid before withdrawing from Platteview Central.

Curriculum and Course of Study

The course of study at Platteview Central is designed to provide learning experiences for each student to develop the readiness skills necessary for future learning and life. All students in grades 7-8 take courses in Mathematics, Science, Language Arts, and Social Studies. The curriculum is aligned to the Nebraska State Standards for education.

In addition to the core classes, 7th graders will also take Reading. Students will have the opportunity to receive instruction in other areas as well, including Art, Physical Education, Health, Keyboarding, Business, Vocational Technology, Personal Finance and Agriculture, Computer Science, General Music, Choir, Band, Spanish, Leadership, Career Education, Digital Tools, and Family Consumer Science.

7th Grade Course of Study

Subject	***Length of Course***
Math 7 or JH Pre-Algebra	Year
Science 7	Year
Language Arts 7	Year
Social Studies 7	Year
Reading 7	Year
Physical Education	Year, every other day
Choir (elective)	Year, every other day
Digital Tools (elective)	1 Semester, every other day
JAG Career Education (elective)	1 Semester, every other day
World of Music (elective)	1 Semester, every other day
Band (elective)	Year
Keyboarding	1 Semester, every other day
Industrial Technology I (elective)	1 Semester, every other day
Art (elective)	1 Semester, every other day
Guided Study	Year (if in Band, every other day)

***7th grade students may take junior high Pre-Algebra (or other advanced math classes) if test scores, classroom performance, and teacher recommendation align. Parents, teachers, and administrators may be asked to participate in math course selection to ensure adequate placement.

8th Grade Course of Study

Subject	***Length of Course***
Pre-Algebra	Year
Algebra or Geometry (for H.S. credit)	Year
Language Arts 8	Year
Science 8	Year
Social Studies 8	Year
Physical Education	Year, every other day
Choir (elective)	Year, every other day
Band (elective)	Year
Art (elective)	1 Semester, every other day
Business Basics (elective)	1 Semester, every other day
Health	1 Semester, every other day
Computer Science (elective)	1 Semester, every other day
Industrial Technology II (elective)	1 Semester, every other day
Personal Finance / Agriculture Ed. (elective)	1 Semester, every other day
Spanish (elective)	1 Semester, every other day
Family Consumer Science (elective)	1 Semester, every other day
Strength and Conditioning (elective)	1 Semester, every other day
Robotics and STEM (elective)	1 Semester, every other day
JAG Career Education (elective)	1 Semester, every other day
Guided Study	Year (if in Band, every other day)

Citizenship Grade

Good citizenship is valued at Platteview Central. Along with an academic grade, each student will receive a citizenship grade on his/her report card based on established criteria.

Student comes to class prepared.

Student completes assignments on time.

Student follows all classroom rules and procedures.

Student attends class regularly.

Student is actively involved in class.

Student is respectful to themselves, others, and property.

Student works independently and/or well in groups.

Student cooperates and participates in class activities.

Student graciously accepts “no” for an answer.

Student stays on task.

Student uses technology appropriately.

Student makes appropriate comments at appropriate times.

Grading Policy

The district grading system uses a letter grade to represent each student's progress. To more accurately reflect the precise grade, a plus or minus may be used. The following table shows the range and GPA assigned for each possible grade.

A+	**97-100**	**4.0**	**C+**	**77-79**	**2.33**
A	**93-96**	**4.0**	**C**	**73-76**	**2.0**
A-	**90-92**	**3.67**	**C-**	**70-72**	**1.67**
B+	**87-89**	**3.33**	**D+**	**67-69**	**1.33**
B	**83-86**	**3.0**	**D**	**63-66**	**1.0**
B-	**80-82**	**2.67**	**D-**	**60-62**	**0.67**
			F	**0-59**	**0.0**

Springfield Platteview Community Schools believes grades should clearly communicate student learning and progress toward grade-level standards and district learning goals. Academic grades are intended to reflect what students know and can demonstrate independently.

Students in grades 7–12 will receive progress reports at the end of the first and third quarters and semester report cards at the end of each semester. Grades will be available online throughout the school year through PowerSchool to provide families with ongoing updates regarding student progress.

Teachers use both formative and summative assessments to monitor student learning. In grades 7–12, formative assessments will account for no more than 30 percent of the overall grade, and summative assessments will account for at least 70 percent of the overall grade.

Learning is a process. Teachers may provide reteaching, intervention, feedback, and reassessment opportunities to support student growth and mastery of content-level standards. Students who score below 80 percent on a summative assessment may be eligible for a reassessment opportunity after completing teacher-directed reteaching or intervention requirements. Reassessment opportunities, timelines, and expectations may vary by course and teacher. The maximum score a student may earn on a reassessment is 79 percent in accordance with district grading practices.

For additional information regarding grading practices, reassessment opportunities, late work, and grading expectations, please refer to the Springfield Platteview Community Schools District Student Handbook and/or individual course syllabus.

Cheating and Plagiarism

Any student caught cheating (providing answers or assignments, copying answers or assignments, accepting and turning in assignments not completed by themselves, plagiarizing, or any other act which violates the academic integrity of our school, including the use of ChatGPT or other A.I. platforms), is subject to the following consequences —> Parents are notified. A detention is assigned. The assignment or assessment will be completed during detention (modified), a grade reduction of 1/3 (33%) will be administered. If multiple cheating violations occur, the consequences will double.

Grade Reports

Grade reports will be issued at least four times per school year. These reports will be at the end of each of the four quarters along with Parent Teacher Conferences in February. Grade reports communicate academic achievement, citizenship standing, tardies, and student absences. Semester grades are used to establish GPA.

Homework and Make-Up Work Policies

Homework supports learning at Platteview Central. It is used to reinforce skills already being taught in the classroom, to work on independent study, complete projects, and to complete classroom assignments. Students and parents should develop a study time set aside at night for this purpose (70 minutes for a 7th grader and 80 minutes for an 8th grader is recommended). This will develop habits for your student to become successful at high school and college levels of education, as well as future careers.

With each Platteview Central student being assigned an iPad, the expectation is that each student will use a homework and/or calendar app for purposes of staying current with homework, upcoming quizzes, tests or projects. Daily assignments are posted online on our webpage.

Students need to make-up assignments and tests due to an absence from school. The student is responsible for requesting missing assignments from the teacher and turning them in at the designated deadline set by the teacher (minimum 1 day for each day missed). Any parent wishing to pick up work for a student who is absent, needs to request it from the Office Manager before noon. Collected work will then be available by 3:25 PM unless arrangements are made with the Office Manager to pick it up sooner.

Homework Online

All daily homework can be found online. When accessing homework online, go to our school website at www.pc.springfieldplatteview.org and click “Students and Parents” on the menu bar, then select “Homework 7” or “Homework 8.” Homework remains posted for one week.

Schoology

Student assignments, grades, progress reports, and attendance records are available through use of PowerSchool and Schoology. To set up your Schoology account, please email our instructional technology department, by emailing Mr. Mahoney, at jeremy.mahoney@spcsne.org.

Complete guidelines and instructions will be included in your account activation letter. It is important that each legal guardian protect their password. **PowerSchool and/or Schoology are not intended to replace teacher –> student and / or teacher –> parent communication.** Please contact the individual teacher if you have questions about your student's progress before contacting the school counselor and/or principal.

Middle School Assistance Process (MSAP):

Students are expected to complete each assignment given by each teacher, on time. The following process will be used to help students experience success when having trouble completing assignments on time. The probability of student learning is increased significantly when each teacher given assignment is completed in a timely and thorough manner.

(1) If an assignment is not completed or presented at a satisfactory level at the time it is due, the student will be assigned to MSAP.

(2) Parents will be contacted when after-school attendance at MSAP is required for the student to be successful.

(3) MSAP will be from 3:25-4:05 PM on a daily basis for all teacher identified students. Students that participate in athletics or clubs after school will go to MSAP prior to their activity.

(4) Students who do not report to MSAP as directed by a teacher may earn discipline consequences.

Watch List MSAP

(1) MSAP for Watch List will begin after the first six weeks of each semester

(2) Parents of students who appear on the Watch List for earning 3 or more D's and F's will be contacted for their student to stay for MSAP during the week.

Guided Study

Platteview Central students will be assigned to Guided Study in both 7th and 8th grade. Students not in band will have Guided Study each day, while band students will attend every other day. This study period will be used for mandatory silent reading (15 minutes to begin class), interventions for struggling students, additional assistance, homework completion, gifted opportunities and test make-ups. All core teachers are available during this time. Students will be assigned to a particular Guided Study, but can request a pass to get help from any teacher, as needed. This is an excellent way to make sure your student understands the work before he/she comes home.

Guided Study Intervention

As an alternative to MSAP, Guided Study intervention can/will happen during Guided Study period. Students that are on the D's and F's list may be assigned to Guided Study Intervention, along with any students who have not turned in homework or completed it to teacher satisfaction. A teacher will be available to oversee Guided Study Intervention.

Media Center

All students at Platteview Central will have an opportunity to utilize our outstanding media center facility. Students will contact the person in charge of the media center to receive the necessary pass. The media center is designed to be used as a resource center for students. When students report to the media center, they should be business-like, possess paper and writing instrument(s), and display appropriate behavior throughout the entire period. Students who violate media center rules are subject to the loss of privileges for a stated period of time and/or additional school discipline. Media Center privileges can be adjusted for students having failing grades or failing to meet other achievement expectations.

Book Responsibility: Each student is responsible for his/her library books. Books damaged/lost as a result of misuse will result in fines and/or replacement fees for the cost of the book. Library materials may be checked out for a maximum of two weeks. A fine of 5 cents per day will be charged for late books. Students consistently having late books, etc. will lose book checkout privileges. Students will be allowed to use both the junior high and senior high libraries for reference materials. A Platteview Central student should always have a book in their possession for quiet reading opportunities and earning Accelerated Reader Book Points in ELA classes.

Lost and Found

If your student has lost anything at school, chances are it can be located at the "Lost and Found" in the school cafeteria. Parents, please feel free to browse if your student is missing something.

Student Activities and Programs

Student Council:
The Platteview Central Student Council is comprised of students in 7th and 8th grade who are elected by the student body and/or teacher teams. The Student Council serves as a liaison between students and members of the faculty and administration. Members are expected to be positive student leaders who exhibit proper behavior and acceptable grades. Student Council members who do not meet these prerequisites may be replaced by an alternate member.

The Student Council is responsible for planning student activities throughout the school year and also functions in a leadership and organizational role. Individual students are encouraged to seek out their Student Council representatives to express views concerning school activities and programs.

Music Programs:
1. Vocal Music Program:
Choir is an elective course for all 7th and 8th grade students. In 8th grade, students may take Wold of Music as one of their elective classes if they are not in band or choir.

2. Instrumental Music Program:
Junior High Band is offered (as an elective) to both 7th and 8th grade students as a continuation of the elementary music curriculum. The junior high band participates in a Holiday Concert, a Fall Concert, a Spring Concert and a Music Contest. It also marches at a high school home football game in the fall of the year.

National Junior Honor Society:
The National Junior Honor Society (NJHS) was established at Platteview Central to stimulate high scholarship, develop leadership, provide service to school and community, and to recognize students who excel academically. Qualifications for induction into the National Junior Honor Society include a 3.7 GPA, recommendations by members of the faculty and the school principal. Candidates for induction into the National Junior Honor Society will be selected based on character, leadership, and service in addition to academic excellence.

HAL (High Ability Learners):
The purpose of the HAL program is to provide gifted students with challenges that go beyond those offered in the regular classroom. HAL also provides an opportunity to improve decision-making skills by planning individual/group activities. Qualification for the HAL program involves three levels of criteria. The student must qualify in all of the following areas: test scores, teacher recommendation, and gifted placement exams.
Student of the Month Awards: This student recognition by staff members is made to students who demonstrate the following characteristics:

Cooperation in class
Responsibility in completing work
Positive classroom leadership
Academic improvement
Concern for quality work
Consistent academic achievement

WeOverMe Character Traits **—>** Nominations for *WeOverMe* come when students demonstrate outstanding qualities in specific areas, such as: Kindness, Respect of Others, Responsibility and Determination. These are awarded on a monthly basis with students earning small prizes.

Advisory Period: Advisory is a chance for students to meet consistently with one teacher who will serve as their adult advocate for the period of one school year.

Mission Statement: Daily and intentional time will be reserved to ensure every student at Platteview Central has at least one trusted adult advocate who will stand by them to listen, advise, mentor, and lead.

Sample Activities: Tracking grades, attendance, tardies, and discipline. Individual student meetings. Team building activities. ACT prep. MAP testing prep. Interventions. Exploration of study. Enrichment activities. Career education skill building. Core study practice. Reading. Character building and development. Games and competitions.

Athletics

Various athletic programs are available for both male and female student-athletes. A current school physical must be on file prior to participation in athletic practices or games. A 7th grade physical to begin the school year counts as the athletic physical. Activities throughout the school year include:

7th-8th grade boys' / girls' cross country (fall season)
7th-8th grade girls' volleyball (fall season)
7th-8th grade boys' football (fall season)
7th-8th grade boys' basketball (late fall season)
7th-8th grade girls' wrestling (late fall season)
7th-8th grade girls' basketball (winter season)
7th-8th grade boys' wrestling (late winter season)
7th-8th grade girls' and boys' track (spring season)
7th-8th grade girls' and boys' Esports (year round)

Items regarding athletic department policies and problems will be handled within the confines of the athletic department first. All coaches are directly responsible to the Activities Director, who in turn is responsible to the Principal and Superintendent. Any concerns of the athletic department should first be brought to the coach, and if not resolved, to the Activities Director.

Athletes that choose to start a sport after the season has begun, must **acclimate** to practices for the duration of time that every other athlete practiced prior to the start of games. As an example, if volleyball held 10 practices before having their first game, an athlete that started the season after games began, must first participate in 10 practices before being allowed to compete in games. Once the mid-point of a season has arrived, no additions will be made to a team or roster, unless special circumstances arise. If so, the administration will make the final decision if the player will be added to the roster (must acclimate first; see above procedure).

Guidance Services:

There is a full-time counselor assigned to students in Grades 7-8. Counselor goals include: providing assistance to all students in selecting classes and activities; administering the junior high MAP and NSCAS tests; working with teachers, students, and parents in assuring educational continuity; establish bullying prevention and dating violence lessons in accordance with state statutes; and assisting junior high students both on the personal and academic level.

Contact with the Counselor: Students may arrange for an appointment with the school counselor during study halls or before/after school. Parents may contact the counselor and arrange for a conference to discuss areas of concern, test results, or other school related matters.

Testing Program: Northwest Evaluation Assessment (MAP Testing - Measures of Academic Progress) is administered in the fall of the school year and the Nebraska Student-Centered Assessment System (NSCAS) is administered during the latter half of Semester 2. NWEA testing includes assessments in Math, Science, Language, and Reading. NSCAS tests will cover Math and Reading in grades 7 and 8 and Science in grade 8. Individual student profiles with test data are returned to parents along with the students' report card after school's completion in late May. Additional information may be obtained from the counselor regarding data interpretation.

Student Scheduling: Students register for classes in the spring of the school year with the guidance counselor. A parental signature is required on the student registration form to ensure parental involvement in this process. Questions concerning recommendations, requirements, electives, etc. should be referred to the counselor.

Schedule Changes: Elective courses may be dropped or added only after a parental note of approval has been given to the counselor. These schedule changes may be performed only during the first seven days of each semester. Changes are also dependent upon space availability in the new class. Exceptions to these rules are discouraged and will not be made unless there is teacher, parent, counselor, and administrative consensus.

Special Parent Reports: Parents/students requesting more frequent feedback about progress of a student should contact the teacher/counselor if they have immediate needs. Increasing communication between home and school is a goal of the counseling and guidance service.

Safety Drills

Platteview Central will conduct a variety of safety drills throughout the year. All safety drills, which may include fire, severe weather, bomb, or intruder, are important precautionary measures. It is essential that when the first signal is given, everyone follows instructions promptly and reports to the various areas assigned for safety. All classrooms have maps on where to go for safety and teachers will lead students to those areas of safety during a severe weather or crisis situation. Most importantly, it is critical to follow teacher directions.

Food and Drinks

Food and drinks are prohibited at Platteview Central, except these limited scenarios as described below:

** A snack (healthy options only) may be eaten during the first five minutes of Period 3 each day.

** A water bottle (preferably clear) is allowable at all times at Platteview Central. The bottles can only contain water.

No other food or drink is allowed, except at lunch, under any circumstances, unless pre-authorized by a teacher or sponsor. Consequences for abuse of this rule will start with confiscated food or drink (not returned), and can lead to detentions.

Personal Phone Policy, Unauthorized Use

1st Violation	Device Confiscated	Returned at End of Day	Warning
2nd Violation	Device Confiscated	Returned at End of Day	1 Week Loss of Phone (office)
3rd Violation	Device Confiscated	Returned at End of Day	2 Week Loss of Phone (office)
4th Violation; 5th…	Device Confiscated	Returned at End of Day	4 Week Loss of Phone (office)

iPad Policy, Gaming or Unauthorized Use

1st Violation	Parents Notified by Teacher	Warning
2nd Violation	Parents Notified by Teacher	Lunch Detention
3rd Violation	Parents Notified by Administrator	Lunch Detention
4th Violation	Parents Notified by Administrator	2 Lunch Detentions
5th Violation	Parents Notified by Administrator	2 Lunch Detentions
6th Violation	Parents Notified by Administrator	4 Lunch Detentions
7th Violation	Parents Notified by Administrator	4 Lunch Detentions
	Consider —->	Loss of iPad for a Set Amount of Time

Tardies

Being prompt is a valuable lifetime habit and should be encouraged by staff and parents. Tardiness affects everyone. A student who arrives late to school should report to the office to sign in. When students continue to be tardy to a class or school the following consequences will serve as a reminder to the importance of being on time and to help build proper habits. Tardies are kept on a 9-week basis, per period and include tardies to school. Regardless if parents call the school to notify the office, a student is still tardy if they do not have a valid reason (doctor note, appointment verification, etc.).

1) **1-2 tardies** - student signs tardy sheet. These are considered FREE tardies.
2) **3 or more tardies -** Lunch Detention assigned for each tardy.

Locker Rules and Regulations:

Locker combinations will be given to students at the beginning of the school year. Lockers should be kept neat and appropriate at all times. There will be periodic "locker clean-outs" during the school year. **The school administration reserves the right to inspect lockers for any reasonable cause at any time during the school year.** Students should use only the locker assigned to them. Taking property not belonging to you is considered theft and will be subject to appropriate school discipline which can include suspension and expulsion. Students are not to tamper with other lockers ***nor give their combinations to another student(s).***

P. E. Lockers: Lockers are provided for Platteview Central student use during P.E. classes and athletic practices/games. Lockers come with built in combinations. It is expected that you lock up valuables at all times.

Any missing property should immediately be reported to the P.E. teacher or coach. After reporting the missing property to the P.E. teacher or coach, contact the school office manager and fill out a theft report when appropriate. Timeliness in this process is very important!

School Dances

Dances may be held periodically throughout the school year. If dances are held, the dances are open to students in grades 7 and 8 only and anyone attending must be a student of Platteview Central. NO EXCEPTIONS WILL BE MADE…..this includes friends, relatives, and former students. The following are guidelines for school dances:

1) All regular school rules are in effect before, during, and after school dances. Students not following rules or displaying inappropriate behavior will be asked to leave the dance and parents will be called to come pick up the student.
2) All students are to enter the dance through the designated door. Students will not be allowed to leave the dance once being admitted unless a parent is picking them up early.
3) Students who are under the influence of drugs or alcohol will be referred to the police, parents will be called, and school disciplinary procedures will follow.

School Closings

Any time school may be closed due to inclement weather, please listen to local television stations and check the district website. You will also receive district communication via email and/or text messaging. PLEASE DO NOT CALL THE SCHOOL FOR INFORMATION ON SCHOOL CLOSINGS. If school is open during inclement weather, parents may decide whether or not their children should attend school. We will work with you on an excused absence.

Remote Learning

Students may be expected to participate in Remote Learning from home through eLearning or other schoolwork as communicated by the Platteview Central principal.

Title IX

The school district prohibits sex discrimination in any education program or activity that it operates and individuals may report concerns or questions to the Title IX Coordinator. The school district's Title IX policy, notice, and other information may be accessed at the following link: https://www.springfieldplatteview.org/Title-IX-Information

Fee Schedule

Program	Amount of Fee ($) OR Specific Material Needed
PE / Physical Education	Soft Soled/Tennis Shoes and socks, running shorts, T-Shirt(s)
Music - Optional (Band)	Musical instruments and accessories (reeds, valve oil, etc.) Limited instruments are available for use by any student. Instrument Rental Fee is $45 for Tier 1 and $75 for Tier 2 per year for use of school owned instrument(s).
Classroom Supplies	Necessary classroom supplies will be made available by the school. Students will be responsible for the replacement cost of damaged or lost supplies. Students are encouraged but not required to bring items from class supply lists which may be handed out by the office or individual teachers.
School Meals	Lunch - $3.75; Milk - $0.75; Breakfast - $2.35; Prices are maximums based on one meal per day and will vary depending on the number of meals or items purchased by the student and may be adjusted during the year.
Lost or Damaged Books (textbooks)	Fees and fines up to $15 for damaged books (rebinding). Lost or ruined books are charged replacement cost, generally at a maximum of $70.
Yearbook	Yearbooks are published and made available annually at a cost estimated to be around $25. Yearbooks are an optional purchase.
Copies	Use of school copiers (except for one copy of the student file, which will be provided without charge). Ten cents (.10) per page when charges apply.
iPad Use	$20 per year, per student; $60 maximum per family, per year.
iPad Damage or Lost/Stolen iPad	$0 for severely damaged or broken iPad; $0 for cracked iPad (still usable); $300 for lost or stolen iPad
iPad Puck and Cord	$15 to replace damaged/lost/stolen cord * $20 to replace puck * $35 for both
School iPad Case	$30 to replace damaged/lost/stolen case
Admission to Events	$5 maximum per event. Students may purchase activity fee pass for $40 per year. District and conference events hosted by the school, cost to be set by NSAA will not exceed $20 per event.
Athletic Physicals	Costs varies; payable directly to student's physician or clinic.
School Pictures	Students purchase pictures as desired and pay directly to photo company. Pictures are optional for purchase but necessary for yearbook(s).
Field Trips	Costs of school sponsored field trips will remain minimal. Costs will not exceed $20 on any single occasion. Students are responsible for meals as directed by the school officials in charge of the trip.

Springfield Platteview Community Schools
Preschool Operation Guide

2026-2027 School Year

Important Phone Numbers:

Springfield Preschool
Springfield Elementary School …….…….……..……..(402) 253-2245
940 Main Street, Springfield, NE 68059
Ms. Claire Johnson, Preschool Teacher
Mrs. Megan Hanson, Principal

Westmont Preschool
Westmont Elementary School……...……...……...(402) 895-9602
13210 Glenn Street, Omaha, NE 68138
Mrs. Megan Moore, Preschool Teacher
Mrs. Melissa Hasty, Principal

Early Childhood Speech Language
Pathologist…….…….……..…(402) 895-9602
Mrs. Leslie Wilson

Transportation…….…….....(402) 572-6160

District Administration Office……....…...…….…….....(402) 592-1300
Dr. Ryan Saunders, Superintendent
Mrs. Jacci Lucas, Director of Special Services
765 Main Street, Springfield, NE 68059

Welcome to the Springfield Platteview Community Schools' Preschool Program

The Springfield Platteview Community Schools (SPCS) early childhood team would like to welcome you and your child! We believe YOU are your child's first and most important teacher. Our goal is to provide an environment that builds upon the foundation you have established with your child. We are here to partner with you, to encourage your child's growth and development. Together we will make a great team!

SPCS Philosophy of Early Childhood Education and Intervention:

We believe quality early childhood programs nurture the continuing growth of children's knowledge and understanding of themselves and their world. Quality early childhood programs provide a safe, nurturing, and stimulating environment that facilitates learning and development. SPCS early childhood programs recognize that children and families are individuals, and that every child and family is unique.

We believe children develop skills at their own rate. What your child CAN do will be the starting point in developing your child's program. Children need a structured, child-directed environment that fosters cognitive, social, self-help, physical, and communication skills. We believe in a process-centered approach. What is important is the process by which children discover and learn, not just the end product.

Preschool Hours

(See District Preschool Calendar)

A.M. Session- Monday-Friday 8:00am-11:00am
P.M. Session- Monday-Friday 12:15pm-3:15pm
**Please note: The classroom will not be open before class starts. This will allow the staff to prepare for class and also to hold any meetings.

Pick up/Drop off:

Students may be dropped off/picked up from the Preschool Classroom Entrance. The classroom door opens at the start of class time and will remain open for 5 minutes. After this time, the door will be locked, as preschool staff will be assisting children with classroom procedures. If you arrive late, please enter and check in at the main office. All doors to the school are locked. The school's main door has a buzzer system and you will need to push the button to be buzzed in.

Safety of our students is our number one priority. Your child will be released only to parents/guardians and those persons listed as emergency contacts. If someone else is going to be picking up/dropping off your student, it must be in writing from you. Please let the person picking up

your student know that the teacher may ask for photo identification to confirm that it is the correct person.

Please drop off and pick up your student on time. Our staff is preparing for the next class session and planning for the next day. The Paraeducators' hours are specifically set for classroom hours.

Springfield Preschool: Preschoolers enter the classroom from Door F on the east side of the elementary building. Please walk your child up to the door and wait for the teacher/Educational Assistant to let you in.

Westmont Preschool: Preschoolers enter the classroom at Door 2 (west entrance at the front of the school). Please walk your child up to the door and wait for the teacher/Educational Assistant to let you in.

Special Education Transportation:
If your child is eligible for special education transportation, please contact transportation when your child does NOT need to be picked up/dropped off. If you require a change in transportation arrangements, you need to contact transportation to make those arrangements. It may take 5-10 business days for the arrangements to be made. The number for transportation is 402-572-6160.

Attendance/Health:
Springfield Platteview Community Schools Early Childhood program believes in the importance of regular school attendance even at this early age. Regular attendance during the preschool years is just as important as regular attendance for later grades. Research shows that early, regular school attendance results in improved success not only in later grades but as adults. Learning for a child can only occur when they are in class and have access to the developmentally appropriate curriculum. The Early Childhood curriculum builds on each day's activities and is important for the learning process. If a child misses school frequently, they have missed an opportunity to learn and grow. Parents are asked to contact the school if a student is going to be absent.

We ask you to please follow the SPCS Elementary Student and Parent Handbook guidelines concerning illness. The guideline states, "Students who have been ill with vomiting, diarrhea, severe headaches, excessive coughing and excessive nasal drainage should not return to school until symptoms subside and their temperature is below 100 degrees for 24 hours without medication." If your child becomes ill at school, you will be called and expected to come for him/her as soon as possible. If you cannot be reached, the person(s) indicated on the emergency card will be notified.

If your child has more than 10 unexcused absences, SPCS reserves the right to discontinue preschool services (for children who qualify for special education, your IEP team will be required to hold a

meeting). Please communicate with your child's teacher on a regular basis concerning any attendance concerns.

Cancellation of School:
The school district will use our automated text messaging system to notify all parents of school cancellations/changes. This information will also be posted on social media (Facebook/Twitter).

Birthday/Party Invitations, Treats & Celebrations:
Birthday/party invitations can be passed out at preschool if the **ENTIRE class** is invited to the party. If your child is not inviting all of the children in their class, we will not pass out invitations at preschool. You will need to make other arrangements for sending out invitations.

Bringing birthday treats or prizes is optional for parents/students. All foods offered on the school campus needs to meet or exceed the USDA Smart Snacks in School nutrition standards. This includes school lunches and treats brought in or sent to school by parents or guardians. All treats and prizes must be approved by the classroom teacher or building administration in advance. We are asking parents to choose snacks that meet the USDA Smart Snacks in school nutrition standards. The most convenient birthday treats are healthy, easy to hand out, do not require refrigeration, and are easy to clean up. If you choose to provide a treat, please provide the teacher with any serving items necessary to distribute the treats such as plates, napkins, etc.

There will be special activities over the course of the year where you will have an opportunity to send treats to preschool. Due to student food allergies, we will be very strict on the district policy of NO HOMEMADE GOODS unless your child's teacher has a special activity planned that requires food. Please remember to notify your child's teacher of any allergies. **All donations must be store bought, sealed and still in the package so that we can double-check the ingredients!** Thank you for your contributions!

Preschool Snack Program
SPCS Preschool provides a healthy snack in accordance with the Nebraska Department of Education Rule 11 requirements and within the USDA Child Nutrition Guidelines as part of your child's monthly tuition. The snack menu will be available monthly.

If your child has special dietary requirements, you are welcome to talk with your child's teacher and arrange to send a healthy snack to preschool.

Suggested Supplies (including clothing):
Families are encouraged to provide your child with a backpack they will bring to preschool every day. This backpack should be large enough to accommodate preschool projects and to an 8 x 11

folder—mini-backpacks are usually not large enough for all of the creations your child will make over the course of the year! If you are unable to provide a backpack for your child, please let your early childhood teacher know.

Please send an extra change of clothes (shorts/pants, shirt, underwear, socks, etc.) to school, even if your child is potty trained or if he/she rarely has accidents. The extra clothes are good for days your child may get wet or messy during play/activities. If your child wears pull-ups or diapers, we would ask that you keep your child's backpack stocked with an adequate supply, including baby wipes. The change of clothes (including diapers/pull-ups/wipes) can remain in the backpack and travel from home to school daily, if that is your preference.

Dress your child in simple, washable clothing. Much time is spent on the floor and working with messy art materials. Closed-toe shoes make playing on the playground much easier and safer for the children. Open-toe shoes and "flip flops" are discouraged due to safety concerns. Please send your child to school in appropriate clothing for the weather—we <u>will</u> go outside and play, weather permitting.

We encourage self-help at toilet time. For this purpose it is helpful that children are dressed in clothing that is manageable for them to pull up, down, snap, zip, etc. Label all removable clothing such as coats, hats, mittens and your child's backpack with their <u>FULL</u> name.

Please make sure your child brings only necessary items to school (backpack, jacket, folder, etc.). Items from home (toys, stuffed animals, blankets, etc.) will not be allowed to be removed from backpacks. Please be sure to check your child's backpack every day!

Home Visits:
SPCS abides by Nebraska Department of Education Rule 11 Regulations for Prekindergarten Programs. One of the requirements is that 2 home visits are conducted each year. The home visits are designed to last about 20 minutes.

The intent of the home visits is to build positive relationships with families and to partner together to support your child. Research indicates that positive interactions during home visits lead to higher student growth and achievement in the classroom, along with more parent involvement in schools.

Home visits may be completed at another location, but please discuss this with your child's teacher if you would like to make these alternate arrangements.

Communication:
Communication between home and school is very important to the success of our program. If at any time you have questions or concerns about your child's preschool day, do not hesitate to send a note in your child's backpack, call, or email the teacher. A communication folder will be in your child's backpack every day. This will hold projects that have been completed, as well as any notes that need to go home to parents.

Teachers check backpacks daily and look for notes from parents. It is important for parents to check your child's backpack daily. If you have an emergency or need to get information to the teacher immediately, please call the school office.

Please check with your child's preschool teacher for the best time/method for contacting them. The following are some ways to share information:

*Email and Phone Numbers (listed in the "important phone numbers" section)

*Parent Teacher Conferences/home visits: There will be opportunities to meet with your child's early childhood teacher during the school year to discuss your child's progress.

*Progress Reports: For those children who have Individualized Education Plans (IEP), progress reports will be sent home at the end of each quarter and annual IEP meetings will be held.

*Teaching Strategies GOLD assessments reports are sent home in November and at the end of the school year.

<u>Class Dojo</u>
The main form of communication we use in our classroom is an app called Class Dojo. This is an app that only members of our classroom and their families have access to. We will post pictures and updates throughout each day as well as any reminders. A permission form for Class Dojo must be completed to participate.

If your child's contact/personal information changes in any way, it is critical that you communicate these changes to your child's teacher and/or building secretary. This may include any changes in address, phone number, emergency contact, guardianship, child care location, transportation, and custody arrangements.

Discipline:
Our preschool promotes positive behavior supports and actively teaches children how to solve simple social problems using a variety of strategies. You can find more information about our framework for social-emotional development at the Center on the Social and Emotional Foundations for Early Learning (CSEFEL) http://csefel.vanderbilt.edu/.

"Be Responsible, Be Respectful, Be Safe, Be Kind"- we teach our preschoolers these expectations across all aspects of their preschool day. We will send strategies home with you so that you can reinforce what your child is learning in school.

Children will be encouraged to learn self-discipline and practice social problem solving strategies. The following strategies are examples of what may be implemented: modeling of appropriate behaviors, redirection, verbal prompts, self-talk, planned ignoring, review of classroom rules, use of visual cues and supports, and facilitating peer mediation.

Each early childhood classroom uses multiple levels of social-emotional supports intended to support healthy social-emotional development, and the development of critical peer interaction strategies. SPCS teachers have completed training in The Well Managed Classroom from the Boys Town Education Model which supports using positive behavior strategies and positive reinforcement in the classroom. You will have an opportunity to learn more about the positive supports/strategies used in your child's classroom over the course of the preschool year.

Residency:
Families MUST reside within the Springfield Platteview Community Schools District boundaries to attend district preschool and receive services from SPCS staff. If you consider a move during the school year, please talk with your child's educational team prior to the move. They can help you determine whether your new location is within our district boundaries.

If you do move out of the SPCS boundaries, your child will be allowed to complete the semester in which they are currently enrolled. **They will NOT be "automatically" allowed to continue in SPCS for Kindergarten.** If you move out of our District and wish for your child to continue in SPCS Schools for Kindergarten, you MUST complete the application for option enrollment that can be found on our District website at spcsne.org.. This does not guarantee your child will be able to continue in SPCS for Kindergarten. There are specific deadlines for application, and it is your responsibility to meet those deadlines.

If you have questions regarding your residency status, please contact our District Administration Office. Please note: Option Enrollment laws do not presently apply to early childhood-age students.

The SPCS preschool abides by all Nebraska regulations regarding immunizations, health physicals and birth certificate documentation. If you have questions regarding any of these issues, please contact your child's early childhood provider.

Preschool Tuition (Preschool Peers):
Preschool tuition is $150 per month for all 3 and 4 year old Preschool Peer students. Families who meet eligibility requirements may apply for free or reduced tuition rates.

Tuition payments are due on the 15th of each month, beginning August 2026 and continuing through May 2027. If tuition is not paid for two consecutive due dates, the student may be removed from the program until the account is paid in full (Re-enrollment is subject to the availability of open preschool slots).

If a student will no longer be attending preschool, a two-week written notice is required.

What Can I Expect My Child to Learn in Preschool?
Springfield Platteview Community Schools is proud to offer high-quality early childhood learning environments that will engage your child in meaningful and structured play opportunities that enhance their learning.

Over the course of the preschool year your child can expect to experience a variety of developmentally appropriate activities which:

- Develop social skills including how to participate in a group setting, playing with other students, and relating to adults
- Nurture budding independence and self help skills
- Provide opportunities to develop executive function and self-regulation skills
- Engage in activities that develop fine and gross motor skills including outdoor play time when the weather permits
- Provide pre-literacy skills through exposure to literature and the alphabet
- Provide pre-mathematical skills through exposure to numbers and a variety of counting and measuring activities
- Encourage expressive and receptive language skills within the context of routine classroom activities including playtime

<u>Teaching Strategies Creative Curriculum</u>
Preschool students will engage in this rich curriculum that encourages learning in everyday experiences while taking into consideration individual differences and unique needs of every child. In an inquiry-based learning model, all preschoolers can be successful as they are building on their

prior knowledge to gain new knowledge. In inquiry-based learning, preschoolers generate questions about specific topics, make observations and gather data to answer the questions, collect, analyze and interpret their findings, and then make predictions about what might happen in the future. The Creative Curriculum is aligned with the Nebraska Early Learning Guidelines for 3-5 year olds.

Along with the developmental domains listed above, the SPCS preschool classroom curriculum facilitates specific instruction in social skills, interaction with other children, literacy, math concepts, and fine motor/pre-handwriting activities that are developmentally appropriate and aligned with the curriculum used in Kindergarten.

In addition to Creative Curriculum, SPCS utilizes the following supportive preschool curricula:

- Handwriting Without Tears to support fine motor and handwriting development.
- Heggerty to support phonemic awareness
- Second Step to support social emotional learning

<u>Teaching Strategies GOLD Assessment</u>

Your child will participate in the general education assessment which, at the early childhood level is Teaching Strategies GOLD. Results are provided based on widely held expectations. Widely held expectations are criterion-referenced: your child's performance is compared to specific research-based milestones of child development—not to the performance of other children. GOLD determines whether each child has achieved specific skills or concepts.

GOLD is intended to answer:

- Are children performing where research says they should (i.e., developmental expectations/widely held expectations)?
- Are children growing/adding skills?

Your child's development will be monitored through careful observation and you will receive updates regarding your child's progress throughout the year. You are also an important participant in this process, and we will ask for your input and observations regarding your child's skills. You will also have a chance to discuss your child's assessment at parent/teacher conferences and home visits.

Field Trips

The preschool program will participate in field trips that are aligned to the preschool curriculum. Teachers will share more information about the field trips as they are scheduled.

Early Childhood Advisory Team

The SPCS Early Childhood Advisory Team is part of Planning Region Team 3. The advisory team is a representative group of early childhood administrators and teachers, services coordinators, community partners, and parents. This team meets 3-4 times a year to collaborate in the

development and review of early childhood programs and resources for families and young children. If you are interested in learning more about the Early Childhood Advisory Team and/or are interested in participating as a member of the team, please call the Director of Special Services, Jacci Lucas, at 402-592-1300.

Platteview High School
2026-27 Operations Guide

Table of Contents

Page 3: Intent of Operations Guide
Page 4: Accreditation
Page 5: PHS Administration, Counseling, Office Staff, Department Chairs
Page 6: SPCS School Board and Administration
Page 7: Our Core Values
Page 8: 2026-27 SPCS School Calendar
Pages 9-15: **The School Day** (Bell Schedule, Arrival/Dismissal, Closed Campus, Lunch/24-25 Prices, Parking Lot Expectations, Personal Items/Cell Phones, Student Fees, Dress Code, Technology Use Fees
Pages 16-31: **Scholastic Achievement** (Curriculum Guide, Class Load, 18+ Absences, Open Periods, Schedule Changes, Tardiness, Graduation Requirements, Academic Integrity, Use of Artificial Intelligence, Sanctions for Academic Dishonesty, Grading Policy, Credit Recovery/Trojan Academic Center, Graduation/Commencement, Early Graduation, Academic Honors, Senior Honors Night)
Pages 32-39: **Extracurricular Activities** (Definition, Extracurricular Code of Conduct, Good Standing Policy, Individual Program Expectations, Ejections from a Contest, Quitting/Removal from a Program, Attendance, Academic Participation, Concussion Protocol, Link to Discipline Definitions and Specific Procedures, Trojan Awards.)
Appendix Pg 40: School Map

The intent of the Platteview High School Operations Guide is to serve as a reference for students, parents and staff that should provide a guide to the rules, regulations, and general information about Platteview High School. The SPCS District Handbook can be found here.

Although the information found in this guide is detailed and specific on many topics, it is not intended to be all encompassing so as to cover every situation and circumstance that may arise during any school day, or school year. The administration reserves the right to make decisions and possible rule revisions at any time to implement the educational program and to assure the well-being of all students. The administration will be responsible for interpreting the rules contained in the Operations Guide. Should a situation or circumstance arise that is not specifically covered in the Operations Guide, the administration will make a decision based upon all applicable school district policies and state and federal statutes and regulations.

The school district prohibits sex discrimination in any education program or activity that it operates and individuals may report concerns or questions to the Title IX Coordinator. The school district's Title IX policy, notice, and other information may be accessed at the following link: Title IX Information

Platteview High School is accredited through the Nebraska Department of Education using the Nebraska Framework. PHS also participates in the continuous school improvement process at the local and state level using guidance from the Nebraska Framework.

The school maintains rigid standards to meet requirements set forth by the State of Nebraska Department of Education.

Platteview High School's athletic teams are classified in Class B in most sports with a few sports classified at the C1 level. PHS is a member of the Trailblazer Conference. The school is considered a Class III District in the state of Nebraska.

COLLABORATION ACADEMICS ATHLETICS FINE ARTS

TRAILBLAZER CONFERENCE

PHS Administration

Mike McLaughlin, Principal
Josh Siske, Assistant Principal/Athletics and Activities Director
Mark McLaughlin, Assistant Athletic Director

Counseling Department

Amie Christiansen, Counselor, 10th-12th grade students
Sarah Svoboda, Counselor, 9th grade students

Main Office Staff

Shelly Clausen, Administrative Assistant, Finances
Catherine Day, Administrative Assistant, Athletics & Activities
Amy Kiser, Administrative Assistant, Attendance
Katie Wallman Administrative Assistant, Principal

Department Chairs

Deb Vahle, Special Education and Student Services
Jon Comine, Social Sciences
Andrew Hopp, Mathematics
Kirsten Ehrke, World Languages
Patti Layher, Career Education
Nick Crouse, Physical Education and Health
Michael Kersulov, Language Arts
Morgan Kroll, Performing and Visual Arts
Ellen Sarmiento Wulf , Science

TROJANS

SPCS School Board

Lee Smith, President
Kyle Fisher, Vice President
Brenda Guenther, Board Secretary
Brian Osborn, Treasurer
Brett Kreifels, Member
Michael Patera, Member

School Board Policies are found Here:

SPCS Administration

Superintendent, Dr. Ryan Saunders
Director of Learning, Heidi Zierott
Director of Special Services, Jacci Lucas
Director of Technology, Tim Seretta
Director of Public and Community Relations, Nichole Baugh
School Resource Officer, Adam Huff
District Nurse, Elizabeth Vossler

Our Core Values

Our core values of Relationships, Community, Intentional, and Perseverance were created by our staff because we believe they best reflect our shared approach to education and the kind of environment we strive to build each day. We will strive to make sure these values guide how we teach, learn, and grow together. We are committed to modeling them consistently and finding meaningful ways to help students understand and experience their benefits in real life.

We also recognize that each individual brings their own unique and personal values, and we honor and encourage that diversity of thought. Together, our shared and personal values create a stronger, more welcoming school community.

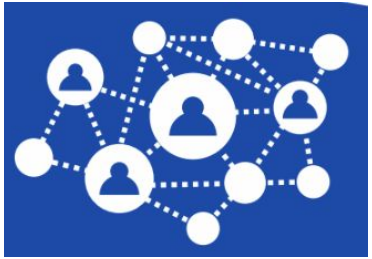
When we lead with our values, we help students see what's possible—not just in school, but in life. Our values should shape every interaction, helping students feel seen, supported, and inspired to become their best selves.These values define not just what we teach, but how we build trust, foster growth, and create a meaningful educational experience.

Here is a link to our Core Values and how we define each one.

INTENTIONAL

COMMUNITY

RELATIONSHIPS



PERSEVERANCE

****Statewide ACT Date for Juniors is Wednesday, April 7th. It is vital that all students are in attendance**

Springfield Platteview Community Schools
2026-2027 - DRAFT

5	New Teacher Workshop
6	All Certified Staff Report
11	All Classified Staff Report
12	First Day of Classes

AUGUST 2026

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JANUARY 2027

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

1	No School Winter Break
4	No School Teacher Work Day
5	1st Day of 2nd Semester
15	No School - Teacher InService
18	No School

7	No School Labor Day
28	No School Teacher In-Service

SEPTEMBER 2026

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

FEBRUARY 2027

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

10-11	Early Dismissal PHS/PC 1:25 WM 1:10 & SP 1:20 Parent Teacher Conferences
12	No School - Comp day
15	No School - President's Day

9	End of 1st Quarter
14-15	Early Dismissal PHS/PC 1:25 WM - 1:10 & SP 1:20 Parent Teacher Conferences
16	No School - Comp day
19	No School

OCTOBER 2026

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

MARCH 2027

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

5	End of 3rd Quarter
22-26	No School Spring Break

25-27	No School Thanksgiving Break

NOVEMBER 2026

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

APRIL 2027

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

23	No School

16-17	Early Dismissal PHS/PC 1:25 WM - 1:10 & SP 1:20
18	Early Dismissal - PHS/PC 11:25 WM - 11:10 & SP 11:20 End of 1st Semester
21-31	No School Winter Break

DECEMBER 2026

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

MAY 2027

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

12	Last Day for Seniors
16	Commencement
18-19	Early Dismissal - PHS/PC 1:25 WM 1:10 & SP 1:20
20	Early Dismissal - PHS/PC 11:25
20	**No school Elementary only**
21	Teacher Work Day

Color Code
New Teacher Workshop
No School
Early Dismissal
1 Hour Late Start
Teacher InService
Teacher Work Day
Regular School Day
No School - Elementary only

1st Qtr	41 Student Days	46 Teacher Days
2nd Qtr	45 Student Days	46 Teacher Days
3rd Qtr	40 Student Days	43 Teacher Days
4th Qtr	48 Student Days	49 Teacher Days
TOTAL	174 Student Days	184 Teacher Days

The School Day

PHS & PC BELL SCHEDULES

REGULAR BELL SCHEDULE

Period 0	7:15	7:59
Period 1	8:10	8:54
Period 2	8:58	9:42
Period 3	9:46	10:30
Period 4	10:34	11:18
*Advisory	11:22	11:43
Period 5	11:47	1:01
Period 6	1:05	1:49
Period 7	1:53	2:37
Period 8	2:41	3:25

1st Lunch
11:43 - 12:13
2nd Lunch
12:31 - 1:01

TUESDAY • WEDNESDAY • THURSDAY • FRIDAY

MONDAY « LATE SART

Period 0	8:20	9:01
Period 1	9:10	9:54
Period 2	9:58	10:37
Period 3	10:41	11:20
Period 4	11:24	12:03
Period 5	12:07	1:16
Period 6	1:20	1:59
Period 7	2:03	2:42
Period 8	2:46	3:25

1st Lunch
12:03 - 12:33
2nd Lunch
12:46 - 1:16

NO ADVISORY • LATE START • NO ADVISORY

EARLY DISMISSAL « 1:25 PM

Period 0	7:30	7:59
Period 1	8:10	8:42
Period 2	8:46	9:18
Period 3	9:22	9:54
Period 4	9:58	10:30
Period 6	10:34	11:06
Period 5	11:10	12:12
Period 7	12:16	12:48
Period 8	12:52	1:25

1st Lunch
11:06 - 11:36
2nd Lunch
11:42 - 12:12

1:25 PM • EARLY DISMISSAL • 1:25 PM

EARLY DISMISSAL « 11:25 AM

Period 0	7:35	7:56
Period 1	8:10	8:31
Period 2	8:35	8:56
Period 3	9:00	9:21
Period 4	9:25	9:46
Period 5	9:50	10:11
Period 6	10:15	10:36
Period 7	10:40	11:01
Period 8	11:05	11:25

NO LUNCH

11:25 AM • NO LUNCH • 11:25 AM

Attendance

Regular attendance at school is a crucial for any student to be successful. The state of Nebraska creates mandatory attendance laws and the Springfield Platteview Community Schools Board of Education adopts policies for all of our schools. The SPCS attendance policies can be found in the District Handbook. The responsibility for regular attendance at school as stated by Nebraska law and by the policies of Platteview High School rests with the parent, but, for the same sources, it is equally as specific that the school is the only one who may excuse a student from attending school. Parents may ask to have a student excused but only the school may grant the excuse. The definition of countable vs not countable absences can be found HERE.

Absences will only be considered *communicated* if the office has received a phone call to the Attendance Secretary (a voice message may be left on voicemail if no answer) or an email prior to the absence whenever possible or by 9:30am the day of the absence. Failure to communicate absence(s) will result in the absence(s) being documented as countable.

Excessive absenteeism is defined as twelve (12) or more countable absences per semester for each individual class period for any reason other than school-sponsored activities, medical issues verified by a note from a physician and three college visits per school year. Attendance at a funeral of a direct family member, a required court appearance and a religious observance will also not be considered countable absences. School absences that do not meet the previously stated criteria and are excused by parents are countable absences. The school will notify the parent or guardian after 7 and then at 12 absences. Next steps will be considered by admin at this time if needed.

Reporting Habitual Truancy Students who accumulate twenty(20) countable absences or the hourly equivalent per year shall be deemed to be habitually truant. If attendance issues have not improved after contact from PHS, the Principal **could** file a report with the county attorney of the county in which such person resides. The full SPCS Compulsory Attendance and Excessive Absenteeism Policies can be found here.

Arrival at School/Dismissal From School

Students are expected to arrive at school no more than 20 minutes prior to the first class or school program in which they are participating. **Prior to that time, the school is not responsible for supervision of the students.** Students will be admitted to the academic hallways **10 minutes** prior to the first class or school program. Unless a student has a pass from a teacher, hall supervisors will not allow students to enter academic hallways until this time. Students should have scheduled appointment with teachers arranged the day before. Students will be dismissed at the end of the last period of the school day unless there are other circumstances (early dismissal, detention etc.). Upon dismissal, students must leave the school grounds and proceed home or to a previously designated location unless participating in a school-sponsored activity. Students are expected to leave campus no later than 20 minutes after the conclusion of the school day or 20 minutes after participation in school activity whichever is later. **The school is not responsible for supervision of students once the students are to have left school grounds**

Closed Campus

All students are required to remain on campus during the school day. Students must sign in and out of the main office if they arrive after school has started or if they are leaving prior to dismissal. Students who have been approved for an open period with an adjusted start or departure time are not required to sign out. **Parents may not call a student out to allow the student to drive off campus for lunch. Students who leave campus for lunch will be subject to rules regarding skipping classes regardless of a parent call.** If a parent wishes to take their child out for lunch, the parent must be present physically to take the student to lunch. In this situation, the parent may not take friends or other students and we ask that this occurs sparingly. Also, once school starts, students will not be allowed to go their car unless it is deemed absolutely necessary by admin. Students, please plan ahead at the start of the school day to avoid this type of disruption. **Also, to minimize disruptions during Semester Finals, students will be released per parent request only between classes on days that Finals are being given (Study Hall would be exempt from this policy).** **LINK TO FINALS BELL SCHEDULE**

Lunch Expectations

Students are expected to bring their lunch to school or purchase food from the cafeteria. **Outside food delivery services of any kind (such as Doordash and Grubhub) can cause an unnecessary disruption for the office and are prohibited.** Parents may bring lunch to students but we ask that this is done sparingly as it can be disruptive. In the event that a student does have food delivered to PHS during the school day, administration will store the food and return it to the student at the end of the school day.

2026-27 Lunch Prices can be found here.

Parking Lot Expectations

Students are expected to abide by the following general expectations for parking lot usage. Failure to abide by all expectations and safety guidelines may result in loss of privileges to park in parking lot areas and may subject the student to disciplinary action.

-All students should have a hanging parking tag shall be in place and visible from outside the vehicle to make sure only PHS student cars are in the parking lot.
-The West parking lot in front of the school is closed to students for the 26-27 school year
-No one will be allowed to ride in the back of, or on the outside, of any vehicle.
-**Students may not linger inside their vehicles in the parking lot areas**. At no time should a student have other students loitering in or around their vehicle before or after school.
-Any student driving recklessly in the parking lot (during or outside of school hours) will be referred to the Sarpy County Sheriff's Office and may also be subject to disciplinary measures, including loss of parking privileges.
-The posted speed limit in all parking lot areas on campus is 10 mph.

Personal Items/Cell Phones/Ear Buds

The school provides the necessary equipment for classroom and school day activities. Students should not bring items such as athletic equipment, electronic devices, toys, blankets 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. PHS believes cell phones create a consistent disruption to the learning environment and requires a more strict approach. Our updated policy can be found here: 2026-27 PHS Cell Phone Policy.

Student Fees

The school district shall provide free instruction in accordance with the Nebraska State Constitution and Nebraska state law. The district also provides activities, programs, and services that extend beyond the minimum level of constitutionally required free instruction.Under the Public Elementary and Secondary Student Fee Authorization Act, the district is permitted to charge students fees for these activities or to require students to provide specialized equipment and attire for certain purposes. Below is a list of classes that require extra fees at PHS:

Intro to Skills & Technical Science - $35
Foundations of Art - $25
Drawing and Painting - $25
Advanced Art, Pottery, 3D Art - $30
Material Science 1 & 2 - $30

Woods 1 - $50
Woods 2 - $85
Foods 1 - $30
Foods 2 - $40 Foods 3 - $45
Photography - no more than $50

Fee waivers are available to those who qualify for free/reduced lunch

Dress Code

The school district establishes a dress code that can be found here. Enforcement of the dress code begins at the start of Zero Hour every school day. On Mondays, start time is 8:20am. Tuesdays-Friday, start time is 7:15am. The specific policy for wearing clothes with school inappropriate messages can be found here.

Student Technology Use Fees Structure

As part of Springfield Platteview Community Schools' 1:1 iPad Initiative, students are required to pay a technology usage fee to check out an iPad and/or MacBook (when approved) for individual use. The complete District Policy and Coverage Table for anything not covered by the AppleCare warranty program can be found at this link. NEED 26-27 update of this

Scholastic Achievement

Each year, the staff of Platteview High School will publish a Curriculum Guide that outlines the policies and procedures for taking classes at Platteview High School that provides information in great detail. Students and parents can access the current Curriculum Guide at this link. Need to add 26-27 version here

Class Load

Students in grades 9-10 are required to carry a **minimum of seven (7) academic periods during each semester of high school**. A 9th or 10th grade student may:

- be enrolled in seven (7) courses and a study hall or
- be enrolled in eight (8) classes

Students in grade 11 are required to carry a **minimum of six (6) academic periods during each semester of high school**. Administration reserves the right to waive this requirement for an Internship or academic program that takes the student outside of PHS such as Metro Academy. This waiver will only be considered for students who are in good academic standing and on course for graduation.

Students in grade 12 are required to carry a **minimum of four (4) academic periods during each semester of high school and study hall does not count toward that number**. Seniors in good academic standing, on course for graduation or planning to graduate early may request abbreviated schedules. The Principal and Counselor will make scheduling decisions based on the needs of the individual student.

18+ Absences Procedure

When a student hits more than 18 countable absences in any single period, they will be dropped from that class with an 'F' but only if their current grade is failing. In that event, the highest grade a student can achieve in a class where they have earned more than 18 countable absences is a 70%. School-sponsored activities, medical issues verified by a note from a physician, three (3) college visits per school year, attendance at a funeral of a direct family member, a required court appearance and a religious observance do not count toward the total absences in this area. School absences that do not meet the previously stated criteria and are excused by parents are countable absences.

Senior Open Periods

In order to be eligible for an open period, a senior must meet pass Counselor verification that the student is on track for graduation. Administration reserves the right to determine which seniors will be allowed an open period.
Additional notes regarding open periods:

- The only time frames allowed for open periods to be scheduled by students that qualify will be 1st or 8th period.
- Students with an open period or periods may not be on campus during the open period unless the student has scheduled time with a staff member.
- Students with failing grades or poor attendance may have their open period revoked.
- The high school administration may assign alternate schedules to a student when extenuating circumstances arise.
- The process for requesting an open period will occur doing a student's scheduling meeting with the counselor or admin.

Study Hall/Online Academy Open Periods

Only Juniors and Seniors are eligible for an open period in lieu of attending their study hall or online academy period in person, and it is the responsibility of the student to apply for exemption from Study Hall or Online Academy at the start of each semester. Eligible students must meet (and maintain) the following qualifications:

- Remain in Good Standing (Policy here) throughout the semester and have no F's at the start of a new month.

Grade checks will happen on the **first Tuesday that is a school day of each month.** Students who do not meet the qualifications will be expected to attend their Study Hall/OA class and are subject to all attendance requirements including the First & Eighth Period Study Hall/OA Attendance Policy.

Once a student qualifies for the open period for study hall and online academy periods, the following will apply:

The PHS administrative team will review the status of all Juniors and Seniors on the **first Tuesday that is a school day of each month** to assure the student remains eligible for exemption. If a student fails to meet the standard, the student loses the privilege of the open period until the next checkpoint.

PHS Admin reserves the right to decide if students with special needs or situations that do not meet the requirements laid out above can be allowed an open period if it is determined that the student would benefit from this arrangement.

Student Schedule Changes

Student schedule changes may be made without penalty during the first five school days of each semester. The acceptable reasons for a schedule change are: change in placement of a core class (honors vs regular) or change of choice in electives. Changes will not be made simply because a student wants a class at a different time or with different people. Significant time and effort is put into the creation and balancing of the master schedule and changes can create difficulties so we try to minimize them.

Drop and Add slips are to be obtained from Mrs Christiansen (LINK) and must be signed by both the teacher of the class being dropped and the teacher of the proposed new class. In addition, a parent signature must also be present on the form before the change will be made. After the first week of the semester (defined as 5 school days), students who insist on dropping a class,except for instances of an extended illness or other circumstance approved by the principal, will receive an “F” on their permanent records, and that grade will be averaged into the student’s cumulative grade point average.

Tardiness

A student who does not have a valid excuse for being tardy to any class may be required to serve detention or some other assigned intervention. At PHS, consequences for being tardy begin on the 3rd occurrence and reset every quarter. Tardiness is also one of the criteria in our Good Standing Policy which is addressed in another section of this operations guide. Here is a link to those specific consequences.

Graduation Requirements

Platteview High School and Springfield-Platteview Community Schools, in accordance with the Nebraska Department of Education and our local School Board, mandates 49 credits to complete graduation requirements. A semester class is worth 1 credit. Specifically, the following number of credits are required in academic areas:

8 in ELA, 6 in Math, 6 in Science, 7 in Social Studies, 2 in Business/College (3 starting with the Class of 2028 as the State of Nebraska mandated a Computer Sciences Class), 3 in PE/Health, 17 Electives (this number is 16 starting with the Class of 2028 due to new Computer Science class).

The absolute deadline for all graduating seniors to complete work is the Friday before Commencement at 11:00am. All names must be finalized by then to allow programs for the commencement ceremony on Sunday to be printed.

Here is a link to all credit requirements and what is taken during each of the four years.

Academic Integrity

Students are expected to abide by the standards of academic integrity established by their teachers and school administration. Standards of academic integrity are established in order for students to learn as much as possible from instruction, for students to be given grades which accurately reflect the student's level of learning and progress, to provide a level playing field for all students, and to develop appropriate values. Cheating and plagiarism violate the standards of academic integrity. Sanctions will be imposed against students who engage in such conduct.

Use of Artificial Intelligence

The emergence of Artificial Intelligence and online programs like ChatGPT has contributed to rising episodes of academic dishonesty at PHS made easily accessible by these new tools. ChatGPT is a natural language processing tool driven by AI technology that can answer questions and assist anyone with tasks, such as composing essays and answering questions. These generative AI sources make it simple for anyone to plagiarize any written assignment or create a full first draft then simply make changes to the source material not generated by the student. PHS views any use of AI and online programs like ChatGPT as plagiarism when the expectation is for students to create their own original work. PHS staff uses the help of Turnitin, an internationally recognized program that identifies uncited, unoriginal information in student work in our efforts to detect when work is being submitted that is not generated by the student. Teachers will use Turnitin to detect possible use of unoriginal information with the knowledge that no program is 100% accurate. Therefore, Turnitin will serve as a first line of detection but teachers will retain the ability to use their professional judgment with input from administration if needed when making a decision on the authenticity of a student submission.

Personal Electronic Devices

Students may not possess or use earbuds, headphones, smartwatches, smart glasses, cell phones, AI-enabled devices, or any device capable of recording, communicating, storing information, or accessing the internet during any assessment unless specifically authorized by school personnel. Possession of such a device during an assessment may result in the assessment being invalidated and disciplinary action for academic dishonesty

Students are prohibited from recording, filming, or disseminating physical altercations. Any student who records, photographs, live streams, encourages, promotes, or distributes images or video of a physical altercation, fight, confrontation, or other disruptive incident occurring on school property, at a school-sponsored activity, or while under school supervision may be subject to disciplinary action. The specific policy can be found HERE

Prohibited Behavior

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. This includes the use of any artificial intelligence or resources such as ChatGPT.
- Copying another person's work or answers.
- Willingly sharing your work with another student and allowing them to hand it in as their own.
- Taking or receiving copies of a test without the permission of the teacher.
- Using the ideas or work of another person as if they were your own without giving proper credit to the source.
- 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.

Students will face immediate consequences for making the choice to cheat. Because cheating leaves a teacher without any way to know whether or not a student has mastered a standard, it is important to provide a mechanism for re-measuring students' mastery of the standard - at least on the first offense. The following sanctions will be applied to students who have been caught cheating:

Sanctions for Academic Dishonesty

First Offense:

- The student will be notified of the violation.
- The parents/guardians will be notified of the violation.
- The student will immediately receive a zero (0) on the assignment involved, but will be allowed an opportunity to make up the assignment in whatever manner and time frame the teacher deems appropriate. At completion of the make up assignment, the student can be awarded up to a 60% grade.
- An “Academic Dishonesty 1st Offense Warning” will be documented in PowerSchool.
- Additional consequences may be considered – e.g., loss of student leadership positions, loss of candidacy for or membership in Platteview High School Honor Societies, eligibility for academic awards. This is at the discretion of the school administration.

Second Offense:

- The student will be notified of the violation.
- The parents/guardians will be notified of the violation.
- The student will receive a zero (0) on the assignment involved, and will not be allowed an opportunity to make up the assignment.
- The student will be ineligible for all academic awards.
- An “Academic Dishonesty 2nd Offense” will be documented in PowerSchool.
- Additional consequences may be considered – e.g., loss of the privilege to participate in school activities, loss of student leadership positions, and loss of candidacy or membership in Platteview High School Honor Societies. This is at the discretion of the school administration.

Third & Subsequent Offenses:

- The student will be notified of the violation.
- The parents/guardians will be notified of the violation.
- The student will receive a zero (0) on the assignment involved, and will not be allowed an opportunity to make up the assignment.
- If the third offense occurs in the same course as one of the prior two offenses, the student's grade for the semester will be lowered by one full letter grade.
- If the third offense occurs in the same course as both of the prior two offenses, the student will receive an F in the course for the semester, potentially impacting graduation and athletic eligibility. In addition, the student may be declared academically ineligible for a period no longer than two weeks at the discretion of the PHS Activities/Athletic Director.
- The student will be ineligible for academic awards.
- An "Academic Dishonesty 3rd Offense" will be documented in PowerSchool.
- The student will lose any student leadership positions held.
- The student will not be considered as a candidate for Honor Societies.
- The student will have membership in Honor Societies rescinded.

The student and parent retain the right to appeal any decision regarding academic dishonesty/cheating and sanctions imposed. The appeal will consist of a meeting with the school Principal, Assistant Principal, Counselor and teacher whose class the incident occurred. The Principal will make a final decision on the appeal with input from all involved.

Grading Policy

The Springfield Platteview Board of Education has established grading policies for the entire district. A statement of beliefs can be found HERE. A few of the most frequently used policies are:

-Effort, participation, attitude, and other behaviors shall not be included in grades.
-Formative/summative percentages as part of an overall grade are determined within each department. Formatives shall not exceed 40% of an overall grade, summatives shall account for at least 60% of an overall grade.
-Students are expected to complete all required formative work through each summative assessment period.
-Before summative assessments, teachers may set due dates and deadlines for all marked work that will be part of a student grade. **This means that formative work will not be accepted after a summative assessment.**
-Penalties on late work shall not exceed 10% if turned in prior to the student taking the summative assessment.
-Students with excused absences shall be given at least 1 day, per day of absence, for make-up opportunities for all missed assignments/assessments.
-Second Chance opportunities shall be made available to students who would like a retake to improve their assessment/project score. All students must follow the department guidelines for second chance assessment opportunities. Students who are enrolled in dual credit courses will follow the partnering institute's guidelines and complete a credit intention form that will be on file at Platteview High School.
-The highest grade a student can attain on a second chance summative assessment is a 100%. Retake opportunities are not available for Finals assessments or Finals projects.
-Scheduling intervention(s) for a retake must be done within 1 calendar week of the original test/due date and the actual retake must be completed no more than 1 week after that. **This means that 2 weeks after an assessment/project is graded there will be no further opportunities for that retake.**
-If a student does not complete a summative project on the due date, they will have a 10% reduction on their project grade. The student's parents will be informed of a late summative project. On the 5th day the project is late, the student may not receive higher than a 79% on the project grade. If the student does not turn in the project on the 6th day, the student will receive a zero.

Credit Recovery/Trojan Academic Center

A student who has failed a course may either be referred to the Trojan Academic Center for credit recovery or will be advised to repeat the entire course. This decision will be based on the amount of work the student completed in the failed class and if skills or standards were achieved at a level that the student can move forward in that academic area. The TAC is designed for unit recovery, not course recovery and cannot be used for initial credit in any class. When repeating a course that a student has failed, it is important to note that the “F” will remain on a student’s transcript and calculated in GPA, while a “P” (not calculated in GPA) will be recorded if credit is earned in making up the credit.

Graduation/Commencement

It is the responsibility of each senior student to work with the school counselor to insure that they are on track to graduate by earning credits in all necessary courses. In addition, notices are sent starting early in the year to seniors and their parents regarding cap and gown rentals or purchasing. **It is the responsibility of the student to acquire a cap and gown to participate in the commencement ceremony.**

Platteview High School reserves the right to set guidelines and expectations to assure that we remain true to the purpose of the event. This includes determining what can and cannot be worn by graduates during the ceremony. Here is a link to Commencement Ceremony Expectations.

Early Graduation (Board of Education Policy):

Any senior that wishes to graduate at midterm must adhere to the following guidelines:

1. He/she must declare intent to graduate at midterm no later than June 1st preceding their senior year by filling out a form that is available in the counselor's office.
2. Upon an examination of credits to see if midterm graduation is possible, a letter will be sent to the student and a duplicate put in the student's file to confirm the intent of midterm graduation.
3. Any intent to graduate early is contingent upon the student passing course work he/she is enrolled in.
4. Midterm graduates may participate in graduation exercises in the spring with the rest of their class. There will be no formal midterm graduation ceremony.
5. Application to waive a semester of attendance must be made no later than June 1st of the preceding school year.
6. Students must have attended Platteview High School for 2 semesters.
7. At the point of withdrawal from classes the student shall become ineligible for participation in any interscholastic activity sanctioned by the Nebraska School Activities Association.

Graduation at the End of the Junior Year:

The Board of Education has authorized the Superintendent of Schools to permit students to graduate after the junior year in very special circumstances.The procedure to be followed to request graduation after the junior year is as follows:

▪ The student or parent will request a meeting with the Principal and the Senior Counselor. Both student and parent will attend this meeting.
▪ The student and parent will explain the special circumstances that they believe necessitate an early graduation. ▪ The Principal and Counselor, based on the parent/student meeting, will make a recommendation to the Superintendent of Schools.
▪ The Superintendent will make the final decision and notify the parent and student.

▪ The student will have to successfully pass all graduation requirements in order to graduate early.

Academic Honors

Class Rank

Class rank for all students is determined at the end of each semester and may be obtained from the counselor.

Principal's List

The Principal's List is a designation that is earned by a student who achieves a grade point average of 4.00 or above in a semester, and is enrolled in each of the four core academic classes (note 9th grade students may only be in three core courses one of their semesters and are still eligible).

Honor Roll

The PHS Honor Roll recognizes students who have achieved a grade point average of 3.5 to 3.99, and are enrolled in each of the four core academic classes (note 9th grade students may only be in three core courses one of their semesters and are still eligible). This recognition is given only at the end of the semester grading periods.

Academic Lettering

Students who have been named to the Principal's List or Honor Roll for both current semesters will be awarded an academic letter. Seniors who Academically Letter for four years will receive special recognition at Commencement. This award will be recognized at a school assembly near the start of the new school year.

English Excellence Award

To earn this award a student must achieve the following: 3.75 GPA, English composite score in the 85th percentile on the ACT, SAT, or PSAT, entered 3 to 5 writing contests or submissions to publications, and earn an 'A' in all Honors or Honors-related English courses or complete four years of Honors English Courses.

Boys State/Girls State

The American Legion and Auxiliary votes on and honors a select group of junior boys and girls from a field of applicants.

Academic Excellence in Mathematics

Students who have completed four years of mathematics courses, have no more than two B's in their math courses and score in the 75th percentile or greater on the ACT qualify for this recognition.

Key Staffer Awards

Recognition for this award is based on participation and excellence in the Journalism Department.

Hugh O'Brian Award

This award is presented to a sophomore student selected by staff to represent Platteview High School at the Youth Leadership Institute.

Most Representative Students

This award is voted on by teachers to recognize students who excel in all areas.

Man/Woman of the Year

This award is voted on by students to honor one boy and one girl from each class as the man or woman of the year.

Top Ten Percent of the Senior Class

This designation is determined by the weighted grade point average of students. No rounding will occur. Seniors will be officially informed of this honor as soon as possible when all grades have been entered and finalized. This will not be announced at Honors Night which occurs before the end of the academic term and therefore changes in the official list might happen after semester final grades are entered. Top 10% Cords will be handed out on the morning of Graduation.

Senior Honors Night

Each Spring, PHS will host a ceremony honoring the achievements of the Senior Class in academics and extracurriculars.

Recognition for Underclassmen

Individual recognition for non-seniors will occur at school-wide assemblies during the school year.

Extracurricular Activities

Definition

Extracurricular activity shall be defined as “any activity involving students of Platteview High School outside the established academic discipline, at which public attendance is encouraged, or involves contests involving students from other schools.” Such activities at Platteview High School include, but are not limited to athletics, vocal music, band, cheerleading, dance team, Debate, One-Act, National Honor Society, FBLA, Student Council, FCCLA, speech, dramatics and other activities that are NSAA-sanctioned.

Extracurricular Code of Conduct

Participation in Platteview High School extracurricular programs is a privilege, not a right. Students participating in our programs serve as representatives of PHS in and out of the classroom. Our expectations are rooted in our core values of Relationships, Community, Intentional and Perseverance, which further emphasize integrity, responsibility, respect, and a commitment to excellence. These values guide not only our academic mission but also how we approach competition, teamwork, and leadership in all extracurricular activities.In addition, student health and fitness must be maintained on a year-round basis to meet the demands of interscholastic competition. For these reasons, student-athletes are required to comply with the standards set by these training and personal conduct rules. Students that participate in Platteview High School extracurricular programs must abide by behavior and code of conduct standards as outlined below. The Code of Conduct rules apply regardless of whether the conduct occurs on or off school grounds. Generally, the school favors credible reports and evidence which come from a member of the certified school staff, law enforcement, or admission by the student or student’s parent or guardian. A student who is suspended or expelled from school shall not be permitted to participate in activities during the period of the suspension or expulsion, and may also receive an extended activity suspension. By choosing to participate, students commit to living out the core values of Platteview High School—on the field, on the stage, in the classroom, and in the community.

Good Standing Policy and Student Participation in School Sponsored Dances/School Events

To attend Homecoming or Prom or other school events as designated, a Platteview HS student must be in "Good Standing" specific to academics, daily attendance and tardies. To be in "Good Standing" at Platteview HS, students must meet all three of the following criteria at the time of ticket purchase. Eligibility checks for "Good Standing" will not be extended further than the last school day before the event - this will be a hard deadline.

Academics

*Grades 9-10 must earn a passing grade in at least Five (5) classes. Grade 11 must earn a passing grade in at least Four (4) classes. Grade 12 must earn a passing grade in at least half of their classes.

Daily Attendance

*Absent 10% or fewer total school days. School-sponsored activities, medical absences verified by a note from a physician, up to three (3) college visits per school year, attendance at a funeral of a direct family member, a required court appearance, or a religious observance will not be considered countable absences toward "Good Standing." PHS Admin reserves the right to determine countable vs. uncountable absences if necessary. School absences that do not meet the previously stated criteria but are excused by parents are countable absences.

Tardiness/Skipping

*Loss of Good Standing with a cumulative total of 12 tardies or 3 confirmed incidents of skipping class. Skipping is defined as being absent from any part of the school day—including individual classes, lunch, or scheduled activities—without prior approval from the school. Full policy on skipping can be found here.

Students failing to achieve "Good Standing" in all 3 categories (Academics, Daily Attendance, Tardiness) will not be permitted to attend the Homecoming Dance, Prom or other school events as designated. PHS Admin will communicate to students who are not in "Good Standing" periodically in hopes that this will motivate students to achieve "Good Standing."

Individual Program Expectations

Individual coaches and sponsors may have program specific expectations that are unique to their particular program that students are expected to follow as a condition of participation and/ or lettering in the program. Such rules may exceed standards of the Platteview High School Parent-Student Handbook and NSAA By-laws, but may not be lower standards/expectations for participation in such a program. Any such additional standards and expectations that are program specific must be approved by the Activities Director and should be clearly communicated to all participants and parents in advance of participating in that program.

Sunday Activities

In order to provide students with sufficient time away from school for family-related interests, PHS does **not** allow the scheduling of athletics or activities practices on Sundays. In the event that a team or group has a unique scheduling event such as playing/performing on a Monday or if Districts/State are in the coming week, this rule can be waived by the Principal and/or the Activities Director.

Ejection from an Athletic Contest

Athletes or fans that are ejected from a contest will be suspended from play from the date of the ejection through the completion of the next contest the athlete or fan was suspended from. If the ejection was during the last contest of the season the suspension will be carried over into the next activity but not the next year.

Quitting or Being Removed from a Sport/Program

Any student who quits a sport or who is removed from a team automatically forfeits any letter he/she has earned during that season for that sport/program.

Attendance

Student participants are expected to meet the following attendance expectations:

1. Attend school regularly.
2. Be on time for all scheduled practices, contests and departure for contests. In the event a participant is unable to attend a practice or contests the participant should contact the coach or sponsor in advance.
3. On the day of a contest, performance or other activity, be in attendance for a minimum of four (4) full periods (no periods during day may be unexcused). A student who is not in attendance for four full periods (no periods during day may be unexcused) is ineligible for the contest, performance, or activity. Exceptions may be made for extenuating circumstances, such as doctor/dentist appointment with a note, 3 college visits a year, required court appearance, or family emergencies. The exception should be approved in advance by the Principal or Assistant Principal.

Academic Participation Policy

A student who chooses to participate in extracurricular activities and athletic programs must meet standards of the Nebraska School Activities Association and those of PHS in order to continue to participate and perform. Failure to do so may result in a loss of the privilege to participate in competition or performances, as outlined in the guidelines to follow. Any student who is participating in an extracurricular activity or athletic program, must be enrolled and pass at least 4 classes (20 credit hours) the previous semester in order to be eligible for varsity competition (NSAA Rule). In addition, Platteview High School has established weekly eligibility criteria for all NSAA extracurricular activities. Weekly eligibility will be established each Monday morning at 9:30AM throughout each semester beginning with the fifth full week of each semester. The criteria is as follows:

- No student may compete if they are in failing status in two (2) or more classes at time of weekly eligibility check.
- Students in failing status in two or more classes, will be declared ineligible to participate in game competitions or performances for that week, but may continue to practice.
- Students that fail to serve detentions for other discipline (including tardy consequences) will be deemed ineligible at the discretion of the administration.
- Students notified of their ineligibility for competition or performance, should initiate contact with their teacher(s) to create a plan of improvement.

Procedures

- The PHS Activity Eligibility List will be generated beginning on the fifth full week of any new semester.
- All work submitted through 5PM on Friday each week will be included in grading for the next eligibility period.
- Teachers are asked to communicate with students that are failing or near failing. However, Schoology and PowerSchool are available for student and parent access.
- The PHS Activity Eligibility List is run on Monday mornings at 9:30 AM.
- The Athletic and Activities Director will send the PHS Activity Eligibility List to all athletic and activity coaches/sponsors each Monday AM.
- The Athletic and Activities Directors will notify parents/guardians of students (and students) on the ineligible list via email on Monday AM.
- Coach/Sponsors will make contact with the students on the ineligible list at practice or during class to notify them of their status.

Concussions: Return to Learn Protocol

Students who sustain a concussion and return to school may need informal or formal accommodations, modifications of curriculum, and monitoring by medical and academic staff until the student is fully recovered. *Parents are responsible for notifying the health office when their student sustains a concussion during any school or non-school related activity.*

The school administration of Platteview High School adopts NDE Guidance entitled “Bridging the Gap From Concussion to the Classroom,” as its return to learn protocol, with the recognition that each student who has sustained a concussion will require an individualized response which may require time away from a sport or activity.

Students who participate in any extracurricular program and have suffered a concussion must follow the process set up in Return to Learn. The athletic trainer and athletic director retain the right to hold out of practice or a contest any student who sustained any level of concussion and has not been cleared by a medical professional or completed the Return to Learn protocol.

Specific grounds for extracurricular discipline and areas such as drug & alcohol use can be found at this link.

Trojan Awards for Athletics and Activities

Students will be recognized in the following areas:

Mighty Trojan Award - Three-sport athletes for the current school year.

Iron Trojan Award - SENIORS who completed each season in three sports for all four years of high school.

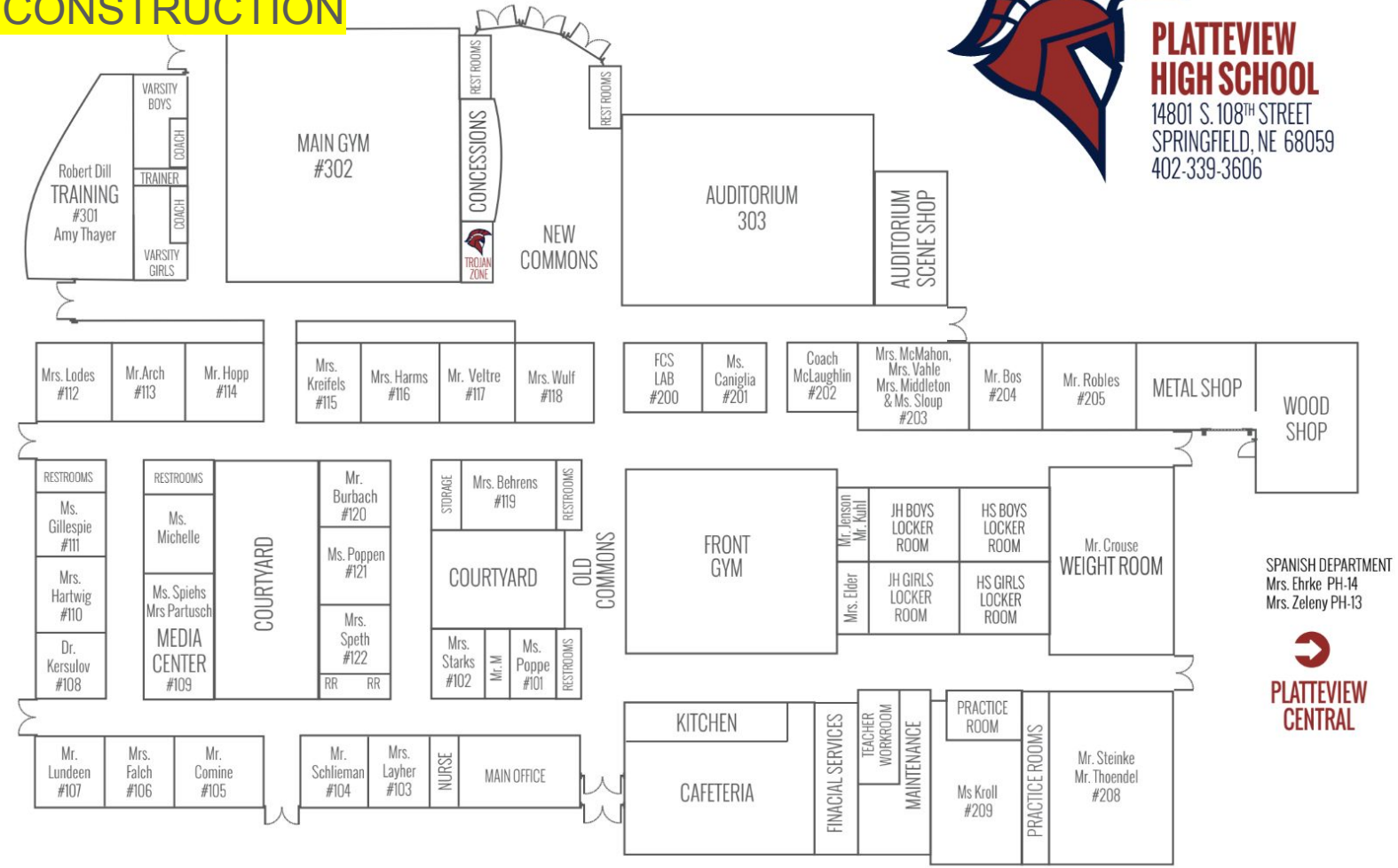
Trojan Star Award - Students who participated in at least 4 activities during the current school year.

Golden Star Award - SENIORS who completed each season in at least 4 activities during all four years of high school.

Platinum Star Awards - Students who participated in a combination of at least 5 activities and athletics during the current school year

All Star Award - SENIORS who completed each season in a combination of at least 5 activities and athletics during all four years of high school.

NEED TO UPDATE
FOR CONSTRUCTION



STUDENT & PARENT

HANDBOOK

SPRINGFIELD PLATTEVIEW COMMUNITY SCHOOLS

26-27 EDITION

Springfield Platteview COMMUNITY SCHOOLS

Connecting Passion with Potential

SPCSNE.ORG

765 MAIN ST. SPRINGFIELD, NE 68059 | PHONE: (402) 592-1300

Springfield Platteview Community Schools

Board of Education

Mr. Lee Smith, President
Mr. Kyle Fisher, Vice President
Mrs. Brenda Guenther, Secretary
Mr. Brian Osborn, Treasurer
Mr. Brett Kreifels
Mr. Michael Patera

Administrative Office

District Administrative Offices
765 Main Street
Springfield, NE 68059
402-592-1300

Dr. Ryan Saunders	Superintendent
Mrs. Heidi Zierott	Director of Learning
Mrs. Jacci Lucas	Director of Special Services
Mr. Tim Seretta	Director of Technology
Mrs. Nichole Baugh	Director of Public Relations

Elementary Schools

Springfield Elementary
940 Main Street
Springfield, NE 68059
402-253-2245
Mrs. Megan Hanson, Principal
Mrs. Lauren Wright, Admin Intern

Westmont Elementary
13210 Glenn Street
Omaha, NE 68138
402-895-9602
Mrs. Melissa Hasty, Principal

Secondary Schools

Platteview Central Junior High
14801 S. 108th Street
Springfield, NE 68059
402-339-5052
Mr. Darin Johnson, Principal

Platteview Senior High
14801 S. 108th Street
Springfield, NE 68059
402-339-3606
Mr. Mike McLaughlin, Principal
Mr. Josh Siske, Assistant Principal/AD

Table of Contents

Welcome	Page 6
Intent of Handbook	Page 7
Notice of Nondiscrimination	Page 7
Mission Statement/Belief Statements	Page 8
Section One:	
Basic School Rules and General Practices	Page 9
Attendance	Page 9
Bills	Page 12
Books and Supplies	Page 12
Breastfeeding and Lactation	Page 12
Bullying	Page 13
Cell Phones and Other Electronic Devices	Page 13
Cheating, Plagiarism, and Academic Dishonesty	Page 14
Child Abuse and Neglect	Page 15
Classroom Behavior	Page 15
Communicable Diseases	Page 16
Communicating with Parents	Page 16
Complaint Procedure	Page 16
Computer Network Use by Students	Page 22
Conferences	Page 24
Copyright and Fair Use	Page 25
Damage to School Property	Page 25
Dating Violence	Page 25
Discrimination and Harassment	Page 25
Dress Code	Page 26
Driving and Parking Personal Vehicles	Page 26
Drug Free Schools	Page 27
Emergency Contact Information	Page 27
Evacuations	Page 27
Eye Exams	Page 27
First Aid	Page 28
Food Service Program	Page 28
Head Lice	Page 30
Health Problems Limiting Activities	Page 30
Homebound Instruction	Page 30
Homeless Children and Youth	Page 30
Illness or Injury at School	Page 31
Immunizations	Page 31
Initiations and Hazing	Page 31
Lockers and Other School Property	Page 32

Medications Page 32
Memorials Page 33
Opting Out of Assessments Page 33
Parental Involvement Page 33
Physical Exam Page 35
Pictures Page 35
Police Questioning and Apprehension Page 35
Protection of Student Rights Page 35
Questionnaire Act Exam Page 35
Reasonable Suspicion Testing Page 36
Rights of Custodial and Non-Custodial Parents Page 36
Secret Organizations Page 36
Self Management of Diabetes or Asthma/Anaphylaxis Page 36
Smoking and Tobacco Page 37
Sniffer (Drug) Dogs Page 37
Standardized Testing Page 37
Student Assistance Page 37
Student Fees Page 37
Technology Fees Page 39
Student Illness Page 49
Student Government Page 50
Student Records Page 50
Student Schedule Changes Page 53
Student Use of AI Tools Page 53
Tardiness Page 55
Telephone Calls Page 55
Threat Assessment and Response Page 55
Transportation Services Page 58
Video Surveillance and Photographs Page 60
Weather-Related School Closing Page 61
Withdrawal From School Page 61
Work Permits Page 61

Section Two:
Academic Information Page 62
Class Rank Page 62
Credit for Non-Academic Work Page 62
Grades Page 62
Graduation Requirements Page 67
Homework Page 68
Report Cards Page 69

Section Three:
Student Discipline Page 70
General Discipline Philosophy Page 70
Forms of School Discipline Page 70
After School Sessions and Detentions Page 71
In-School Suspension Page 72
Emergency Exclusion Page 72
Short-Term Suspension Page 72
Firearms/Weapons Page 73
Long-Term Suspension Page 74
Pre-Kindergarten through Second Grade Students Page 74
Expulsion Page 74
Grounds for Long-term Suspension, Expulsion or Mandatory Reassignment Page 75
Reporting Requirement to Law Enforcement Page 79
Due Process Afforded to Students Facing Long-term Suspension or Expulsion Page 79

Section Four:
Wellness Page 83
Goals for Nutrition Promotion and Education Page 83
Goals for Physical Activity Page 83
Goals for Other School-Based Activities Designed to Promote Student Wellness Page 83
Standards and Nutrition Guidelines for all Food and Beverages Sold to Students on Campus During the School Day Page 84
Standards for All Foods and Beverages Provided, But Not Sold to Students during School day Page 84
Food and Beverage Marketing Page 84
Public Participation Page 85
Competitive Foods Page 85
Triennial Assessment Page 86
Public Notice Page 86
Recordkeeping Page 87
Operational Responsibility Page 87

Title IX Policy Page 88

Emergency Response to Life-Threatening Asthma or Systemic Allergic Reactions (Anaphylaxis) Page 100

School Calendar Page 102
Forms Page 103

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.

Required forms will be reviewed, completed, and submitted through the Returning Student Registration process at the beginning of each school year. **To ensure transportation services are in place for the first day of school, Returning Student Verification must be completed by August 1st.**

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,

Dr. Ryan Saunders
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 school district prohibits sex discrimination in any education program or activity in any education program or activity that it operates.

Students who believe that they have been the subject of unlawful discrimination or harassment due to their disability, or that have other related concerns or questions, should contact the following Section 504 Coordinator: Jacci Lucas at 402-592-1300, jacci.lucas@spcsne.org, or in person at the Administration Building.

Students who believe that they have been the subject of unlawful discrimination or harassment due to their sex, or that have other related concerns or questions, should contact the following Title IX Coordinator: Jacci Lucas, 402-592-1300, jacci.lucas@spcsne.org, 765 Main Street Springfield, NE 68059 or in person at the Administration Building. The

School District's specific Notice of Nondiscrimination on the Basis of Sex may be accessed at the following link:
https://www.spcsne.org/Title-IX-Information

Students who believe that they have been the subject of unlawful discrimination or harassment due to their race, color, or national origin, or that have other related concerns or questions, should contact the following Title IX Coordinator: Jacci Lucas, 402-592-1300, jacci.lucas@spcsne.org, 765 Main Street Springfield, NE 68059, or in person at the Administration Building.

Students who believe that they have been the subject of any other unlawful discrimination or harassment should contact Jacci Lucas, 402-592-1300, jacci.lucas@spcsne.org or in person at the Administration Building. 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 the school district policies to respond to the report.

For additional prohibited discrimination and related information, please review school district policy 3053 - Nondiscrimination.

MISSION STATEMENT

The mission of Springfield Platteview Community Schools is to ensure that all students acquire the college and career ready skills and behaviors necessary for each student to succeed now and into his/her future.

BELIEF STATEMENTS

By creating the Standards for Success vision, the district and community will be able to focus on best-practice, research-based practices to prepare our children for their future and guide us toward defining what it means to be successful in our schools. These important factors identified below focus the district community on creating an atmosphere to reach our vision ofSpringfield Platteview Community Schools: "to ensure that all students acquire the 21st century skills and behaviors necessary for each student to succeed now and into his/her future."

DISTRICT PRINCIPLES

School Culture
Curriculum/Academics/ExtraCurricular
Teacher Effectiveness
Stakeholder Involvement
Leadership/Operations

SECTION ONE

BASIC SCHOOL RULES AND GENERAL PRACTICES

Attendance

Required Attendance

Every person residing in the school district who has legal or actual charge or control of any child who is of mandatory attendance age shall cause that child to attend a public or private school regularly unless the child has graduated from high school or has been allowed to disenroll pursuant to this policy.

Mandatory Attendance Age

All children who are or will turn six years old before January 1 of the current school year are of mandatory attendance age. Children who have not turned eighteen years of age are of mandatory attendance age.

Exceptions

This policy does not apply when attendance is made impossible or impracticable by severe weather conditions or by the mental or physical illness of the student or a child whom the student is parenting.

A child who will not reach age 7 before January 1 of the current school year may be excused from mandatory attendance if the child's parent or guardian completes an affidavit affirming that alternative educational arrangements have been made for the child. A copy of the required affidavit is attached to this policy.

Discontinuing Enrollment – 5 Year Old Students

The person seeking to discontinue the enrollment of a student who will not reach six years of age prior to January 1 of the current school year shall submit a signed, written request 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.

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 the attendance officer is included in the salary for the superintendent or designee.

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.

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.

Excessive Absenteeism
When a student receives 7 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 is absent more than 20 days per year or the hourly equivalent and any portion of the absences is unexcused, the Attendance Officer may file a report with the county attorney of the county in which the student resides.

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.

School Attendance on Days of Scheduled Activities
Students who are unexcused from school for any part of the day or who are absent for more than four periods will not be permitted to practice or participate in an extracurricular contest, practice or performance unless the student has the building principal's prior permission to participate despite the absence.

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 are absent are responsible for completing any work required by the teacher. Parents should make every attempt to schedule medical and other appointments after school hours when possible. Refer to each school Operation Guidelines for Absences

Students are obligated to:
1) Complete all class work in advance for any absence that can be anticipated.
2) Be in attendance for at least four periods or they will not be permitted to practice or participate in an extracurricular contest, practice or performance unless the student has the building principal's prior permission to participate despite the absence.
3) Check out of school at the office if leaving school during the school day.
4) Make up any and all work that is assigned by teachers as make-up work for the instructional time that has been missed.

Parents are obligated to:
1) Notify 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.

Pregnant and Parenting Students

The District will not discriminate in its education program or activity against any student based on the student's current, potential, or past pregnancy. Students who are pregnant or parenting are encouraged to continue participating in the district's educational and extracurricular programs. Students who anticipate deviations from their regular school experience or accrue absences due to pregnancy or parenting should notify their building principal as early as possible to discuss their educational programming in collaboration with the Title IX Coordinator.

Bills

Students should pay bills for supplies, fines, shop materials, clothing orders, etc. in the office. Any check for these payments should be made out to Springfield Platteview Community Schools unless otherwise instructed. Pursuant to board policy, the district will assess an additional penalty of $30 for any check returned from the bank for insufficient funds.

When students purchase items of significant value, such as class rings and letter jackets, they must make payment at the time of purchase or when the order is placed

Books and Supplies

Students must take care of books and other supplies provided by the district. The school will assess fines for damage to books and school property.

Students must supply their own consumable items such as pens, pencils, tablets, notebooks, erasers, and crayons. Each classroom teacher will prepare a supply list for students at the beginning of the school year.

Breastfeeding and Lactation

In order to accommodate lactating and breastfeeding students, the district will provide reasonable opportunities to express breast milk or breastfeed in a place, other than a bathroom, which is shielded from view and free from intrusion from district students, employees, and the public. The district will also provide a location for students to store expressed breast milk in or near the location designated for students to express milk to create the least amount of disruption to the student's participation in class or activities.

Students who wish or need to express breast milk on a regular schedule must work with school administrators to create a schedule that accommodates the student's needs while facilitating education to the maximum extent possible.

In order to prevent interference with the educational process, no student shall express breast milk within school classrooms or buses. Nothing in this policy limits the authority of the administration to impose consequences consistent with the Student Discipline Act and other state and federal law.

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- Sarpy County TIPS report site 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.

Cell Phones and Other Electronic Devices

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 may use cell phones or other electronic devices on school sidewalks and in the common areas of the school before and after school, during passing periods, and during lunch so long as they do not create a distraction or a disruption and comply with all other policies and handbook provisions.

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 may not have cell phones or electronic devices while they are in locker rooms, classrooms, or restrooms. During school hours student cell phones or electronic devices must remain in lockers, backpacks, or be locked in a personal vehicle. Students may use cell phones or other technology in classrooms only with the express permission of the classroom teacher.

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 pagers. 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.
- Using AI Tools unless an individual teacher affirmatively communicates to students that AI Tools may be used for a specific assignment, in all other instances AI Tools may not be used.

A student who cheats, plagiarizes, or otherwise participates in any academic dishonesty is subject to discipline, up to and including expulsion.

Child Abuse and Neglect

School employees will report suspected abuse or neglect of a child as required by state law and school policy. Nebraska law defines abuse or neglect as knowingly, intentionally, or negligently causing or permitting a minor child or an incompetent or disabled person to be (1) placed in a situation that endangers his or her life or physical or mental health; (2) cruelly confined or cruelly punished; (3) deprived of necessary food, clothing, shelter or care; (4) left unattended in a motor vehicle, if such child is six years of age or younger; (5) sexually abused; (6) placed in a situation to be sexually exploited through sex trafficking of a minor as defined in state law or by allowing, encouraging, or forcing such person to engage in debauchery, public indecency, or obscene or pornographic photography, films, or depictions; or (7) placed in a situation to be a trafficking victim as defined in state law.

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.

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 the District Nurse at 402-339-3606.

Communicating with Parents

Parents shall be kept informed of student progress, grades, and attendance through report cards, progress reports, and parent/teacher conferences. The school district will notify parents if their students are failing or close to failing. The school district will endeavor to notify parents of failing students prior to entry of the failing grade on the student's report card. Parents will also be notified of their student's possible failure to meet graduation requirements. Other pertinent information will be communicated to parents by mail or by personal contact. Official transcripts of student progress, grades, and attendance will be sent to other school systems upon the student's transfer when the district receives a written request signed by the student's parent or guardian or upon being notified that the student has enrolled in another school.

Complaint Procedure

Good communication helps to resolve many misunderstandings and disagreements. This complaint procedure applies to complaints unless the complaint is subject to a different procedure required by law, policy or contract. Individuals who have a complaint should discuss their concerns with appropriate school personnel in an effort to resolve problems at the lowest level of the chain of command. When such efforts do not resolve matters satisfactorily, including matters involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age, a complainant should follow the procedures set forth in any specific policy addressing those areas or the procedures set forth below.

Allegations of sex discrimination covered by Title IX will be addressed through the board's Title IX policy.

References to "coordinator" in this policy refer to the board-designated coordinator for the applicable area, such as the Section 504 Coordinator for allegations of disability-based discrimination.

Under this policy, factual conclusions will be based on a preponderance of the evidence.

Complaint and Appeal Process

1. The first step is for the complainant to speak directly to the person(s) with whom the complainant has a concern. For example, a parent who is unhappy with a classroom teacher should initially discuss the matter with the teacher. However, the complainant should skip the first step if complainant reasonably believes speaking directly to the person would subject the 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, iif 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 be pursued further.

b) Strongly encourage the complainant to reduce his or her concerns to writing.
c) Interview the complainant and, if necessary, the respondent against whom the complaint is filed, to determine:
   1) All relevant details of the complaint;
   2) All witnesses and documents which the complainant believes support the complaint;
   3) The action or solution which the complainant seeks.

d) Respond to the complainant. If the complaint involves discrimination or harassment, the response shall be in writing and shall be submitted within 180 calendar days after the administrator or coordinator receives the complaint.

4. If either the complainant or the respondent is not satisfied with the decision, he or she may appeal the decision to the superintendent. The superintendent may assign a qualified designee to hear any appeal.

a) This appeal must be in writing.
b) This appeal must be received by the superintendent no later than three (3) calendar days from the date of the decision.
c) For complaints addressed through other applicable procedures that do not include a separate investigatory process, the superintendent will investigate as he or she deems appropriate.
d) The superintendent will prepare a written decision and provide it to the complainant and any other person entitled by law to receive the appeal decision. For complaints involving discrimination or harassment, the superintendent shall submit the decision within 180 calendar days after the superintendent received complainant's written appeal. Appeals to the

superintendent from complaints involving discrimination or harassment are final once the superintendent delivers the written decision, as are all other appeals/complaints to the superintendent unless the complaint can be appealed on the limited grounds to appeal to the board below.

5. The board's role is to set policy, establish and implement a budget, and evaluate the superintendent. The board does not manage the daily operations of the school district entrusted to its administration unless required by law or policy. Because of the board's statutory roles, it does not hear complaints or appeals that may involve oversight or discipline of students, staff, or others, unless those involve the superintendent as discussed below. The board does not hear complaints or appeals based on allegations of discrimination or harassment unless otherwise required by law. The board will hear appeals only in the following circumstances.

    a) When the complaint is about a board policy, not implementation of the policy;
    b) When the complaint involves the budget or school expenditures that have been or must be approved by the board; or
    c) When the board is required by law, policy, or contract to hear a complaint or appeal.

6. If a complaint involves those limited grounds and a party is not satisfied with the superintendent's decision regarding the complaint or appeal, he or she may appeal the decision to the board.

    a) This appeal must be in writing
    b) This appeal must be received by the board president no later than ten (10) calendar days from the date the superintendent communicated his/her decision to the complainant.
    c) This policy allows, but does not require the board to receive statements from interested parties and witnesses relevant to the complaint appeal. However, all matters involving discrimination or harassment allegations against the superintendent shall be promptly and thoroughly investigated by the board president or a designee.
    d) The board president will notify the complainant and any other person legally required to receive the decision in writing of its decision. If the complaint involves discrimination or harassment allegations against the Superintendent, the board president shall submit its decision within 180 days after receiving the written appeal. complainant's written appeal.

e) There is no appeal from any decision of the board unless authorized by law.

7. Formal complaints about the superintendent shall be filed with the president of the board. However, complaints about the superintendent do not include disagreement with the superintendent's decision on appeal based on a complaint of discrimination, harassment, or action of any other employee who is not the superintendent. Upon receipt of a complaint, the board president or his or her designee shall promptly and thoroughly investigate the complaint, and shall:

a) Coordinate with school district staff, other than the superintendent, to determine if another procedure in policy or law requires the complaint against the superintendent to follow another procedure. If so, the board president will coordinate handling the complaint through that procedure. If another procedure applies, such as in the case of allegations of sex discrimination against the superintendent, the board president or, at his or her discretion, the full board will serve only to hear any appeal by a party to the complaint.

b) Determine whether the complainant has discussed the matter with the superintendent.
   1) If the complainant has not, the board president or designee will urge or require the complainant to discuss the matter directly with the superintendent, if appropriate or required.
   2) If the complainant refuses to discuss the matter with the superintendent, the board president shall, in his or her sole discretion, determine whether the complaint should or must be pursued further.

c) Determine, in his or her sole discretion, whether to place the matter on the board agenda for consideration at a regular or special meeting.

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 Services. The Director of Special Services 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 Services or to the district's 504 Coordinator. The Director of Special Services 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 without providing final resolution other than noting the dismissal. There is no appeal from dismissals made pursuant to this section.

Computer Network Use by Students

Students are expected to use district provided technology and the Internet as an educational resource. The following procedures and guidelines govern the use of computers and the Internet at school.

I. Student Expectations in the Use of the Internet

A. **Acceptable Use**

1. Students may use the Internet to conduct research assigned by teachers.
2. Students may use the Internet to conduct research for classroom projects.
3. Students may use the Internet to gain access to information about current events.
4. Students may use the Internet to conduct research for school-related activities.
5. Students may use the Internet for appropriate educational purposes.

B. **Unacceptable Use**

1. Students shall not use school computers to gain access to material that is obscene, pornographic, harmful to minors, or otherwise inappropriate for educational uses.
2. Students shall not engage in any illegal or inappropriate activities on school computers, including the downloading and copying of copyrighted material.
3. Students shall not use e-mail, chat rooms, instant messaging, or other forms of direct electronic communications on school computers for any unauthorized or unlawful purpose or in violation of any school policy or directive.
4. Students shall not use school computers to participate in on-line auctions, on-line gaming or mp3 sharing systems including, but not limited to Aimster or Freenet and the like.
5. Students shall not disclose personal information, such as their names, school, addresses, or telephone numbers outside the school network.
6. Students shall not use school computers for commercial advertising or political advocacy of any kind without the express written permission of the system administrator.
7. Students shall not publish web pages that purport to represent the school district or the work of students at the

school district without the express written permission of the system administrator.

8. Students shall not erase, rename, or make unusable anyone else's computer files, programs or disks.
9. Students shall not share their passwords with fellow students, school volunteers or any other individuals, and shall not use, or try to discover, another user's password.
10. Students shall not copy, change or transfer any software or documentation provided by the school district, teachers or another student without permission from the system administrator.
11. Students shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called, but is not limited to, a bug, virus, worm, or Trojan Horse.
12. Students shall not configure or troubleshoot computers, networks, printers or other associated equipment, except as directed by a teacher or the system administrator.
13. Students shall not take home technology equipment (hardware or software) without permission of the system administrator.
14. Students shall not falsify electronic mail messages or web pages.

II. Enforcement

C. 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.

D. Consequences for Violation of this Policy

1. Access to the school's computer system and to the Internet is a privilege, not a right. Any violation of school policy and rules may result in:
   a. Loss of computer privileges;
   b. Short-term suspension;
   c. Long-term suspension or expulsion in accordance with the Nebraska Student Discipline Act; and
   d. Other discipline as school administration and the school board deems appropriate.
2. Students who use school computer systems without permission and for non-school purposes may be guilty of a criminal violation and will be prosecuted.

III. Protection of Students

E. 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.

F. 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 director shall inform staff of this educational obligation and shall keep records of the instruction which occurs in compliance with this policy

Conferences

Students' academic success has been closely linked to parental involvement in school. The school district has formal parent-teacher conferences at the end of the first quarter and during the third quarter.

In addition to formal conferences, classroom teachers will communicate with parents as necessary. Parents are encouraged to communicate with their student's teacher or the building principal to discuss parental concerns, student needs or any other issue.

Copyright and Fair Use

The school district complies with federal copyright laws. Students must comply with copyright laws when using school equipment or working on school projects and assignments. Federal law prohibits the unauthorized reproduction of works of authorship, regardless of the medium in which they were created.

The "fair use" doctrine allows limited reproduction of copyrighted works for educational and research purposes. "Fair use" of a copyrighted work includes reproduction for purposes such as criticism, news reporting, teaching (including multiple copies for classroom use), scholarship, or research. Students who are unsure whether their proposed reproduction of copyrighted material constitutes "fair use" should consult with their teacher or building principal, and review the school district's copyright compliance policy. You can find more information on copyright compliance requirements and permitted uses from the U.S. Copyright Office and the Library of Congress at the following site:
http://www.loc.gov/teachers/usingprimarysources/copyright.html.

Damage to School Property

Students who damage school property either intentionally or unintentionally may be required to pay to replace or restore the property, at the discretion of the administration.

Dating Violence

Dating violence, as that term is defined by Nebraska law, will not be tolerated by the school district. Students who engage in dating violence on school grounds, in a school vehicle or at a school activity or that otherwise violates the Nebraska Student Discipline Act will receive consequences consistent with the Act and the district's student discipline policies.

The school district shall provide dating violence training to staff deemed appropriate by the administration and in accordance with Nebraska law.

Discrimination and Harassment

Students who believe that they have been the subject of unlawful discrimination or harassment due to their disability should contact the following Section 504 Coordinator: Jacci Lucas 402-592-1300 or at jacci.lucas@spcsne.org or in person at the administration building.

Students who believe that they have been the subject of unlawful discrimination or harassment due to their sex should contact the following Title IX Coordinator: Jacci Lucas 402-592-1300 or at jacci.lucas@spcsne.org or in person at the administration building. Students who believe that they have been the subject of any other unlawful discrimination or harassment should contact Jacci Lucas 402-592-1300 or at jacci.lucas@spcsne.org or in person at the administration building. Students may report discrimination or harassment to any staff member who will then forward it on to the appropriate coordinator or administrator. The staff member will follow school district policies to respond to the report.

Dress Code

The District prohibits student attire or appearance that:

- 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 instill the habits, manners, and values fundamental to civility, community, and the educational environment.

Violations of the dress code shall be addressed in a manner consistent with the Student Code of Conduct. The District reserves the right to request immediate attire changes from students. The District will require students to adhere to uniform standards and/or wear district approved or issued uniforms in order to participate in activities.

Students may be required to wear protective clothing or equipment or otherwise modify their attire or secure their hair to ensure the safety of themselves and others. In such cases, a good faith effort to reasonably accommodate students will be made to ensure safety without compromising religious beliefs, grooming practices, or requiring students to permanently alter their appearance. The least restrictive means appropriate to address the identified health or safety concern shall be used.

Driving and Parking Personal Vehicles

Students who drive privately owned motor vehicles to school must obey the following rules:

1. Students may not move their vehicles during the school day without the permission of the building principal or superintendent. Students will not

be allowed to sit in or be around their vehicles during the school day, without administrative permission.
2. Students must drive with care to ensure the safety of the pedestrians. Students may not drive carelessly or with excessive speed.
3. By driving personal vehicles to school and parking on school grounds, students consent to having that vehicle searched by school officials when they have reasonable suspicion that such a search will reveal a violation of school rules.

Drug Free Schools

The board of education has adopted policies to comply with the Federal Drug-Free Schools and Communities Act. Students are prohibited from using, possessing, or selling any drug, alcohol, or tobacco while on school grounds, at a school activity or in a school vehicle. In addition, students who participate in the school's activities program should refer to the Activities Handbook which prohibits the use or possession of alcohol, controlled substances and tobacco at all times.

Any student who violates any school policy regarding drug, alcohol, and tobacco use will be disciplined, up to and including short-term suspension, long-term suspension, or expulsion from school and/or referral to appropriate authorities for criminal prosecution.

Emergency Contact Information

Parents must complete returning student registration. There is an emergency information section for each child enrolled in the district. The information 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.

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 that is designed to provide adequate nutrition and an educational experience for students.

Breakfast

The school will serve breakfast daily from 7:30 a.m. until 7:50 a.m. Students who qualify for free or reduced-price lunch also qualify for free or reduced-price breakfast. Breakfast prices for K-6 is $2.35, 7-12 is $2.60, and $3.15 for adults.

Lunch

Lunch prices depend on the federal funding that the program receives. Lunch for K-6 is $3.75. Lunch for 7-12 lunch is $3.95 for students and $5.15 for adults. The cost for milk is $0.75.

Payment for Meals

Students are encouraged to pay for meals several weeks in advance. Payment should be made in the office.

The district will provide a full reimbursable lunch whenever possible. If a student's parents do not respond to multiple notifications and requests to address a negative balance, the student may be provided and charged for a limited “courtesy meal” option, such as a plain sandwich.

Students who qualify for free meals will not be denied a reimbursable meal, even if they have accrued a negative balance from other food purchases. School staff may prohibit any students from charging a la carte or extra items if they do not have cash in hand or their account has a negative balance.

If a student repeatedly lacks funds to purchase a meal, has not brought a meal from home, and is not enrolled in a free meal program, the district will use its resources and contacts to protect the health and safety of the student. Failure or refusal of parents or guardians to provide meals for

students may require mandatory reporting to child protection agencies as required by law.

Collection of Delinquent Meal Charge Debt

The school district is required to make reasonable efforts to collect unpaid meal charges. The building principal or his or her designee will contact households about unpaid meal charges and notify them again of the availability of the free and reduced meal program and/or establish payment plans and due dates by telephone, e-mail, or other written or oral communication. If these collection efforts are unsuccessful, the school district may pursue any other methods to collect delinquent debt as allowed by law. Collection efforts may continue into a new school year. Students with outstanding balances may not be issued school provided devices, a diploma, or other school provided materials until the negative balance is paid in full.

Notice of Non-Discrimination

In accordance with federal law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age, disability, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410
(2) Fax: (202) 690-7442; or
(3) Email: program.intake@usda.gov

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the school district. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

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 Director of Special Services, Jacci Lucas, who may be contacted at 402-592-1300.

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 will provide emergency information for each child enrolled in the district.

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.

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.

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.

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.

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 Questionnaire

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 Director of Learning. This will need to be completed at least 10 days prior to the district exam date to request approval from ACT.

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.

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 district nurse at 402-339-3606.

Smoking and Tobacco

The use or possession of any tobacco product, including cigarettes, cigars, or other tobacco or tobacco derivative products; vapor products or electronic nicotine delivery systems; alternative nicotine products; or any other such look-alike or imitation product, is not permitted on school property at any time.

Sniffer (Drug) Dogs

The administration is authorized to use sniffer dogs to minimize the presence of illicit items on school grounds. Students and staff are specifically notified of the following:

1. Lockers may be sniffed by sniffer dogs at any time.
2. Vehicles parked on school property may be sniffed by sniffer dogs at any time.
3. Classrooms and other common areas may be sniffed by sniffer dogs at any time students and staff are not present.
4. If contraband of any kind is found, the student or staff member shall be subject to appropriate disciplinary action.

Standardized Testing

The Nebraska Student-Centered Assessment System (NSCAS) is administered at least one time a year in grades 3-11 to determine the students' achievement probability for individual success. Tests are administered at least in the spring of each academic year, and the results are sent home. This assessment is paired with NWEA/MAP assessment to review growth for the individual student.

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 Fee Policy

The school district shall provide free instruction in accordance with the Nebraska State Constitution and Nebraska state law. The district also provides activities, programs, and services that extend beyond the minimum level of constitutionally required free instruction. Under the Public Elementary and Secondary Student Fee Authorization Act, the district is permitted to charge students fees for these activities or to require students

to provide specialized equipment and attire for certain purposes. This policy is subject to further interpretation or guidance by administrative or board regulations. Students are encouraged to contact their building administration, their teachers or their coaches, and sponsors for further specifics.

Definitions

1. "Students" means students, their parents, guardians, or other legal representatives.
2. "Extracurricular activities" means student activities or organizations that (1) are supervised or administered by the district; (2) do not count toward graduation or advancement between grades; and (3) are not otherwise required by the district.
3. "Post-secondary education costs" means tuition and other fees associated with obtaining credit from a post-secondary educational institution.

Listing of Fees Charged by this District

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.

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.

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.

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.

Technological Devices
The district will provide students with the technological devices necessary to complete all basic curricular projects.

Technology Fee Structure

As part of Springfield Platteview Community Schools' 1:1 iPad Initiative, students are required to pay a technology usage fee to check out an iPad and/or MacBook (when approved) for individual use.

- The current fee is $20 per device, per school year.
- A family maximum of $60 per year applies, regardless of the number of students or devices.

Claims	**With Fee**	**Without Fee**	**Additional Fee**	**Replacement Cost**
*Lost/Stolen iPad/Non-Repairable	**$300**	**$350 (full replacement cost)**	Sync Cable Only	**$15**
Cracked iPad Screen (Remains Usable)	**Covered**	**$350 (full replacement cost)**	Puck (Plug-In)	**$20**
iPads Repairs	**Covered**	**Actual Repair**	Puck and	**$35**

		Cost (not to exceed $350.00)	Sync Cable	
*Lost, Stolen Laptop/Non-Repairable	**$750**	**$879 (total replacement cost)**	School Issued Case	**$30**
Cracked Laptop Screen/ Repairs (Remains Usable)	**Actual Repair Cost (not to exceed $650.00)**	**Actual Repair Cost (not to exceed $879.00)**	Laptop Charger	**$90**

Device Usage Fee Program

Repair and replacement fees resulting from loss, theft, damage, or misuse of a district-issued device will be assessed at the district's discretion based on the nature and circumstances of the incident.

Peripheral devices, including but not limited to Apple Pencils and Logitech Crayons, will be charged to the student at the district's replacement cost if lost, damaged, or not returned.

Students in grades 9–12 may be eligible to check out a MacBook with a teacher recommendation. Use of a MacBook requires a $20 annual fee. Any repair or replacement costs associated with a MacBook incident will be determined at the district's discretion.

Students with outstanding district fees, including unpaid meal balances, device fees, or other obligations from the previous school year, will not be issued a district device until those balances have been resolved.

Parents/guardians and students will review and acknowledge the Device Usage Fee Program and associated responsibilities during the Returning Student Verification process each fall.

Students who do not participate in the Device Usage Fee Program must leave their device in their classroom each day in grades K–6 and return their device to the school's media center at the conclusion of each school day in grades 7–12.

In the event of loss, theft, or damage, students and families who do not participate in the Device Usage Fee Program are responsible for the full cost of repair or replacement.

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.

Elementary Schools

Program	General Description of Fee or Material	$ Amount of fee (Anticipated or Maximum) or specific material required
Art classes and special projects or events	Appropriate clothing (non specialized attire)	Old shirt for painting; other clothing which may get paint on it or otherwise be damaged
Classroom Projects	Project Cost (Which may be a fee charged)	Student pays cost that is beyond the standard project provided by the school.
Classroom supplies	General supplies, such as writing instruments (pens, pencils, crayons, markers), notebooks, etc.	None-necessary classroom supplies will be made available by the school. Students will be responsible for the replacement cost of damaged or lost supplies. Students are encouraged but not required to bring items from class supply lists.
Copies	Use of school copiers (except for one copy of the student file, which will be provided without charge).	Ten cents (.10) per page when charges apply.

Field Trips	Transportation and admission costs of field trips.	None-costs of school sponsored, class-related field trips will be paid for by the school. Parents may be encouraged but not required to pay for field trip costs of up to $10.00 per student for each field trip to defray costs. (With administrative approval, the requested donation may be up to $100.00 for overnight field trips. Currently, 6th grade Outdoor Education is $50-75. Meals on field trips will be at the expense of the student. School lunches will be provided as needed for free reduced lunch eligible students.
4th Grade (Music Class)	Recorder	$10-$15
Music-Optional band courses	Musical instruments	Musical instruments and accessories (reeds, valve oil, drum sticks, lyres, flip folders, slide grease, reed guards, cleaning swabs, mouthpiece brushes, piece brushes, pad savers, ligatures, and a "gig bag", etc.) Limited instruments available for use by any student. Instrument Rental Fee is $35 for Tier 1 and $25-75 for Tier 2 per year for use of school owned instruments.
Music-Optional Honor Choir	Coordinating group attire	Special shirts (Appx. $8-15)
Picture Packets	Optional - Pictures are still taken for use in school yearbook	Students purchase packets as desired and pay directly to photo company
Physical Education classes	Appropriate clothing (non specialized attire)	Soft Soled/Tennis shoes and socks, running shorts, T shirt
Summer school courses	Classes offered during the summer, or at night, if any	None for Guided Reading/Library use. $35 to $200 per class for electives; None - Free-reduced lunch students
Yearbook-Optional	Cost of Yearbook	The book is optional (Appx. $25

Secondary Schools

Program	General Description of Fee or Material	$ Amount of fee (Anticipated or Maximum) or specific material required
Advanced math or science classes	Specialized calculators	Some calculators will be available at school. If lost or damaged, a replacement fee will be assessed at a rate paid by the school. Students are encouraged but not required to purchase such equipment for their personal use.
Art Fees	Fee for materials	Foundation of Art- $25, Drawing- $25, Painting -$25, Advanced Art-$25, Pottery-$25, 3D Art -$30
Art and shop classes and special projects, science classes	Appropriate clothing (non specialized attire) Goggles-1 pair provided per year. If lost or damaged, students are required to purchase a new pair.	Old shirt for painting; other clothing which may get paint on it or otherwise be damaged, protective clothing for shop classes; approved protective goggles for science classes.
Business Classes	Workbooks	$25
College entrance tests and preparati		Costs of college entrance tests or prep courses, such as ACT preparation tutoring, PSAT test, and ACT test, are optional and to be paid directly to the private companies involved. An Online ACT prep course will be provided to juniors free of charge.
Copies	Use of school copiers (except for one copy of the student file, which will be provided without charge).	Ten cents (.10) per page when charges apply.
End of year lost or damaged books	Damage fee or replacement cost	Fees and fines up to $15 for damaged books. Lost books or ruined books are charged replacement cost, generally at a maximum of $70.
Family and Consumer Science	Fees for general materials	Foods I-$30, Foods II-$40
Industrial Technology	Fees for general materials	Manufacturing Technology - $120 Year; Production Systems - $65; Technology Systems - $15, Intro to STS- $25, Woods I-$50, Woods II-$95

Locker usage	Use of school padlock	$5.00 fee if damaged or not returned at the end of the year.
Marching Band and Musical Groups	Equipment and attire.	Students will be responsible for supplying their own musical instruments and accessories and for their own uniforms. Instrument Rental Fee is $35 for Tier 1 and $60 for Tier 2 per year for use of school owned instruments. Uniforms for the marching band will be supplied by the school. For High School Band students, a $25 uniform cleaning fee is required. For High School Vocal students, a $15 choir robe cleaning fee is required.
Music-Optional band courses	Musical instruments	Musical instruments and accessories (reeds, valve oil, etc.) Limited instruments available for use by any student. Instrument Rental Fee is $45 for Tier 1 and $75 for Tier 2 per year for use of school owned instruments.
Music Theory	Fees for general materials	$25
Photography	Fees for general materials	No more than $50 per year.
Physical Education classes	Appropriate clothing (non specialized attire)	Soft Soled/Tennis shoes and socks, running shorts, T shirt
Post-secondary education classes	Tuition and fees for college courses taken for credit.	Postsecondary education costs are a maximum of $400 per class.
Science	Fees for general materials	Environment Sustainability-$20, Material Science-$30
Summer school courses	Classes offered during the summer, or at night, if any	Drivers education class through ESU #3: Up to $350; other classes $50 to $200 per class; none for free reduced lunch students
Yearbooks - Optional	School Book	Yearbooks are published and made available for purchase every year. Cost is generally about $75-$85.

Extracurricular and other programs	**General description of fee or material**	**$ Amount of fee (Anticipated or Maximum) or specific material required**

Admission	Spectator fees for admission to events	$5.00 per event maximum for students. Students may purchase an Activity Pass for $40.00 per year. For District and Conference events hosted by the School, costs to be set by NSAA and Activity passes are not able to be used.
Athletic Clubs	Letterman's club and other clubs supporting the athletic program	Annual dues not to exceed $50.00 per club.
Athletic Physicals	NSAA required athletic physicals	Cost varies; payable directly to the student's physician or clinic.
Camps and Clinics	Registration and other costs of camps or clinics	Students are responsible for the cost of all clinics, camps, and conditioning programs. Any personal items purchased at camps or clinics, such as t-shirts, shall be at the student's expense.
Equipment and Attire	Students are responsible for required equipment and attire appropriate to the sport or activity which are not provided by the school, and are responsible for any optional clothing, equipment, or other items associated with the sport or activity. Uniform items are checked out to students. If lost or damaged, students will be assessed fees in the amount of replacement cost.	Required items include but are not limited to athletic undergarments (supporter, bra, socks, and undershirts), practice attire, including shorts, shirts, socks and shoes suitable for the activity, and dress attire suitable for team travel. Other items required may include: uniforms not provided by school, athletic equipment, golf bags/clubs, mouthpiece, knee pads, poms, other items as identified by the coach. Optional items for which students are responsible include: personal athletic bags, hair ties, sweat bands, non-required gloves, swim goggles, towels, forearm pads and personal medical devices (braces, orthopedic inserts, etc.)
Music Optional Show Choir	Coordinating group attire	Students will pay for outfits selected by the group. Cost will be based on selection at a maximum of $200.
Travel meals	Meals	Students are responsible for their own meals while traveling.

Class Organizations

Destination Imagination	State & national dues, meals and activities	Annual dues not to exceed $30.00 per club. Partial pay for nationals

		may be required.
FBLA/ FCCLA	State & national dues, meals and activities	Annual dues not to exceed $30.00 per club. Partial pay for nationals may be required.
National Honor Society	State & national dues, meals and activities	Currently no dues are required. Annual dues not to exceed $30.00 per club.
SkillsUSA	State & national dues, meals and activities	Annual dues not to exceed $30.00 per club. Partial pay for nationals may be required.
Student Council	State & national dues, meals and activities	Currently no dues are required. Annual dues not to exceed $30.00 per club.

Social and Recognition Activities

Class dues		Each of the six secondary classes may assess its members an amount not to exceed $60.00 annually for rental and decoration of dance facilities, punch and snacks at social activities, memorials and recognition plaques, flowers, and cards, and similar class activities. The payment of such an assessment shall be strictly voluntary, but students who do not pay may be denied admission to extracurricular activities supported by the class dues.
Picture Packets	Optional - Pictures are still taken for use in the school yearbook.	Students purchase packets as desired and pay directly to the photo company.
School dances	Admission to prom, homecoming, etc.	Up to $40.00 per event
School plays, musicals and social activities	Admission to events	Up to $5.00 per play or activity
Senior recognition assessment	Optional graduation activities	Participation in class activities attendant to graduation (such as being part of the composite picture, special yearbook pages, etc.) is not required in order for students to receive their high school diploma. Students who choose to participate will be required to pay the cost of the items involved in the graduation

		ceremony and attendant class activities. This may include the rental of graduation robes ($35), caps, tassels, class flowers, one mother's flower, class gift, yearbook picture page, and class composite picture. A single Senior Class Recognition Assessment, not to exceed $50, will be assessed to those Seniors who elect to participate in such activities. Expenses for above mentioned items will be paid out of the "Class Activity" account until funds are depleted. After this fund is empty, students will be responsible for all optional graduation activity costs.
Marching Band and Musical Groups	Equipment and attire.	Students will be responsible for supplying their own musical instruments and accessories and for their own uniforms. Instrument Rental Fee is $35 for Tier 1 and $60 for Tier 2 per year for use of school owned instruments. Uniforms for the marching band will be supplied by the school. For High School Band students, a $25 uniform cleaning fee is required. For High School Vocal students, a $15 choir robe cleaning fee is required.
Music-Optional band courses	Musical instruments	Musical instruments and accessories (reeds, valve oil, etc.) Limited instruments available for use by any student. Instrument Rental Fee is $45 for Tier 1 and $75 for Tier 2 per year for use of school owned instruments.

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 choose 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 of the fee is anticipated to be $ 400 per course.

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 $.10 per page for reproduction of student records.

Participation Pre-Kindergarten Services.
The district will charge reasonable fees for participation in pre-kindergarten services offered by the district pursuant to statute.

The maximum dollar amount charged by the district for these services shall be $150.00/month

Participation in Summer School.
At the elementary level, the district will not charge fees for participation in summer school. There may be a reasonable fee charged for elementary summer enrichment courses.

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 $60.00.

Waiver Policy
Students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs shall be provided a fee waiver or be provided the necessary materials or equipment without charge for (1) participation in extracurricular activities, (2) materials for course projects, and (3) the use of a musical instrument in optional music courses that are not

extracurricular activities. Students are not required to participate in the free or reduced-price lunch program to qualify for the waivers provided in this section. The district is not obligated to provide any particular type or quality of equipment or other material to eligible students. Students who wish to be considered for waiver of a particular fee must submit a completed fee waiver application to their building principal. Application forms are available in each school building office.

Voluntary Contributions to Defray Costs

When appropriate, the district will request donations of money, materials, equipment, or attire from parents, guardians and other members of the community to defray the costs of providing certain services and activities to students. These requests are not requirements, and staff members of the district are directed to communicate that fact clearly to students, parents, and patrons.

Fund-Raising Activities

Students may be permitted or required to engage in fund-raising activities to support various curricular and extracurricular activities in which they participate. Students who decline to participate in fund-raising activities are not eligible under this policy for waiver of the costs or fees which the fund-raising activity was meant to defray.

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 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 can not be contacted, school officials may call the emergency contact listed for the student. If emergency contact is not available, emergency services may be contacted. Costs for emergency services will be the responsibility of the parents/guardians. Students who show symptoms of a contagious disease may be sent home, and the district may require a physician's statement before allowing such students to return to school.

Student Government

Students are encouraged to formulate and participate in elective and representative student government activities. The organization, operation, and scope of the student government shall be administered by the superintendent or designee.

Student Records

The Family Education Rights and Privacy Act ("FERPA") provides parents certain rights with respect to their student's education records. These rights include the right to inspect and review the student's education records within 45 days of the date the school receives a request for access; and the right to request the amendment of the student's education records that you believe to be inaccurate.

If parents believe one of their student's records is inaccurate, they should write to the school principal, clearly identify the part of the record they want changed, and specify why they believe it is inaccurate. If the school decides not to amend the record as requested, it will notify the parents of the decision and advise them of their right to a hearing regarding the request for amendment.

Directory Information

FERPA and the Nebraska Public Records Law authorize school districts to make "directory information" available for review at the request of non-school individuals. These laws also give parents and guardians a voice in the decision-making process regarding the disclosure of directory information regarding their children. The school district has designated the following as directory information:

> name and grade, name of parent and/or guardian, address, telephone number, including the student's cell phone number, e-mail address, date and place of birth, dates of attendance, the image or likeness of students in pictures, videotape, film or other medium, major field of study, participation in activities and sports, degrees and awards received, social media usernames and handles,

weight and height of members of athletic teams, most recent previous school attended, certain class work which may be published onto the Internet, classroom assignment and/or home room teacher, student ID number, user ID, or other unique personal identifier used by the student for purposes of accessing or communicating in electronic systems (but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a personal identification number (PIN), password, or other factor known or possessed only the authorized user). Directory information does not include a student's social security number.

Directory information about students may be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that market or manufacture class rings, sell student photographs or publish student yearbooks.

Federal law requires school districts to provide military recruiters and institutions of higher education with the names, addresses, and telephone listings of high school students unless parents have notified the school district in writing that they do not want this information disclosed without prior written parental consent. Military recruiters will be granted the same access to a student in a high school grade as is provided to postsecondary educational institutions or to prospective employers of such students.

Parents who ***OBJECT*** to the disclosure of any directory information about their student should write a letter to the principal. This letter should specify the particular categories of directory information that the parents do not wish to have released about their child or the particular types of outside organizations to which they do not wish directory information to be released. This letter must be received by the school district upon completing Returning Student Enrollment.

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 five 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 and building principal before they are presented to the teacher of the class that is to be added or dropped.

After the first week of the semester, students who insist on dropping a class, except for instances of an extended illness, will receive a "0" on their permanent records, and that grade will be averaged into the student's cumulative grade point average. If an extended illness makes it impossible or impracticable for a student to successfully complete a class or classes, the student may be allowed to withdraw from a class or classes as (WP)-Withdraw Passing or (WF)-Withdraw Failing. If permission to withdraw as WP or WF is given by the building principal and guidance counselor, the grade(s) will not be averaged into the cumulative grade point average of the student.

Before students are allowed to withdraw from a class as WP or WF, the student, the parents of the student, the guidance counselor, and the building principal must meet and review the circumstances of the situation. All available means that could be utilized to allow the student to successfully complete the course(s) must be reviewed before permission to withdraw as WP or WF is given by the building principal and guidance counselor.

Student Use of AI Tools

As used in this section, artificial intelligence tools ("AI Tools") mean machine-based resources that use computer science, algorithms, large language models, and/or machine learning to perform tasks, answer questions, collect information, and respond to human-directed tasks, queries, and objectives. AI Tools include, but are not necessarily limited to, commercially-available resources like ChatGPT, Gemini, Claude and similar programs.

AI Tools may be useful to student learning. However, students and staff must ensure that student use of AI Tools should focus on using such tools as a resource and for background material, rather than using the AI Tools to complete the assignment. Therefore, AI Tools may only be used by students in accordance with the following requirements:

1. Students may not use AI tools on any assignment, test, or project unless the staff member has given express permission for the student to do so. Staff Member permission to use an AI tool on one assignment does not carry over to other assignments. Individual staff

members will decide for each individual assignment the extent to which students may use AI Tools.

2. If a student uses any AI Tools in connection with a school assignment, the student must:
    a. Give proper attribution to the specific AI Tool(s) used to the same extent that students are expected to give proper attribution to other sources of information such as books, texts, encyclopedias, secondary sources, and other traditional media. Such attribution may include, but is not necessarily limited to, accurate quotations, citations, footnotes, endnotes, and/or bibliography entries.
    b. Never copy and paste the output from the AI Tool into the student's work as if the student wrote such section himself or herself.

3. Students may never use AI Tools to:
    a. Cheat on any assignment, test, or quiz;
    b. Help answer questions on a test or quiz without staff member permission;
    c. Make or share deepfakes or fake images, audio, or video of any real person;
    d. Make or share sexual, nude, or intimate images of any real person—even if the image is fake or AI-made;
    e. Bully, harass, threaten, intimidate or impersonate any person;
    f. Place another student or staff member name, photo, voice, or personal information into an AI Tool without staff member authorization;
    g. Use AI Tools to bypass accommodations, content filers, or school security.

4. A student may use AI Tools as an accommodation if his/her IEP team or Section 504 committee has approved use of the tool. The student must disclose the use of AI Tools to the staff member grading the assignment.

5. A student's failure to meet the requirements stated in this policy will constitute a violation of the district's prohibitions against cheating plagiarism and/or academic dishonesty, including but not necessarily limited to such prohibitions stated in the Student Handbook, which violation will subject the student to discipline up to and including expulsion.

6. The student requirements stated above are the minimum requirements for any student assignment. An individual teacher may impose more

stringent requirements for any specific academic assignment or coursework.

Tardiness

Students who arrive late to school or for individual class periods will be counted and documented as tardy. Parents/guardians will be notified of tardies. When students continue to be tardy to a class or school, the building administrator or designee may assign consequences and/or request a parent conference as needed to address student tardies. In working with families, the goal is to partner together to get all students to school on time.

Telephone Calls

The school's telephone may be used only with permission of staff.

Threat Assessment and Response

The board of education is committed to providing a safe environment for members of the school community. Students, staff and patrons are urged to immediately report any statements or behavior that makes the observer fearful or uncomfortable about the safety of the school environment.

1. Definitions

a. A **threat** is an expression of a willful intent to physically or sexually harm someone or to damage property in a way that indicates that an individual poses a danger to the safety of school staff, students or other members of the school community.
   i. The threat may be expressed/communicated behaviorally, orally, visually, in writing, electronically, or through any other means.
   ii. A transient threat is an expression of anger or frustration that can be quickly or easily resolved.
   iii. A substantive threat is an expression of serious intent to harm others which includes, but is not limited to, any threat which involves a detailed plan and means.

b. A **threat assessment** is a fact-based process emphasizing an appraisal of observed (or reasonably-observable) behaviors to identify potentially dangerous or violent situations, to 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 reports 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) may consist of the Superintendent, Director of Special Services, Director of Learning, Information Technology Staff, School Nurse, Building Principal(s), Guidance Counselor, School Social Worker, and Local Law Enforcement.

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.

Transportation Services

The district provides 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 Contracted Transportation provider 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.

Transportation to Activities

The school district may provide 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.

Recordings Made by Parents/Guardians and Patrons

Parents/guardians and patrons may make recordings of school activities intended to be public in a non-disruptive manner including things like athletic contests and school board meetings to the extent permitted by law unless otherwise lawfully restricted by the administration. Parents/guardians or patrons may not make recordings if they are volunteering or visiting school during the school day without permission of the administration or supervising staff member and subject to this policy, such as recording their child's classroom activities or recess. Parents may not record meetings with administrators or staff, including meetings related to a student's IEP or 504 Plan. Violation of this policy will result in immediate termination of any meeting that is being recorded and may be grounds for exclusion from school property, loss of volunteer privileges, or other restrictions deemed appropriate by the administration.

Recordings Made by Students

This policy applies to students during the school day on school grounds; when being transported to and from school activities or programs in a vehicle owned, leased or contracted by a school used for a school purpose by a school employee or by his or her designee; or at a school-sponsored

activity or athletic event. Students may make recordings of school activities in a non-disruptive manner including things like athletic contests and other extracurricular performances to the extent permitted by law. Students generally are not permitted to record classroom instruction or members of the school community during the school day without the express consent of a staff member or as required by the student's education plan. Student use of assistive technology that has the capacity to record and/or transmit recordings (e.g. AngelSense) must be approved by the student's education team or administration. Students remain subject to all other district policies and rules. In no event shall recordings be taken or made in restrooms, locker rooms, or other areas where there is a reasonable expectation of privacy. Students who violate this policy may be subject to discipline up to and including expulsion.

Weather-Related School Closing

The Superintendent will occasionally announce an emergency early school dismissal, late start, or cancellation of school due to extreme heat, snow, or ice. School closings will be announced through school messenger and social media. Parents should assume that school is open and a regular schedule is being followed if there is no announcement concerning the school district. Please do not call the school or individual staff members to find out whether school is being canceled. Parents who do not believe it is safe to transport their students to school may keep their students home after contacting the district office.

If schools are closed due to severe weather conditions, all after-school activities will be canceled.

Withdrawal From School

Students who are moving from the district must notify the school office.

Work Permits

The building principal or other authorized school official shall be responsible for the issuance of work permits for children in accordance with state law.

SECTION TWO

ACADEMIC INFORMATION

Class Rank

Student class rank shall be determined by using a numeric grade point average derived from all classes graded on a numeric basis. To be included in the class ranking, a student must have received a numeric grade for each course in which he/she was enrolled.

Students who transfer into the school district will be eligible to be included in class ranking.

Various courses at PHS are weighted due to the rigor of the course. Upon completion of the weighted course, the student will receive the grade earned on his/her transcript; however, the student will receive an adjustment to their mark points for the course (positively impacting their GPA). See mark point chart in this document for more information.

Credit for Non-Academic Work

Credit is not awarded for participation in extracurricular activities such as sports, speech, drama, etc. However, all such activities in which the student participates, as well as honors earned, are noted on the student's permanent record.

Grades

Grading Policy

1. Students will receive grades in their academic classes that indicate their understanding of grade-level expectations and district learning goals. Grades are intended to reflect what students know and can demonstrate academically within established assessment guidelines and timelines, separate from behaviors, effort, or participation.

2. Learning is a process. Opportunities for reteaching and retakes are designed to support growth, perseverance, and continued progress toward mastery. Because retake scores may be capped, a final grade may not always reflect the highest level of understanding a student ultimately reaches. This policy is grounded in accuracy, equity, and a commitment to maintaining clear and consistent expectations for all students.

3. Grades for students in grades 3–12 are available online throughout the school year to provide families with ongoing updates on student progress. Students in grades K–2 will receive report cards each quarter and at the end of each semester. Special course grades for K–6 will be reported at the semester only.

4. Students in grades 3–12 will receive progress reports at the end of the first and third quarters and semester report cards at the end of each semester. For students in grades 3–6, special course grades will be included on semester report cards.

Standards-Based Grading

1. Student achievement is reported using standards-based grading practices that emphasize mastery of learning goals over time. Instruction follows a gradual release of responsibility model in which students move from teacher-directed instruction to guided practice and ultimately to independent application. As standards increase in rigor and complexity throughout the year, performance expectations rise as well. As a result, changes in performance levels may reflect increased expectations as much as student growth. Movement between levels is a natural part of the learning process as students receive instruction, feedback, and intervention. Cut scores will be set by the grade level teams.

2. The Kindergarten through 2nd Grade and K-6 specials (art, music, physical education) courses grading system is as follows:
   - AD Advanced: in-depth understanding and the ability to extend and apply learning
   - PF Proficient: consistent, independent mastery of grade-level standards
   - PG Progressing: partial understanding and the need for guided practice and feedback
   - BG Beginning: limited understanding of grade-level standards and the need for significant instructional support

3. Third grade through sixth grade, junior high, and high school grading systems are as follows:

A	Superior	100% - 90%
B	Above Average	89% - 80%
C	Average	79% - 70%
D	Unsatisfactory/Below Average	69% - 60%
F	Failing (no credit)	59% - 0%
I	Incomplete	

Incomplete Grades at the Semester

An incomplete semester grade may be issued when a student fails to complete required academic work. In grades 7–12, an incomplete will remain on the student's record until the "eligible" required work is completed to the teacher's satisfaction. If the incomplete is not resolved within two weeks after the end of the grading period (including the second semester), the eligible work will be converted to a failing grade, which may affect the semester grade. If unique circumstances occur, an extension could be approved by the teacher, principal, and student. Seniors must resolve all incompletes in order to participate in graduation ceremonies. They will not be dismissed from school attendance until the classroom assignments are completed.

Assessment and Grading Practices

Grades are based solely on achievement of content-area standards and district learning goals. Extra credit will not be given. While collaborative learning is encouraged, academic grades must ultimately reflect individual student mastery. Group work may contribute to a summative assessment but may not serve as the sole measure of a student's achievement. Academic work submitted for grading must reflect authentic student learning and original work. The use of artificial intelligence (AI), digital tools, collaboration, or outside assistance must align with teacher expectations and district academic integrity guidelines. Misuse of AI or other tools in a manner that misrepresents student understanding may result in academic consequences consistent with district procedures.

Effort, participation, attitude, and behavior are not included in academic grades unless explicitly identified as learning goals; otherwise, they will be reported separately. Performance-based courses and tasks (such as art, music, physical education, labs, internships, or presentations) may include evaluation of process skills and performance expectations aligned to course standards.

Formative and Summative Assessment Weighting

1. Grades will include both formative and summative evidence of learning.

2. Formative assessments are practice opportunities used to monitor progress and provide feedback. These may include classwork, assignments, drafts, and checks for understanding. Formative work is designed to guide instruction and support growth as students work toward mastery.

3. Summative assessments measure a student's level of proficiency at the end of a learning cycle. These may include tests, projects,

performance tasks, or other demonstrations of learning aligned to standards.

Grades K–2 (Standards-Based Grading)

1. In grades K–2, student progress is reported using a standards-based grading system rather than percentages. Students are evaluated on their proficiency with grade-level standards. While teachers use both formative and summative evidence to determine proficiency levels, grades are not calculated using weighted percentages. Instead, educators review multiple sources of evidence to determine whether a student is Beginning, Progressing, Proficient, or Advanced on the standard.

Grades 3–12 (Percentage-Based Grading)

1. In grades 3–12, grades are calculated using a percentage-based system. Formative assessments will account for no more than 30 percent of the overall grade, and summative assessments will account for at least 70 percent of the overall grade. Grades must reflect sufficient and accurate evidence of student learning and mastery of standards.
2. Students who do not demonstrate proficiency on a summative assessment (excluding final exams) may be eligible to retake it. The retake process, including eligibility requirements and timelines, will be outlined in the course syllabus or building operations guide. Students enrolled in dual credit or Advanced Placement (AP) courses will follow the guidelines set by the higher education institution.
3. In both systems, grades should reflect multiple opportunities for students to demonstrate learning throughout the grading period. The purpose of grading is to clearly and accurately communicate students' learning, ensuring that grades reflect what students know and can do.

Late Work and Missing Work

Students are expected to complete the required formative work before summative assessments. Teachers may require completion of essential formative work prior to participation in a summative assessment. Work not submitted will be recorded as missing and a zero will be entered. The zero will not be permanent unless the student fails to complete the required work prior to a summative assessment. Late work penalties will not exceed 10 percent if the work is submitted before the summative assessment/project.

Attendance, Absences, and Make-Up Work

Students will not be penalized for work missed due to excused absences and will be given at least one school day per day absent to complete missed assignments or assessments without penalty. Work missed due to unexcused

absences will be treated as late work and subject to applicable penalties. If a student misses class for a school activity, the expectation is that the student will make arrangements with the teacher and understand the due-date expectations prior to missing class.

Retake Policy for Summative Assessments

At the Kindergarten through 6th grade level, grading reflects a growth model designed to support learning over time. When a student does not yet demonstrate proficiency on the district common summative assessment (reading, math, science, social studies), the teacher will provide targeted reteaching, additional practice, and appropriate instructional supports to address identified skill gaps. Following this support, students will have the opportunity to reassess and demonstrate their learning, with the ability to earn up to a proficient level in K–2 and up to 89 percent in grades 3–6 upon demonstrating mastery.

At the 7th-12th grade level, students who do not demonstrate proficiency on a summative assessment (excluding final exams) may be eligible for a retake if they score below 80 percent on the initial assessment, participate in required reteaching or intervention, and complete the retake within the timelines outlined in the course syllabus. Adjustments and additional support must be provided prior to the retake. The maximum score a student may earn on a retake is 79 percent, as determined by the district. The purpose of retakes is to support learning and mastery, not to replace initial effort.

Social Skills (K-6) and Citizenship (7-12) Reporting

Citizenship grades are reported separately from academic grades and provide meaningful feedback on a student's responsibility, engagement, and conduct. These indicators reflect the social and behavioral skills necessary to work effectively with others, manage responsibilities, demonstrate reliability, and contribute positively to a learning environment.

Reporting on citizenship and social skills also supports our College and Career Readiness focus. Skills such as collaboration, communication, initiative, problem-solving, time management, and professionalism are essential for success in postsecondary education, the workplace, and community involvement. By reporting these areas separately, we intentionally emphasize that readiness extends beyond academic content to include the habits and dispositions required for long-term success.

Together, academic grades, life skills indicators, and citizenship reporting provide a comprehensive picture of student readiness. Academic grades communicate what students know and can do. Life skills and citizenship grades communicate how students apply those skills to collaborate, lead, persevere, and engage as responsible, productive members of society.

Special Population Considerations

Students receiving support through individualized education programs (IEPs), 504 plans, multilingual learner services, or intervention plans will receive accommodations, modifications, and instructional supports consistent with district procedures and applicable plans.

For students receiving special education services, grading accommodations, modifications, or adjustments will be determined by the IEP team, aligned to individualized goals, documented within the student's IEP, and implemented consistently. Student grades will reflect the use of approved accommodations, and modifications will be noted on the report card.

Additional Procedures

Building procedures and course syllabi may provide additional implementation details, provided they remain aligned to district grading policy.

Graduation Requirements

Students must earn 49 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 Platteview High School Diploma are:

Department	Number of courses	Notes
Language Arts	8	To include Honors or English 9, Honors or English 10, English 11 or AP Literature and Composition, and 2 semesters of English electives in 12 grade or Dual enrollment courses.
Social Science	7	To include US History 9 (Class of 2026), Honors or World History, Dual enrollment or US History 11, US Government, and one additional social studies elective.
Mathematics	6	To include Algebra 1, Geometry, and Algebra 2
Science	6	Biology Physical Science (Previous Chemistry 1 & Physics) 2 semesters Science elective
PE	2	Students may choose from PE courses to acquire 2 credits
Health	1	Usually taken during the Sophomore Year

Business	1	Personal Finance
College & Career	1	Required of all juniors
Technology	1	Required for Class of 2028
Electives	16	General Electives

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

Classroom teachers will often assign homework. Parents who have questions about homework or concerns about class work should contact the teacher. Questions not resolved by the teacher should be referred to the building principal.

Each student is expected to spend some time preparing for studies outside of school hours. The amount of time that is needed will depend upon each student.

Students who struggle to complete assignments or who must spend an inordinate amount of time completing an assignment should seek the help and advice of their teachers and consult with the principal and/or the guidance counselor.

Progress Reports/Report Cards

Progress reports are available or sent home the week following the end of the nine-week (quarter) reporting period. Report cards will be sent home at the end of each semester.

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 potential consequences for failing to meet those expectations will be clearly communicated.
3. The severity of consequences for violating behavior expectations will generally be progressive in nature. That is, sanctions will increase with each instance of misconduct; however, each instance will be assessed on its own facts, and sanctions will be imposed based on the severity of the misconduct.
4. Parents play a vital role in supporting and reinforcing the school district's expectations of their students.
5. Behavior expectations apply to all students; consequences are enforced consistently without regard to a student's academic record or achievement.

Extracurricular activities, including athletics, cheerleading, band, chorus, and club activities, are governed by the Student Activity Handbook. Students who are involved in extracurricular activities may face consequences related to the activity in addition to the consequences discussed in this handbook.

The school district reserves the right to refer to the appropriate non-school agency any act or conduct of its students which may constitute a crime under federal, state, county, or local law. The administration will cooperate with these agencies in their investigations.

Forms of School Discipline

Administrative and teaching personnel may take actions regarding student behavior that are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but need not be limited to, counseling of students, parent conferences, referral to restorative justice practices or services, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular

activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation. The actions may also include in-school suspensions during the day or mandatory attendance at Saturday school. When in-school suspensions, after-school assignments, Saturday School, or other disciplinary measures are assigned, the student is responsible for complying with such disciplinary measures; a failure to serve such assigned discipline as directed will serve as grounds for further discipline, up to expulsion from school. District administrators may develop building-specific protocols for the imposition of student discipline.

In this section, references to "Principal" shall include building principals, the principal's designee, or other appropriate school district administrators.

For purposes of this section, “Parent” means parent, guardian, or educational decisionmaker of the student. “Educational decisionmaker” means a person designated or ordered by a court to make educational decisions on behalf of a child.

Any statement, notice, recommendation, determination, or similar action specified in this section shall be effectively given at the time written evidence thereof is delivered personally to or upon receipt of certified or registered mail or upon actual knowledge by a student or his or her Parent.

Any student who is suspended or expelled from school pursuant to this section may not participate in any school activity during the duration of that exclusion including adjacent school holidays and weekends. The student activity eligibility of a student who is mandatorily reassigned shall be determined on a case-by-case basis by the principal of the building to which the student is reassigned.

After School Sessions and Detentions

Teachers and administrators may require students to stay after school or to serve a detention when the student violates any of the rules contained in this handbook or violates classroom-specific conduct rules set by individual teachers.

Students who ride the bus home from school will be given a 24-hour notice of after-school time or a detention so that the parents may make plans to pick up the student the following day.

- 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.

In-School Suspension

The building administrator may require a student to serve in-school suspension. Students may be required to attend up to six hours per day of school-sponsored suspension a day at a designated location where they will study and participate in campus clean up. There will be zero tolerance for behavior problems from students placed in in-school suspension. Students not completing their In-School Suspension will face further disciplinary action.

Emergency Exclusion

Students may be emergency excluded from school pursuant to the board's separate policy on emergency exclusion or state law.

Short-Term Suspension

The Principal or the Principal's designee may exclude a student from school or any school function for a period of up to five school days (short-term suspension) on the following grounds:

1. Any of the conduct described in the subsections under "Grounds for Long-Term Suspension, Expulsion, or Mandatory Reassignment" below irrespective of the location at which such misconduct; or

2. Other violations of rules and standards of behavior adopted by the board of education or the administrative or teaching staff of the school, which occur on or off school grounds, if such conduct interferes with school purposes or there is a nexus between such conduct and school.

The following process will apply to short-term suspensions:

1. The Principal shall make a reasonable investigation of the facts and circumstances. Short-term suspension shall be imposed only after a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.

2. After the principal has determined that a short-term suspension is necessary, but prior to commencement of the short-term suspension, the student and the Parent will be given oral and ~~or~~ written notice of the charges against the student. They will be advised of what 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,(not to exceed an additional 48 hours) the Principal will send a written statement to the student and the student's Parent, describing: the student's conduct, misconduct, or violation of the rule or standard; 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.

   Students who are short-term suspended will be given the opportunity to complete classwork, and will work with teachers to complete and follow the same timelines as a student who is absent.

Firearms

No student may bring, possess, handle or transmit a firearm on school grounds, in a school owned vehicle, or at a school activity or event off school grounds except as permitted by this policy.

Definition of Firearm

The term "firearm", as defined in 18 U.S.C. 921, means any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, any firearm muffler or firearm silencer, or any destructive device (excluding an antique firearm).

Exceptions Regarding Firearms

The only exceptions for a student to bring or posses a weapon, including a firearm, are as follows:

1. The issuance of firearms to or possession of firearms by members of the Reserve Officers Training Corps when training or
2. Firearms which may lawfully be possessed by the person receiving instruction under the immediate supervision of an adult instructor who may lawfully possess firearms.

Consequences- Firearm

Any student who brings a firearm, as that term is defined in 18 United States Code 921, to school will be expelled from school for one calendar year. The superintendent of schools and the board of education shall have the authority to modify the expulsion requirement on a case-by-case basis.

Long-Term Suspension

Students may be excluded by the Principal from school or any school function for a period of more than five school days but less than twenty school days (long-term suspension) for any conduct constituting grounds for expulsion as hereinafter set forth. The process for long-term suspension is set forth below.

Pre-Kindergarten through Second Grade Students

An elementary school shall not suspend a student in pre-kindergarten through second grade unless the student:

1. Brings a deadly weapon as defined in section 28-109 on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or his or her designee, or at a school-sponsored activity or athletic event; or
2. Engages in violent behavior capable of causing physical harm to another student or school employee.

As an alternative to suspension, the school district may take any action authorized by law, including those provided in section 79-258.

Expulsion

1. **Meaning of Expulsion.** Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period.

2. **Summer Review**. Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled

for review before the beginning of the school year. The review will be conducted by the hearing officer who conducted the initial expulsion hearing, or a hearing officer appointed by the Superintendent in the event no hearing was previously held or the initial hearing officer is no longer available or willing to serve, after the hearing officer has given notice of the review to the student and the student's parent or guardian. This review shall be limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original hearing. This review may lead to a recommendation by the hearing officer that the student be readmitted for the upcoming school year. If the school board or board of education or a committee of such board took the final action to expel the student, the student may be readmitted only by action of the board. Otherwise, the student may be readmitted by action of the Superintendent.

3. **Suspension of Enforcement of an Expulsion**: Enforcement of an expulsion action may be suspended (i.e., "stayed") for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect, and as a condition of such suspended action, the student may be assigned to a school, class, or program/plan and to such other consequences which the school district deems appropriate.

4. **Alternative School or Pre-expulsion Procedures.** The school shall provide either an alternative school, class or educational program for expelled students or shall follow the pre-expulsion procedures outlined in Neb. Rev. Stat. 79-266.

Grounds for Long-Term Suspension, Expulsion, or Mandatory Reassignment:

The following conduct constitutes grounds for long-term suspension, expulsion, or mandatory reassignment, subject to the procedural provisions of the Student Discipline Act, Neb. Rev. Stat. § 79-254 through 79-296, when such activity occurs on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event:

1. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes. The board has determined that the use of synthetic media such as deepfakes may constitute "similar conduct";
2. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property;

3. Causing or attempting to cause personal injury to a school employee, to a school volunteer, or to any student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision;
4. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student;
5. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon (*see also board policy on weapons and firearms*);
6. Engaging in the unlawful possession, selling, dispensing, or use of a controlled substance or an imitation controlled substance, as defined in section 28-401, a substance represented to be a controlled substance, or alcoholic liquor as defined in section 53-103.02 or being under the influence of a controlled substance or alcoholic liquor (*note: the term "under the influence" for school purposes has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant*);
7. Public indecency as defined in section 28-806, except that this prohibition shall apply only to students at least twelve years of age but less than nineteen years of age;
8. Engaging in bullying as defined in section 79-2,137 and in these policies;
9. Sexually assaulting or attempting to sexually assault any person if a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging that the student has sexually assaulted or attempted to sexually assault any person, including sexual assaults or attempted sexual assaults that occur off school grounds not at a school function, activity, or event. For purposes of this subdivision, sexual assault means sexual assault in the first degree as defined in section 28-319, sexual assault in the second degree as defined in section 28-320, sexual assault of a child in the second or third degree as defined in section 28-320.01, or sexual assault of a child in the first degree as defined in section 28-319.01, as such sections now provide or may hereafter from time to time be amended;
10. Engaging in any other activity forbidden by the laws of the State of Nebraska which activity constitutes a danger to other students or interferes with school purposes; or
11. A repeated violation of any of the following rules, or a single violation if the conduct amounts to a criminal act, if such violations constitute a substantial interference with school purposes:
    a. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff

members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, sex, national origin, or religion;

b. Dressing or grooming in a manner which violates the school district's dress code and/or is dangerous to the student's health and safety, a danger to the health and safety of others, or which is disruptive, distracting or indecent to the extent that it interferes with the learning and educational process;
c. Violating school bus rules as set by the school district or district staff;
d. Possessing, using, selling, or dispensing tobacco, drug paraphernalia, an electronic nicotine delivery system, or a tobacco imitation substance or packaging, regardless of form, including cigars, cigarettes, chewing tobacco, and any other form of tobacco, tobacco derivative product or imitation, or electronic cigarettes, vapor pens, etc.;
e. Possessing, using, selling, or dispensing any drug paraphernalia or imitation of a controlled substance regardless of whether the actual substance possessed is a controlled substance by Nebraska law;
f. Possession of pornography, including creation, possession, dissemination, accessing, sale, or any other use of synthetic media, such as deepfakes;
g. Sexting or the possession of sexting images (a combination of sex and texting - the act of sending sexually explicit messages or photos electronically), including creation, possession, dissemination, accessing, sale, or any other use of synthetic media, such as deepfakes;
h. Engaging in initiations, defined as any ritualistic expectations, requirements, or activities placed upon new members of a school organization for the purpose of admission into the organization, even if those activities do not rise to the level of "hazing" as defined below. Initiations are prohibited except by permission of the superintendent;
i. Engaging in hazing as defined by state law and this policy. Hazing is defined as any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership in any school organization. Under state criminal law, hazing activities include, but are not limited to, whipping, beating, branding, an act of sexual penetration, an exposure of the genitals of the body done with the intent to affront or alarm any person, a lewd fondling or caressing of the body of another person, forced and prolonged

calisthenics, prolonged exposure to the elements, forced consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption, prolonged sleep deprivation, or any brutal treatment or the performance of any unlawful act that endangers the physical or mental health or safety of any person. For purposes of school rules, hazing also includes any activity expected of someone joining a group, team, or activity that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate; personal servitude; restrictions on personal hygiene; yelling, swearing and insulting new members/rookies; being forced to wear embarrassing or humiliating attire in public; consumption of vile substances or smearing of such on one's skin; binge drinking and drinking games; sexual simulation and sexual assault;

j. Bullying which shall include cyber-bullying, defined as the use of the internet, including but not limited to social networking sites such as Facebook, cell phones or other devices to send, post or text message images and material intended to hurt or embarrass another person. This may include, but is not limited to; continuing to send e-mail to someone who has said they want no further contact with the sender; sending or posting threats, sexual remarks or pejorative labels (i.e., hate speech); ganging up on victims by making them the subject of ridicule in forums, and posting false statements as fact intended to humiliate the victim; disclosure of personal data, such as the victim's real name, address, or school at websites or forums; posing as the identity of the victim for the purpose of publishing material in their name that defames or ridicules them; sending threatening and harassing text, instant messages or emails to the victims; and posting or sending rumors or gossip to instigate others to dislike and gang up on the target;
k. Violation of the district’s computer acceptable computer use policy are subject to discipline, up to and including expulsion;
l. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a simulated or “look-a-like” weapon;
m. Using any object to simulate possession of a weapon;
n. Knowingly making a false statement or knowingly submitting false information during the Title IX grievance process or any other school investigation or making a materially false statement in bad faith in the course of a Title IX grievance proceeding or any other school investigation; and

o. Any other violation of a rule or regulation established by a school district staff member pursuant to authority delegated by the board.

The length of any suspension, expulsion, or mandatory reassignment shall be as provided or allowed by law.

Reporting Requirement to Law Enforcement

Violations of this section will result in a report to law enforcement if:

1. The violation includes possession of a firearm;
2. The violation results in child abuse;
3. It is a violation of the Nebraska Criminal Code that the administration believes cannot be adequately addressed by discipline from the school district;
4. It is a violation of the Nebraska Criminal Code that endangers the health and welfare of staff or students; or
5. It is a violation of the Nebraska Criminal Code that interferes with school purposes.

Due Process Afforded to Students Facing Long-term Suspension or Expulsion

The following procedures shall be followed regarding any long-term suspension, expulsion, or mandatory reassignment.

1. The decision to recommend discipline shall be made within two school days after learning of the alleged student misconduct. On the date of the decision to discipline, the Principal shall file with the Superintendent a written charge and a summary of the evidence supporting such charge.

2. The Principal shall serve the student and the student's Parent with a written notice by registered or certified mail or personal service within two school days of the date of the decision to recommend long-term suspension or expulsion. The notice shall include the following:

    a. The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension, expulsion, or mandatory reassignment, including a summary of the evidence to be presented against the student;

b. The penalty, if any, which the principal has recommended in the charge and any other penalty to which the student may be subject;

c. Resources the school is able to provide or recommend to assist the student;

d. How the school plans to handle such behavior in the future, including an actionable plan aimed at maximizing strategies to keep the student in school;

e. A statement that, before long-term suspension, expulsion, or mandatory reassignment can be invoked, the student has a right to a hearing, upon request, and that if the student is suspended pending the outcome of the hearing, the student may complete classwork and homework, including, but not limited to, examinations, missed during the period of suspension pursuant to district guidelines which shall not require the student to attend the school district's alternative programs for expelled students in order to complete classwork or;

f. A description of the hearing procedures provided by the act, along with procedures for appealing any decision rendered at the hearing;

g. A statement that the principal, legal counsel for the school, the student, the student's Parent, or the student's representative or 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 assignment 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 parties.

8. The principal or legal counsel for the school, the student, and the student's Parent, or representative have the right to receive a copy of all records and written statements referred to in the Student Discipline Act as well as the statement of any witness in the possession of the school board or board of education no later than forty-eight hours prior to the hearing.

9. If a hearing is requested more than five school days following the receipt of the written notice, but not more than thirty calendar days after receipt, the Superintendent shall appoint a hearing examiner. The hearing will be held according to the requirements of section 79-269. The student shall be entitled to a hearing but the consequence imposed may continue in effect pending final determination.

10. If a request for hearing is not received within thirty calendar days following the mailing or delivery of the written notice, the student shall not be entitled to a hearing.

In the event a hearing is requested, the hearing, hearing procedures, the student's rights and any appeals or judicial review permitted by law shall be governed by the applicable provisions of the Nebraska Student Discipline Act (Neb. Rev. Stat. § 79-254 to 79-294).

SECTION FOUR

The school district is committed to providing a school environment that enhances learning and the development of lifelong wellness. The goals outlined in this policy were determined and selected after reviewing and considering evidence-based strategies.*

1. Goals for Nutrition Promotion and Education

a. The district will promote healthy food and beverage choices for all students, as well as encourage participation in school meal programs by such methods as implementing evidence-based healthy food promotion techniques through the school meal programs and promoting foods and beverages that meet or exceed the USDA Smart Snacks in School nutrition standards.
b. The health curriculum will include information on good nutrition and healthy living habits.
c. Teachers will incorporate information on nutrition and wellness into the classroom curriculum as appropriate.
d. The district will collaborate with public and private entities to promote student wellness.
e. Water will be made available to students throughout the school day.

2. Goals for Physical Activity

a. The school district's curriculums shall include instruction on physical activity and habits for healthy living.
b. Students will be encouraged to engage in physical activities throughout the school day and will be provided with opportunities to do so.
c. The district encourages parents and guardians to support their children's participation in physical activity, to be physically active role models, and to include physical activity in family events.

3. Goals for Other School-Based Activities Designed to Promote Student Wellness

a. The district will participate in state and federal child nutrition programs as appropriate.
b. The district will provide professional development, support, and resources for staff about student wellness.

c. Students will be provided sufficient time in which to eat school-provided meals.
d. The district's lunchrooms will be attractive and well-lighted.

e. The district will allow other health-related entities to use school facilities for activities such as health clinics and screenings so long as the activities meet the district's requirements and criteria for the use of facilities.
f. The district may partner with other individuals or entities in the community to support the implementation of this policy.
g. The district will strive to provide physical activity breaks for all students, recess for elementary students, and before and after school activities, as well as encourage students to use active transport (walking, biking, etc.)
h. The district will use evidence-based strategies to develop, structure, and support student wellness.

4. Standards and Nutrition Guidelines for All Foods and Beverages Sold to Students on the School Campus and During the School Day

a. The district will ensure that student access to foods and beverages meet federal, state and local laws and guidelines including, but not limited to:

i. USDA National School Lunch and School Breakfast nutrition standards
ii. USDA Smart Snacks in School nutrition standards.

b. The district will offer students a variety of age-appropriate, healthy food and beverage selections with plenty of fruits, vegetables, and whole grains aimed at meeting the nutrition needs of students within their calorie requirements in order to promote student health and reduce childhood obesity.

5. Standards for All Foods and Beverages Provided, But Not Sold to Students During the School Day

The district may provide a list of healthy party ideas or food and beverage alternatives to parents, teachers, and students for classroom parties, rewards and incentives, or classroom snacks. The district discourages the use of food and beverages as a reward or incentive for performance or behavior.

6. Food and Beverage Marketing

Marketing and advertising is only allowed on school grounds or at school activities for foods and beverages that meet or exceed the USDA Smart Snacks in School nutrition standards, except as follows:

a. This requirement does not apply to marketing that occurs at events outside of school hours such as after school sporting or any other events, including school fundraising events.
b. The district will not immediately replace menu boards, coolers, tray liners, beverage cups, and other food service equipment with depictions of noncompliant products or logos to comply with the new USDA Smart Snacks in Schools nutrition requirements. All previously purchased products will be used, and all existing contracts honored.
c. All equipment that currently displays noncompliant marketing materials will not be removed or replaced (e.g., a score board with a Coca-Cola logo). However, as the district reviews and considers new contracts, and as scoreboards or other such durable equipment are replaced or updated over time, any products that are marketed and advertised will meet or exceed the USDA Smart Snacks in School nutrition standards

7. Public Participation

Parents, students, representatives of the school food authority, teachers, school health professionals, board members, school administrators, and members of the general public shall be allowed to provide their input to the school district during the wellness policy adoption and review process.

8. Competitive Foods (Includes Food and Beverages Sold in Vending Machines, School Stores, and Fundraisers)

a. Definitions- "Competitive food" means all food and beverages other than meals reimbursed under programs authorized by the Richard B. Russell National School Lunch Act and the Child Nutrition Act of 1996 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 midnight before to 30 minutes after the end of the official school day.
b. Applicability- Except as otherwise allowed by the Nebraska Department of Education (NDE) or applicable law, all competitive food sold during the school day must meet the USDA Smart Snacks Standards and the nutrition standards found in 7 CFR § 210.11. The competitive food restrictions do not apply to food sold during non-school day hours, weekend, and off-campus fundraising events such as concessions during after-school sporting events, school plays or concerts; or to bulk food items that are sold for consumption at home. (Ex. frozen pizzas, cookie dough tubs, etc.)

c. Fundraiser Exemptions - A special exemption is allowed for the sale of food and/or beverages that do not meet the competitive food standards as required in this section for the purpose of conducting an infrequent school-sponsored fundraiser. The specially exempted fundraisers must not take place more than the frequency specified by NDE during such periods that schools are in session. No specially exempted fundraiser foods or beverages may be sold in competition with school meals in the food service area during the meal service.
d. Other Exemptions- The only other nutrition exemptions from the competitive food requirements are those found in 7 CR § 210.11.
e. Other Limitations- No competitive food can be sold to children anywhere on school premises beginning one half hour before breakfast and/or lunch service until one half hour after meal service unless all proceeds earned during these time periods to 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 Administration Building.

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 9/2016 to Reflect the USDA Final Rule) found at https://www.healthiergeneration.org/take-action/schools/wellness-topics/policy/local-school-wellness-policy

3057
Title IX Policy

As required by Title IX of the Education Amendments of 1972, it is the policy of the school 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 school district's programs or activities, or in regards to admission or employment. Any person may report sex discrimination, including sexual harassment. This report may be made by any means to the district's Title IX Coordinator, who can be contacted at 765 Main Street, Springfield, NE 68059; jacci.lucas@spcsne.org 402-592-1300. Any other inquiries regarding the application of this policy should be referred to the Title IX Coordinator.

Definitions. As used in this policy, the following terms are defined as follows:

- **Complainant** means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

- **Formal complaint** means a document or electronic submission filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment and requesting that the district investigate the allegation of sexual harassment. At the time of filing a formal complaint with the district, a complainant must be participating in or attempting to participate in the district's education program or activity.

- **Respondent** means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

- **Consent** for purposes of this policy means the willingness in fact for conduct to occur. An individual may, as a result of age, incapacity, disability, lack of information, or other circumstances be incapable of providing consent to some or all sexual conduct or activity. Neither verbal nor physical resistance is required to establish that an individual did not consent. District officials will consider the totality of the circumstances in determining whether there was consent for any specific conduct. Consent may be revoked or withdrawn at any time.

- **Sexual harassment** means conduct on the basis of sex where (1) An employee of the district conditions the provision of an aid, benefit, or service of the district on an individual's participation in unwelcome sexual conduct; (2) An individual experiences unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies the person equal access to the district's education program or activity; (3) An individual

experiences a sexual assault, dating violence, domestic violence, or stalking as further defined below. Any report of conduct not meeting these definitions will not require the grievance procedure described in this policy.

- **Sexual assault**, as defined in 20 U.S.C. § 1092(f)(6)(A)(v), which means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation:
    - **Sex Offenses**—Any sexual act directed against another person, without the consent of the victim including instances where the victim is incapable of giving consent.
        - **Rape**—(Except Statutory Rape) Penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, or by a sex-related object. This definition includes instances in which the victim is incapable of giving consent because of temporary or permanent mental or physical incapacity (including due to the influence of drugs or alcohol) or because of age. Physical resistance is not required on the part of the victim to demonstrate lack of consent.
        - **Criminal Sexual Contact**—The intentional touching of the clothed or unclothed body parts without consent of the victim for the purpose of sexual degradation, sexual gratification, or sexual humiliation. The forced touching by the victim of the actor's clothed or unclothed body parts, without consent of the victim for the purpose of sexual degradation, sexual gratification, or sexual humiliation. This offense includes instances where the victim is incapable of giving consent because of age or incapacity due to temporary or permanent mental or physical impairment or intoxication for the purpose of sexual degradation, sexual gratification, or sexual humiliation.
    - **Unlawful Sexual intercourse**
        - **Incest**—Nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law

        - **Statutory Rape**—Nonforcible sexual intercourse with a person who is under the statutory age of consent

- **Dating violence**, as defined in 34 U.S.C. § 12291(a)(10), which means violence committed by a person—
    - who is or has been in a social relationship of a romantic or intimate nature with the victim; and
    - where the existence of such a relationship shall be determined based on a consideration of the following factors:
        - The length of the relationship.
        - The type of relationship.
        - The frequency of interaction between the persons involved in the relationship.
- **Domestic violence**, as defined in 34 U.S.C. § 12291(a)(8), which includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.
- **Stalking**, as defined in 34 U.S.C. § 12291(a)(30), which means engaging in a course of conduct directed at a specific person that would cause a reasonable person to—
    - fear for his or her safety or the safety of others; or
    - suffer substantial emotional distress.
- **Supportive measures** are non-disciplinary, non-punitive individualized services offered without fee that do not unreasonably burden the parties. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and

monitoring of certain areas of the campus, and other similar measures.

Reporting Sexual Harassment. Any person who witnesses an act of unlawful sexual harassment is encouraged to report it to the district's Title IX Coordinator. district personnel will not retaliate against any individual based on any report of suspected sexual harassment. Any district employee who receives a report of sexual harassment or has actual knowledge of sexual harassment must convey that information to the Title IX Coordinator as soon as reasonably practicable, but in no case later than the end of the following school day.

Response to Sexual Harassment

General Obligations. When the district has actual knowledge of sexual harassment in its education program or activity against a person in the United States, the district will respond promptly in a manner that is not deliberately indifferent. For the purposes of this policy "education program or activity" includes locations, events, or circumstances over which the district exercised substantial control over both the respondent and the context in which the sexual harassment occurs. The district's ability to impose discipline for off-campus misconduct does not necessarily constitute "substantial control" over the respondent and the context. The district's response to an allegation of sex harassment will treat complainants and respondents equitably.

Limitations on Discipline. No respondent will have disciplinary sanctions imposed upon him/her until the conclusion of the formal grievance process described below.

Emergency Removal. Disciplinary sanctions do not include removal on an emergency basis where the respondent is an immediate threat to the health or safety of another as a result of allegations of sexual harassment. The district also may place any employee on administrative leave during the pendency of the grievance process below.

Grievance Process for Formal Complaints of Sexual Harassment

General Obligations. All Title IX team members and individuals carrying out district obligations will comply with the regulatory requirements of objective evaluations, avoiding conflict of interest or bias, training, and protection of legally privileged information.

Presumption. It is presumed that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the

conclusion of the grievance process.

Grievance Procedure

Time Frames. The district will resolve grievances in a time frame that is reasonably prompt. Good cause for delay may include considerations such as the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities.

Range of Possible Sanctions and Remedies. At the conclusion of the grievance process, the district may impose disciplinary sanctions and remedies in conformance with this and the district's student discipline policy, and other state and federal laws. Depending upon the circumstances, these policies provide for disciplinary sanctions and remedies up to and including expulsion and/or immediate discharge from employment.

Separation of Roles. The decision-maker cannot be the same person as the Title IX Coordinator or the investigator(s).

Notice of Allegations. Upon receipt of a formal complaint, the district will provide notice of this policy and the allegations to all parties. The notice will include sufficient details known by the district at that time to provide sufficient time to prepare a response before any initial interview. Sufficient details, if known by the district, include the identities of the parties involved in the incident, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident. The district will provide notice of additional allegations revealed during an investigation to the parties.

Dismissal of Formal Complaint. The district **must** dismiss a formal complaint if the conduct alleged in the formal complaint, would not constitute sexual harassment even if proven; did not occur in the district's education program or activity; or if the conduct alleged did not occur against a person in the United States.

The district **may** dismiss the formal complaint if, at any time during the investigation or hearing, the complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein; the respondent is no longer enrolled in or employed by the district; or specific circumstances prevent the district from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

Upon a dismissal, the district will promptly send written notice of the dismissal and an explanation of that action simultaneously to the parties.

Dismissal of a formal complaint under this policy does not preclude the district from taking action under another provision of the district's code of conduct or pursuant to another district policy.

Investigation of Formal Complaint. When investigating a formal complaint and throughout the grievance process, the district will designate and authorize one or more persons (which need not be district employees) as investigator(s) to conduct the district's investigation of a formal complaint. The district may consolidate formal complaints where the allegations of sexual harassment arise out of the same facts or circumstances.

The district will bear the burden of gathering evidence sufficient to reach a determination regarding responsibility. All parties will have an equal opportunity to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence. The district may not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence.

All parties will have the same opportunity to be accompanied by the advisor of their choice in any meeting or grievance proceeding. This policy does not relieve the advisor of choice of any other applicable legal obligations or limitations. The district may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties.

The district will provide written notice of the date, time, location, participants, and purpose of all investigative interviews or other meetings, with sufficient time for the party to prepare to participate.

All parties will have an equal opportunity to inspect and review evidence obtained as part of the investigation if that evidence is directly related to the allegations raised in a formal complaint. The parties will have no less than 10 calendar days to review the evidence and submit a response. The investigative report will fairly summarize the relevant evidence and the investigator will send the finalized report to all parties and their advisors.

Determination Regarding Responsibility. Before the district reaches a determination regarding responsibility, each party may submit written, relevant questions of any party or witness. The decision-maker will provide each party with the answers, and allow for additional, limited follow-up questions from each party. Questions and evidence about the complainant's sexual predisposition are never relevant. Questions about the complainant's prior sexual behavior are only relevant if those questions and evidence are

offered (1) to prove that someone other than the respondent committed the conduct alleged by the complainant, or (2) are offered to prove consent and concern specific incidents of the complainant's prior sexual behavior with respect to the respondent. If the decision-maker decides to exclude a question because it is not relevant, he/she will explain the basis for that decision.

The decision-maker will issue a written determination regarding responsibility no sooner than ten days after the parties receive the final investigative report. The decision-maker will apply the preponderance of the evidence standard. The written determination will include:

- Identification of the allegations potentially constituting sexual harassment;

- A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, and methods used to gather other evidence;

- Findings of fact supporting the determination;

- Conclusions regarding the application of the district's code of conduct to the facts;

- A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the district imposes on the respondent, and whether remedies designed to restore or preserve equal access to the district's education program or activity will be provided by the district to the complainant; and

- The district's procedures and permissible bases for the complainant and respondent to appeal.

The district will provide the written determination to the parties simultaneously. If neither party timely appeals, the determination becomes final. If a party appeals, the determination will become final on the date that the district provides the parties with the written determination of the result of the appeal.

Appeals. The district will offer both parties the opportunity to appeal from a determination regarding responsibility, and from the district's dismissal of a formal complaint or any allegations therein, on the grounds identified below.

Time for Appeal. Appeals may only be initiated by submitting a written Notice of Appeal to the Office of the Superintendent of Schools no later than 5:00 pm on the fifth calendar day after the written determination is issued. The Notice of Appeal must include (a) the name of the party or parties making the appeal, (b) the determination, dismissal, or portion thereof being appealed, and (c) a concise statement of the specific grounds upon which the appeal is based. A party's failure to timely submit a Notice of Appeal will be deemed a waiver of the party's right to appeal.

Grounds for Appeal. Appeals are limited to the following grounds:

- Procedural irregularity that affected the outcome of the matter;

- New evidence that was not reasonably available at the time the determination or dismissal was made that could affect the outcome of the matter; and

- The Title IX Coordinator, investigator(s), or decision-maker had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.

The district will notify other parties in writing when an appeal is filed; implement appeal procedures equally for all parties; and ensure that the decision-maker for the appeal is not the same person as the decision-maker, the investigator(s), or the Title IX Coordinator.

The district will give both parties a reasonable, equal opportunity to submit a written statement that supports or challenges the outcome; issue a written decision describing the result of the appeal and the rationale for the result; and provide the written decision simultaneously to both parties.

Informal Resolution. The district may informally resolve allegations without completing the grievance procedure with the written consent of all parties. The process may not be used when allegations involve an employee harassing a student. As part of this process, the district will provide to the parties in writing a notice stating:

- the allegations;

- the requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations;

- that at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint; and

- any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared.

Recordkeeping. The district will maintain the following records for a period of seven years:

- Each sexual harassment investigation including any determination regarding responsibility, any disciplinary sanctions imposed, and any remedies provided;

- Any appeal and its result;

- Any informal resolution and its result; and

- All materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process. The district will make these training materials publicly available on its website, or if the district does not maintain a website, then the district will make these materials available upon request for inspection by members of the public.

The district will also create records documenting any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment. In each instance, the district will document the basis for its conclusion that its response was not deliberately indifferent, and document that it has taken measures designed to restore or preserve equal access to the district's education program or activity. If the district does not provide a complainant with supportive measures, then the district will document the reasons why such a response was not clearly unreasonable in light of the known circumstances. The documentation of certain bases or measures does not limit the district in the future from providing additional explanations or detailing additional measures taken. The district will maintain these records for a period of seven years.

Retaliation Prohibited. Neither the district nor any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, 34 C.F.R. part 106, or this policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy. The

district will keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness, except as may be permitted by the FERPA statute, 20 U.S.C. § 1232g, or FERPA regulations, 34 C.F.R. part 99, or as required by law, or to carry out the purposes of 34 C.F.R. part 106, including the conduct of any investigation, hearing, or judicial proceeding arising thereunder. Complaints alleging retaliation may be filed according to shall be addressed pursuant to Board Policy 2006 (Complaint Procedure).

The exercise of rights protected under the First Amendment does not constitute retaliation prohibited by this section. Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding under this part does not constitute retaliation prohibited under this section, provided that a determination regarding responsibility alone is not sufficient to conclude that any party made a materially false statement in bad faith.

Notification of Policy. The district will notify applicants for admission and employment, students, parents or legal guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district of the existence of this policy. The requirement to not discriminate, as stated in Title IX and 34 C.F.R. part 106, in the district's education program(s) or activities extends to admission and employment, and inquiries about the application of Title IX and 34 C.F.R. part 106 to the district may be referred to the district's Title IX Coordinator, the Assistant Secretary for Civil Rights of the United States Department of Education, or both.

Publication of Policy. The district will prominently display on its website, if any, and in each handbook that it makes available to applicants for admission and employment, students, parents or legal guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district, the name or title, office address, electronic mail address, and telephone number of the employee or employees designated as the Title IX Coordinator(s).

Application Outside the United States. The requirements of this policy apply only to sex discrimination occurring against a person in the United States.

Scope of Policy. Nothing herein shall be construed to be more demanding or more constraining upon the district than the requirements of Title IX (20

U.S.C. § 1681) and 34 C.F.R. part 106. To the extent that the district is in compliance with Title IX and 34 C.F.R. part 106, then all of the district's obligations under this policy shall be deemed to be fulfilled and discharged.

Adopted on: 2-13-2023
Revised on: 7-15-2024
Revised on: 7-14-2025
Reviewed on: _____

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

Springfield Platteview Community Schools
2026-2027

5	New Teacher Workshop
6	All Certified Staff Report
11	All Classified Staff Report
12	First Day of Classes

AUGUST 2026

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

7	No School Labor Day
28	No School Teacher In-Service

SEPTEMBER 2026

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

9	End of 1st Quarter
14-15	Early Dismissal PHS/PC 1:25 WM - 1:10 & SP 1:20 Parent Teacher Conferences
16	No School - Comp day
19	No School

OCTOBER 2026

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

25-27	No School Thanksgiving Break

NOVEMBER 2026

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

16-17	Early Dismissal PHS/PC 1:25 WM - 1:10 & SP 1:20
18	Early Dismissal - PHS/PC 11:25 WM - 11:10 & SP 11:20 End of 1st Semester
21-31	No School Winter Break

DECEMBER 2026

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JANUARY 2027

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

1	No School Winter Break
4	No School Teacher Work Day
5	1st Day of 2nd Semester
15	No School - Teacher InService
18	No School

FEBRUARY 2027

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

10-11	Early Dismissal PHS/PC 1:25 WM 1:10 & SP 1:20 Parent Teacher Conferences
12	No School - Comp day
15	No School - President's Day

MARCH 2027

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

5	End of 3rd Quarter
22-26	No School Spring Break

APRIL 2027

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

23	No School

MAY 2027

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

12	Last Day for Seniors
16	Commencement
18-19	Early Dismissal - PHS/PC 1:25 WM 1:10 & SP 1:20
20	Early Dismissal - PHS/PC 11:25
20	**No school Elementary only**
21	Teacher Work Day

Color Code
New Teacher Workshop
No School
Early Dismissal
1 Hour Late Start
Teacher InService
Teacher Work Day
Regular School Day
No School - Elementary only

1st Qtr	41 Student Days 46 Teacher Days
2nd Qtr	45 Student Days 46 Teacher Days
3rd Qtr	40 Student Days 43 Teacher Days
4th Qtr	48 Student Days 49 Teacher Days
TOTAL	174 Student Days 184 Teacher Days

SECTION FIVE

FORMS

This section contains forms that students and their parents may need during the 2026-27 school year. Some forms will be completed digitally during the returning student registration process.

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 a digital copy of this form during the returning student registration process.

PARENT/STUDENT AGREEMENT

I have received and read the Student Handbook that describes the Springfield Platteview Community School District's discipline policies, regulations, rules, and expectations to be followed by students enrolled in the Springfield Platteview Community 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

In light of the unique challenges and circumstances posed by the outbreak of the novel coronavirus and the recent promulgation of expansive federal regulations, the rules and information provided in this handbook may be supplemented or amended by the School District's administration at any time, consistent with applicable law and board policy. All parents shall be provided notice of any such changes by the district's regular means of contact. By signing below, you agree that you will read any such information and communications, discuss them with your child, and recognize that you must comply with all rules, procedures, and requirements as they apply at that time.

_____	_____
Student's Signature Date	Parent/Guardian's Signature Date
_____	_____
Cell Phone Number (Optional)	Cell Phone Number (Optional)
_____	_____
Parent's Email Address (Optional)	Parent's Email Address (Optional)

PARENTAL AUTHORIZATION AND RELEASE FORM
ADMINISTRATION OF NON- PRESCRIPTION DRUGS TO STUDENTS

While the administration of medications to students should be scheduled outside of school hours whenever possible, occasionally it may be necessary for school personnel to administer nonprescription drugs to a student as authorized by the student's parents, guardians, or medical professionals and state law. School personnel will only dispense those nonprescription drugs which have been approved by state and federal law for use as a drug and meet the definition of nonprescription drugs in Nebraska's Medication Aide law which states:

> Nonprescription drugs means nonnarcotic medicines or drugs which may be sold without a medical order and which are prepackaged for use by the consumer and labeled in accordance with the requirements of the laws and regulations of this state and the federal government.

In order for students to be administered nonprescription medication by school personnel, a parent or guardian must:

- Complete and return this authorization form.
- Provide the district with any nonprescription drugs you wish to be administered in its original container from the manufacturer, which must include legible, unadulterated manufacturer instructions. The container must be labeled with the student's name.
- Provide the district with specific written instructions regarding the requested nonprescription drug's administration, including the date(s) the student is to be administered the drug, the dosage to be administered, the frequency of administration, and any other details or conditions relevant to administration.

School personnel will not administer nonprescription drugs in a manner inconsistent with the manufacturer instructions or state law. School personnel will not administer non-prescription drugs that is expired.

The undersigned are the parent(s), guardian(s), or person(s) in charge of

_____.
(name of the student)

I authorize and request school personnel to administer nonprescription drugs to my student. I release the school district, its officials, and employees from any and all liability concerning the administration of nonprescription drugs to my student.

DATED this _____ day of_____, 20__.

_____
Parent/Guardian

PARENTAL AUTHORIZATION AND RELEASE FORM
ADMINISTRATION OF PRESCRIPTION DRUGS TO STUDENTS

The undersigned are the parent(s), guardian(s), or person(s) in charge of

_____.
(name of the student)

It is necessary that the student receive (name of drug) _____, a physician-prescribed drug, during school intervals beginning on (date) _____ and continuing through_____. (date)

I hereby request that the School District, or its authorized representative, administer the drug named above to my child named above, in accordance with the prescribing physician's instructions, and agree to:

1. Submit this request to the teacher.
2. Make certain the Physician's Request for the Administration of Prescription Medication by School Personnel is submitted to the teacher.
3. Make sure personally that the drug is received by the teacher and/or county nursing service administering it, in the container in which it was dispensed by the prescribing physician or licensed pharmacist.
4. Make sure personally that the container in which the drug is dispensed is marked with the drug name, dosage, interval dosage, and date after which no administration should be given.
5. Submit a REVISED STATEMENT signed by the physician prescribing the drug to the teacher IF ANY OF THE INFORMATION PROVIDED BY THE PHYSICIAN CHANGES.
6. Release the School District and the Board of Education of the School District and all employees, agents, and the representatives of the School District from any liability concerning the giving or non-giving of the drug to the student.

DATED this _____ day of_____, 20__.

_____
Parent/Guardian

ADMINISTRATION OF MEDICATION TO STUDENTS
PHYSICIAN'S REQUEST FOR ADMINISTRATION OF PRESCRIPTION MEDICATIONS BY SCHOOL PERSONNEL

DATE _____

CHILD'S FULL NAME _____ is under my care and must take medication which I have prescribed during the school day.

Name of medication (as it appears on container in which the drug is stored)

_____

Dosage and time_____

Date administration of drug is to begin _____

Possible adverse reactions to be reported to physician _____

_____

Special instructions for the administration and storage of the drug _____

_____

I or my designee(s) have trained school personnel or approved alternative training as adequate to administer the medication, have evaluated the situation, the general administration plan and if applicable, the self-administration plan or emergency care plan, and deemed each to be safe and appropriate, and if applicable authorize the use of hypodermic syringes and needles or similar medical terms.

Name of Physician and Designee

_____

Print or Type

_____

Primary Phone Number

_____

Secondary Phone Number

_____

Signature of Physician

RECORD OF SELF-ADMINISTRATED MEDICINE

Parent's Phone_____
Student Name_____ Grade _____
Date to Begin _____ Date to End _____
Name of Medication _____
Dosage of Medication _____ Time _____
Doctor_____ Phone #1_____
Phone #_____
Possible Adverse Reaction:_____

_____ gives permission for _____ our son/daughter to self-administer specific medications at school. This medication cannot be taken at any other non-school time.

DATED this _____day of_____. 20___.

Students who are able to self-administer specific medication may do so provided:

1. The physician provides written authorization allowing self-administration of said medication.
2. The parent provides written authorization allowing self-administration of said medication.
3. Such medication is transported to the school and maintained under the student's control in the original, properly labeled package and (a) is not opened except when self-administrating the medication, (b) is not self-administered during instructional time or in the presence of other students unless medically necessary, and (c) is not shown or exhibited to other students.
4. The student's physician or physician's designee has (1) evaluated the situation and deemed it to be safe and appropriate; (2) documented this on the physician's authorization for the student's cumulative health record, and (3) approved the general administration plan.
5. The student and the student's physician or physician's designee have developed a plan for reporting and supervising self-administration.
6. The principal and appropriate teacher are informed that the student is self-administering prescribed medication.

Doctor's Signature

_____

STAFF | SPCSNE.ORG

HANDBOOK

SPRINGFIELD PLATTEVIEW COMMUNITY SCHOOLS

26-27 EDITION

Springfield Platteview COMMUNITY SCHOOLS

Connecting Passion with Potential

765 MAIN ST. SPRINGFIELD, NE 68059 | PHONE: (402) 592-1300

Springfield Platteview Community Schools

Board of Education

Mr. Lee Smith, President
Mr. Kyle Fisher, Vice President
Mrs. Brenda Guenther, Secretary
Mr. Brian Osborn, Treasurer
Mr. Brett Kreifels
Mr. Michael Patera

Administrative Building

District Administrative Offices
765 Main Street
Springfield, NE 68059
402-592-1300

Dr. Ryan Saunders	Superintendent
Mrs. Heidi Zierott	Director of Learning
Mrs. Jacci Lucas	Director of Special Services
Mr. Tim Seretta	Director of Technology
Mrs. Nichole Baugh	Director of Public Relations

Elementary Schools

Springfield Elementary
940 Main Street
Springfield, NE 68059
402-253-2245
Mrs. Megan Hanson, Principal
Mrs. Lauren Wright, Admin Intern

Westmont Elementary
13210 Glenn Street
Omaha, NE 68138
402-895-9602
Mrs. Melissa Hasty, Principal

Junior/Senior High Schools

Platteview Central Junior High
14801 S. 108th Street
Springfield, NE 68059
402-339-5052
Mr. Darin Johnson, Principal

Platteview Senior High
14801 S. 108th Street
Springfield, NE 68059
402-339-3606
Mr. Mike McLaughlin, Principal
Mr. Josh Siske, Assistant Principal/AD

TABLE OF CONTENTS

Introduction Page 5
Non Discrimination in Education Programs and Activities Page 6
Drug-Free Workplace Requirements Page 7

Policies and Procedures Regarding All Staff Page 8
- Accidents and Injuries Page 8
- Activity Accounts and Fundraising Page 8
- Activity Tickets Page 8
- Agents , Salesmen and Other Business Representatives Page 8
- Announcements and Circulars Page 8
- Bell Schedule Page 9
- Board Policies, Rules and Directives Page 10
- Child Abuse Page 10
- Complaint Procedure Page 11
- Computers and the Internet: Acceptable Use Page 16
- Conflict of Interest Page 17
- Contact Information Page 17
- Copyright and Fair Use Page 17
- Corporal Punishment Page 17
- Crisis Response Team Page 18
- Disability Leave Page 18
- Discrimination and Harassment Page 18
- Driving Page 19
- Dress Code Page 19
- Drug and Alcohol Testing Page 19
- Duty to Report Pate 19
- Electronic Communication While Driving Page 20
- Expenses Page 20
- FMLA Page 21
- In-School Communication Page 21
- Intellectual Property Page 21
- Jury and Witness Duty Page 22
- Keys/Fob Page 22
- Locker Room Supervision Page 22
- Maintenance and Cleaning Request Page 22
- Meals Program Page 22
- Military Leaves of Absence Page 23
- Milk Expression Page 23
- News and Press Releases Page 23
- Obligations Related to American Civics Instruction Page 24

Outside Employment Page 24
Political Activities Page 24
Pregnant or Parenting Students Page 24
Professional Boundaries Page 25
Professional Growth Page 25
Purchasing Page 26
Records and Reports Page 27
Recording of Students and Classrooms Page 27
School Calendar Page 27
School Property Page 27
School Vehicle Use Page 28
Security Page 28
Smoking on School Premises Page 28
Sniffer (Drug) Dogs Page 28
Social Media Usage by Staff Page 29
Solicitation and Distribution of Merchandise Page 29
Staff Room Page 29
Staff Use of AI Tools Page 29
Student Interviews Page 31
Telephones Page 31
Threat Assessment and Response Page 32
Ticket Taking Page 35
Transportation Request Forms Page 35
Visitors Page 35
Wage and Salary Payments Page 35
Weather Related Closings Page 36
Workplace Searches Page 36

Policies and Procedures Regarding Certified Staff Page 38

Policies and Procedures Regarding Classified Staff Page 57

Title IX Policy Page 60

Emergency Response to Life-Threatening Asthmas or Systemic Allergic Reactions (Anaphylaxis) Page 71

District Calendar Page 73

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: Jacci Lucas at 402-592-1300, jacci.lucas@spcsne.org, or in person at the Administration Building, 765 Main Street, Springfield, NE 68059.

Individuals who believe that they have been the subject of unlawful discrimination or harassment due to their sex, or that have other related concerns or questions, should contact the Title IX Coordinator: Jacci Lucas at 402-592-1300, jacci.lucas@spcsne.org, or in person at the Administration Building, 765 Main Street, Springfield, NE 68059. The School District's specific Notice of Nondiscrimination on the Basis of Sex may be accessed at the following link: https://www.spcsne.org/Title-IX-Information

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: Jacci Lucas at 402-592-1300, jacci.lucas@spcsne.org, or in person at the Administration Building, 765 Main Street, Springfield, NE 68059.

Individuals who believe that they have been the subject of any other unlawful discrimination or harassment should contact: Jacci Lucas at 402-592-1300, jacci.lucas@spcsne.org, or in person at the Administration Building, 765 Main Street, Springfield, NE 68059. 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.

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. Staff forms should be submitted to the administration building. Form Injured Emplyee's

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 or designee. **Purchases made without permission are the personal obligation and responsibility of the purchaser.**

The superintendent or designee is responsible for authorizing any fundraising on the part of student activities. **No fundraising may occur without express administrative permission.**

Activity Tickets

Per the negotiated agreement, each certified staff member is required to work at least one activity per year.

If a staff member works at least two events, staff and their spouses will be admitted to home games free of charge. Activity passes will be issued to staff through the Platteview High School activities office.

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.

Bell Schedule

Preschool

Schedule

Morning Class:		Afternoon Class:	
Arrival	8:00	Arrival	12:15
Dismissal	11:00	Dismissal	3:15

Springfield Elementary Start Time

Schedule		Late Start	
Arrival	8:10	Arrival	9:10
Tardy Bell	8:20	Tardy Bell	9:20
Dismissal	3:20	Dismissal	3:20

Westmont Elementary Start Time

Schedule		Late Start	
Arrival	8:00	Arrival	9:00
Tardy Bell	8:10	Tardy Bell	9:10
Dismissal	3:05-3:10	Dismissal	3:05-3:10

Platteview Central and Platteview High School

Period	Schedule		Late Start Schedule	
0	7:15	7:59	8:20	9:01
1st	8:10	8:54	9:10	9:54
2nd	8:58	9:42	9:58	10:37
3rd	9:46	10:30	10:41	11:20
4th	10:34	11:18	11:24	12:03
5th (Lunch)	11:47	1:01	12:07	1:16
6th	1:05	1:49	1:20	1:59
7th	1:53	2:37	2:03	2:42
8th	2:41	3:25	2:46	3:25

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. Through *Back to School Required Training*, staff will be asked **that they agree that you have read and understood these policies, handbooks, rules, and directives, their application to you, and that you have had an opportunity to discuss any questions with the administration**.

Child Abuse

School employees who have reasonable cause to believe that a child has been subjected to child abuse or neglect or observe a child being subjected to conditions or circumstances which reasonably would result in child abuse or neglect will report the suspected abuse or neglect according to the following procedure.

1. Any school employee who has reasonable cause to believe that a child has been abused or neglected shall report the suspicion to the building principal immediately. Employees shall also personally report or cause a report to be made to local law enforcement or to the Department of Health and Human Services.

2. When the principal makes a report of suspected child abuse or neglect, he/she shall inform the employee(s) who made the initial report.

3. Nothing in the paragraph above shall hinder a school employee from fulfilling his/her/their obligation to report suspected abuse or neglect if he, she or they have reasonable cause to believe that a child has been abused or neglected.

4. Any doubt or question in reporting such cases shall be resolved in the favor of reporting the suspected abuse or neglect.

Consultation between the administrator and school employee is encouraged, keeping in mind that prompt reporting is essential.

Complaint Procedure

Good communication helps to resolve many misunderstandings and disagreements. This complaint procedure applies to complaints unless the complaint is subject to a different procedure required by law, policy or contract. Individuals who have a complaint should discuss their concerns with appropriate school personnel in an effort to resolve problems at the lowest level of the chain of command. When those efforts do not resolve matters satisfactorily, including matters involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age, a complainant should follow the procedures set forth in any specific policy addressing those areas or the procedures set forth below. Allegations of sex discrimination covered by Title IX will be addressed through the board's Title IX policy.

References to "coordinator" in this policy refer to the board-designated coordinator for the applicable area, such as the Section 504 Coordinator for allegations of disability-based discrimination.

Under this policy, factual conclusions will be based on a preponderance of the evidence.

Complaint and Appeal Process.

1. The first step is for the complainant to speak directly to the person(s) with whom the complainant has a concern. For example, a parent who is unhappy with a classroom teacher should initially discuss the matter with the teacher. However, the complainant should skip the first step if the 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 to the coordinator, the administrator or coordinator shall first determine whether another applicable procedure is required by policy or law and if so, direct the complaint to the appropriate person to follow that procedure. If not, the administrator or coordinator will promptly and thoroughly investigate the complaint, and shall:

a) Determine whether the complainant has discussed the matter with the respondent.

1) If the complainant has not, urge the complainant to discuss the matter directly with the respondent, if appropriate.

2) If the complainant refuses to discuss the matter with the respondent, the administrator or coordinator shall, in his or her sole discretion, determine whether the complaint should or must be pursued further.

b) Strongly encourage the complainant to reduce his or her concerns to writing.

c) Interview the complainant and, if necessary, the respondent against whom the complaint is filed, to determine:

1) All relevant details of the complaint;

2) All witnesses and documents which the complainant believes support the complaint;

3) The action or solution which the complainant seeks.

d) Respond to the complainant. If the complaint involves discrimination or harassment, the response shall be in writing and shall be submitted within 180 calendar days after the administrator or coordinator receives the complaint.

4. If either the complainant or the respondent is not satisfied with the decision, he or she may appeal the decision to the superintendent. The superintendent may assign a qualified designee to hear any appeal.

a) This 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.

d) 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.

e) This appeal must be in writing.

f) 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.

g) 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 designee.

h) 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.

i) 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.

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. Complaints filed (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 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. The information can be found in Policy 4012.
Staff should also refer to and comply with the board policy regarding Staff and District Social Media Use. The information can be found in Policy 4051.

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 Human Resources Manager at the Administrative Building at 402-592-1300 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. You can find more information on copyright compliance requirements and permitted uses from the U.S. Copyright Office and the Library of Congress at the following site:
http://www.loc.gov/teachers/usingprimarysources/copyright.html.

Corporal Punishment

Corporal punishment is the infliction of bodily pain as a penalty for disapproved behavior, and is prohibited by law. Some physical contact is inevitable, and most of it is appropriate. Corporal punishment does not

include the use of physical force that is reasonable and necessary to (1) protect school employees; (2) protect students or property; or (3) remove a student from a situation that endangers the student, persons, or property. Staff members should promptly report any event that required the use of physical force to their building principal.

Crisis Response Team

Any staff member appointed by the district administration will serve on the Crisis Response Team as outlined in the board policies. The Crisis Response Team serves a vital role in supporting the district's staff and students. It is the responsibility of the appointed staff member to discuss with the district administration any circumstances that may affect the staff member's ability to perform the tasks required by board policy.

Disability Leave (Short-Term)

Short-term disability leave will be treated in the manner required by state and federal law and consistent with the negotiated agreement with the school district's local education association. Short-Term Disability leave will run concurrently with FMLA leave.

Discrimination and Harassment

The school district prohibits discrimination and harassment based upon or related to race, color, national origin, sex, religion, marital status, disability, age or any other unlawful basis that (1) has the purpose or effect of creating an intimidating, hostile, or offensive school environment, (2) has the purpose or effect of substantially or unreasonably interfering with an employee's school performance, or (3) otherwise adversely affects an employee's employment opportunities. Employees who believe that they have been the subject of unlawful discrimination or harassment due to their disability should contact the following Section 504 Coordinator: Jacci Lucas at 402-592-1300 or at jacci.lucas@spcsne.org or in person at the Administration Building, 765 Main Street, Springfield, NE 68059.

Employees who believe that they have been the subject of unlawful discrimination or harassment due to their sex should contact the following Title IX Coordinator: Jacci Lucas at 402-592-1300 or at jacci.lucas@spcsne.org or in person at the Administration Building, 765 Main Street, Springfield, NE 68059.

Employees who believe that they have been the subject of any other unlawful discrimination or harassment should contact Jacci Lucas at 402-592-1300 or at jacci.lucas@spcsne.org or in person at the Administration Building, 765 Main Street, Springfield, NE 68059.

Employees may report discrimination or harassment to any staff member who will then forward it on to the appropriate coordinator or administrator. The staff member will follow school district policies to respond to the report.

Driving (both school and personal vehicles)

Staff members who drive school vehicles or volunteer to use their personal automobile to transport students must have a valid driver's license and proof of insurance. Staff members will be provided a Driver's Certification form to verify this information. Staff members who drive school vehicles or transport students in their personal vehicles are responsible for following safe driving practices, including use of seat belts by all occupants, and are responsible for any injury or accident. Staff members are not to use cell phones while driving a school vehicle or while transporting students. Please see the school district's policy on school vehicle use for further information.

Drivers for the school district must be free from drug and alcohol use or abuse. The school district will test drivers as permitted under state and federal law and in accordance with board policy.

Dress Code

Staff should dress in a manner that reflects the honorable profession of education. Certified staff, paraeducators and office staff should generally dress in business casual attire. Custodial, maintenance and transportation staff should dress in attire appropriate to the work they are performing.

The superintendent or principal shall maintain the discretion to make determinations on staff dress and appearance. Administrators may temporarily suspend all or a portion of the dress code when other factors support a lower dress expectation for school employees (e.g., special "casual days" or field days). Any violation of school policy and rules may result in disciplinary action.

Drug and Alcohol Testing

School district administrators who suspect that drugs or alcohol may be present in a staff member's system may require the staff member to provide a body fluid or breath sample as provided in Nebraska law. Staff members who refuse a lawful directive to provide a body fluid or breath sample may be subject to disciplinary or administrative action by the employer, including denial of continued employment.

Duty to Report

School personnel shall self-report any of the following to the District's Superintendent within 24 hours of its occurrence or at the beginning of the next school day, whichever is earlier:

- Any criminal citation if the alleged offense is a misdemeanor or felony under federal or Nebraska law or in the state in which the alleged offense occurred;
- Any arrest for any reason;
- Any criminal conviction;
- Any sentence of incarceration;
- Any criminal or civil filing or Department of Health and Human Services or law enforcement investigation against the employee for child abuse and/or neglect;
- Any complaint or other administrative filing against the employee 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 emails, 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 each building secretary. Appropriate receipts must be attached.

To be reimbursed for an item or for personal vehicle use, staff members must complete a reimbursement claim form, attach receipts and submit it to the Superintendent or designee 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. Forms can be found at the Employee Resource Center.

Reimbursable mileage or other reimbursements expenses will be considered separate from compensation and be paid at the time of the next monthly board meeting after sufficient support documentation is provided.

Materials necessary for instruction are provided by the District. If teachers need additional materials for instruction or school-related purposes, the request should be made to the Principal.

Family and Medical Leave (FMLA)

Qualified employees will be provided leave under the Family and Medical Leave Act (FMLA) as provided in board policy. The school district will utilize the "rolling" 12-month period measured backward from the date an employee uses any FMLA leave.

In-School Communication

Every staff member will be assigned a mailbox in the building where he or she works. Staff members are expected to check their mailboxes for messages in the morning upon arrival at school, at lunch time, and at the end of the day before departing.

A great deal of information is distributed to staff via the district'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 email accounts for a moderate amount of personal e-mail correspondence. However, sending or receiving personal email during class time is prohibited, regardless of whether that personal e-mail is received on the staff member's school email account or a personal account.

Intellectual Property

All written or artistic works, instructional materials, inventions, procedures, ideas, innovations, systems, programs, or other work product created or

developed by any employee in the course and scope of performance of his or her employment duties on behalf of the district, whether published or not, shall be the exclusive property of the district. The district has the sole right to sell, license, assign, or transfer any and all right, title, or interest in and to such property.

Jury and Witness Duty Leave

An employee who has been called to serve as a juror will be granted paid leave. Employees must sign over to the district the compensation they receive for jury duty, but not compensation for expenses.

An employee who has been subpoenaed to testify as a witness in a court proceeding shall be entitled to one day of paid leave. To receive paid leave, the employee must sign over to the district his or her witness fee.

Keys/Fob/Badges

Staff must wear their school issued ID badge while on duty.

Staff will not lend or have any duplicate keys/fob 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/fob/badges 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/fob to the building principal immediately.

Locker Room Supervision

Staff members must review and comply with the board's policy regarding locker room supervision.

Maintenance & Cleaning Request

Staff members should notify their building principal for a maintenance request as they need or see a maintenance problem. The requests will be submitted to the appropriate staff to complete.

Meals Program

Staff may take advantage of meals offered through the district's foods program. Staff may purchase from the school cafeteria for breakfast at $3.15 and lunch for $5.15 The lunch price includes one carton of milk. Extra cartons cost $.75 cents. Staff members must deposit funds in their

lunch accounts before purchasing meals. Staff members will not be allowed to run a deficit in their lunch accounts.

Military Leaves of Absence

Leaves of absence without pay for military or Reserve duty are granted to all employees as required by law. An employee who is called to active military duty or to Reserve or National Guard training or who volunteers for the same should submit copies of the military orders to the Superintendent as soon as is practicable. An administrator, at his or her discretion, may require an employee who requests leave under the Nebraska Family Military Leave Act to provide certification from the proper military authority to verify the employee's eligibility for the leave requested.

Military Leave under the Federal Family and Medical Leave Act (FMLA) and the Nebraska Family Military Leave Act will be governed by the board's policies.

Milk Expression

Except as otherwise provided by law, the district will provide reasonable break time for an employee who wishes to breastfeed or express breast milk for her nursing child each time such employee has the need to do so. The district will provide a place, other than a bathroom, which is shielded from view and free from intrusion from co-workers, and the public. These accommodations will be provided for one year after the child's birth, unless otherwise required by law.

News and Press Releases

Only individuals who have prior administrative approval may issue press releases or other official communications regarding school activities and events in furtherance of the individual's official responsibilities. The superintendent may delegate responsibility for communicating with the media to building principals, the activities director, event sponsors, and other staff.

Positive media coverage of the school district and its activities is good for the school, its staff, and its students. Staff should establish and maintain cordial relationships with the Director of Public and Community Relations. The Director will assist in communicating with local news outlets.

Activity sponsors and other staff who are involved in newsworthy activity should submit press releases to the Director of Public and Community Relations 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.

Communicating with the public, keeping the public informed, and public relations with the community are important tasks. News of important and/or interesting events and activities are usually welcomed by the newspapers.

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, use school district equipment to campaign or create campaign materials 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 (Director of Special Services) to develop a plan to assist the student in participating in district curriculum and extra-curricular activities. Such a plan may include:

1. If the student cannot regularly attend classes, the provision of online courses;
2. The arrangement of meeting times with teachers;
3. If the student has not identified appropriate childcare, the identification of child care providers that meet statutory requirements for quality and care; and
4. All other curricular adjustments, modifications, and means of supplementing classroom attendance deemed appropriate by the school administrators including, but not limited to, modification of attendance policies.

Professional Boundaries Between Staff and Students

All district employees must follow board policy when interacting with students in any way. School district employees are responsible for conducting themselves professionally and for teaching and modeling high standards of behavior and civic values, both at and away from school. District employees must be aware of professional boundaries between students and staff, and they must never blur the boundaries. These standards of behavior apply to social networking sites, such as Facebook, Twitter, Instagram, etc., along with communications and interactions of any kind between staff and students.

Examples of unprofessional misconduct include: inappropriate sexual communications or interactions with students, meeting with students in private outside of school, and intruding on a student's personal space. These are a few examples of inappropriate behavior, not an exhaustive list. For further guidance, refer to the district's policies regarding professionalism and staff-student interactions.

Any teacher or student who witnesses or knows information about a district employee violating board policy should report the violation to the district administration *immediately*. Minor violations and questionable violations should be reported as soon as possible, but always within 24 hours.

A violation of board policies for professionalism will form the basis for employee discipline up to and including termination or cancellation of employment, filing a report with law enforcement officials, and filing a report with the Commissioner of Education.

Professional Growth

All employees must complete documentation for professional growth and shall be provided opportunities for the development of increased competence beyond that which they may attain through the performance of their assigned duties.

Every six years the teachers in the Springfield Platteview Community Schools system shall give evidence of professional growth as is approved by the school board in order to remain eligible for continued employment. Educational travel, professional publications, work on educational committees, college work, or such other activity approved by the school board may be accepted as evidence of "professional growth".

Professional Growth Period: This refers to each six year period during which teachers are required to give evidence of professional growth. A tenured teacher, upon employment on September 1, begins his/her initial six year growth period at that time, and ends it on August 31, six years later. The beginning of the seventh year starts the second six year period.

Professional Growth Credits: All teachers must earn a total of 6 professional growth credits during each professional growth period. Each activity of professional growth has its own criteria for acceptance and evaluation. It is the individual teacher's responsibility to show that the activity did actually contribute to his/her professional development and to their increased effectiveness in the capacity in which he/she is employed. The requirement of proof may be accomplished in a variety of ways such as: documentation workshop, written reports, online/virtual presentations, grade transcripts, etc.

There is a summarized list that is shared in the Employee Resource Center for staff to utilize for an understanding of professional learning activity and point equivalent.

Purchasing

All curriculum materials that are approved by the district will be ordered at the administrative building.

All requisitions for building needs/school supplies must be filed with the building principal. The requisition must include the name of the article being requested, where it may be purchased, how many articles are required and their cost. Orders will not be placed until the Business Manager has issued a printed purchase order. Once an order has been received, the item will be accounted for and 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 principal for the necessary forms. The superintendent/designee will either approve or disapprove the request through the principal.

Records and Reports

Staff members must refer to and comply with Policy 5016 regarding the management and maintenance of student records.

All staff members shall promptly furnish the administration with any information relating to their professional training, experience, activities or work required for reports to county, state or federal officials or for official school records. Personal information will be treated confidentially by school officials.

Recordings of Students and Classrooms

Staff members may make audio and video recordings of classroom instruction and school activities upon authorization of the superintendent or supervising administrator. Staff should refer to Board Policy 3059 for information on recording by students.

School Calendar

The official school calendar is maintained in each building office and can be found on the building website. 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 building principal as early as possible so that they may be placed on the school calendar.

Staff must inform the building principal of any school property that needs repair or that is lost, stolen, or damaged beyond repair. Matters regarding custodial service in the building should be handled through the principal's office.

School Vehicle Use

The transportation of students in a pupil transportation vehicle is governed by the rules of the Nebraska Department of Education and the district's safe pupil transportation plan or safety and security plan. School district employees, board members, and other elected or appointed school district officials who are not transporting children are authorized to use a school district vehicle to travel to a designated location or to their home when the primary purpose of the travel serves a school district purpose. Staff should refer to the board policy regarding the use of school vehicles.

Security

Each staff member is responsible for the security of his/her own classroom or work area. Staff must lock the doors and windows of their classrooms and/or other work areas each night.

Staff members who use the building after it has been locked by the custodian or on weekends are responsible for turning off all lights and locking all windows and doors that they or students under their supervision may have used.

Under no circumstances are pupils to be allowed in the building after school hours without faculty supervision. Keys to any school areas are not to be loaned to students under any circumstances.

Smoking on School Premises or at School Activities

The use or possession of any tobacco product, including cigarettes, cigars, or other tobacco or tobacco derivative products; vapor products or electronic nicotine delivery systems; alternative nicotine products; or any other such look-alike or imitation product, is not permitted on school property at any time.

Sniffer (Drug) Dogs

The administration is authorized to use sniffer dogs to minimize the presence of illicit items on school grounds. Students and staff are specifically notified that:

1. Lockers may be sniffed by sniffer dogs at any time.
2. Vehicles parked on school property may be sniffed by sniffer dogs at any time.
3. Classrooms and other common areas may be sniffed by sniffer dogs at any time students and staff are not present.
4. If contraband of any kind is found, the student or staff member shall be subject to appropriate disciplinary action.

Social Media Usage by Staff

Social media is an important tool for communicating, keeping up-to-date with current developments in education, and for conducting research to enhance management, teaching, and learning skills. The district also uses social media accounts to provide information to district stakeholders. All staff members must refer to and comply with the board of education'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.

All school-related social media account credentials (usernames and passwords) must be shared with the superintendent or their designee. This ensures continuity, oversight, and appropriate access in support of district operations and communication.

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, except as approved by the administration.

Staff Room

The staff room is maintained for the exclusive use and convenience of the staff. It is not for student use and staff members should not hold student conferences there. Each staff member will assume responsibility in keeping the staff room in an orderly and presentable condition.

Staff Use of AI Tools

As used in this section, artificial intelligence tools ("AI Tools") means machine-based resources that use computer science, algorithms, large language models, and/or machine learning to perform tasks, answer questions, collect information, and respond to human-directed tasks, queries, and objectives. AI Tools include, but are not necessarily limited to, commercially-available resources like ChatGPT, Gemini, Claude, and similar technologies. The board wants to encourage staff to use AI tools to support student learning in safe and lawful ways.

This policy works together with the district's policies on Student Use of AI Tools, Staff Internet and Computer Use, and Staff and District Social Media Use.

Tool Approval. Staff may not use an AI Tool with students or with student information unless a member of the district's administration has approved it. To use a new tool, staff must request approval from his/her supervising administrator first. Before approving a tool, the district will review the vendor's privacy and security practices, the kind of student information the tool would use, and whether a written data-sharing agreement with the vendor is required. The district will keep a list of approved AI Tools and the allowed uses for each.

Staff Expectations for Use of AI Tools in Education

A. **Acceptable Use of AI Tools.** Staff members must use their own professional oversight for any task they use AI Tools to complete and must carefully review the outputs of all AI Tools. Staff may use approved AI Tools to help with things like:

    1. Drafting lesson plans, learning goals, and activities;
    2. Assisting in initial review and feedback of student work;
    3. Making reading passages or practice problems at different levels;
    4. Drafting general messages like newsletters or announcements;
    5. Finding resources or summarizing public information;
    6. Drafting routine communications.

B. **Protecting Student Information.** Staff may upload student information into an AI Tool only when (a) the tool is district-approved, and (b) the vendor is bound by a written data-sharing agreement with terms that meet FERPA, COPPA, PPRA, and applicable state student data privacy laws. For this purpose, student information includes student names, ID numbers, education records, IEPs, Section 504 plans, evaluations, health records, and discipline records. This rule applies whether the staff member uses a district account, a personal account, a free version, or a paid version.

C. **Recording and Transcription Tools**. Staff may use AI recording or transcription tools only if:

    1. The transcription tool has been approved by an administrator for use in the school context; and
    2. All participants to the meeting are informed that the staff member is recording or transcribing the meeting.

The resulting recording or transcript may be subject to the district's retention and confidentiality policies.

D. Unacceptable Use of AI Tools in Education. Staff may never use AI tools to:

1. Upload FERPA-protected information about students without the express, written authorization from administrators who have assured themselves that such disclosure is lawful;
2. Relying solely on an AI Tool to grade student work that counts toward a grade or transcript or otherwise evaluate student academic progress;
3. Make or share deepfakes or fake images, audio, or video of any real person.
4. Make or share sexual or intimate images of any real person—even if the image is AI-generated;
5. Use AI to harass, bully, threaten, or impersonate any student, staff member, parent, board member, or community member;
6. Use AI to watch, track, or scan faces of students or staff outside of systems the board has approved;
7. Upload materials to AI if the copyright or license does not allow it;
8. Share district AI accounts or passwords with students or others;
9. Use district AI accounts for personal or business reasons; or
10. Use AI to bypass district network security, content filters, or device controls.

If any staff member is uncertain about the application of this policy to any AI Tool use, the staff member will check with a supervising administrator before use.

Student Interviews

Employees shall refer any police officer, child protective service worker, or other similar individual seeking to speak to or interview a student to an administrator.

Telephones

School telephones are maintained for the primary purpose of conducting school business. Staff members should limit their use of school phones to brief conversations. Teachers will not be called to the telephone during class time except in the case of an emergency.

Staff members may not use personal cell phones to make or receive calls or to send or receive text messages during instructional time.

Threat Assessment and Response

The board of education is committed to providing a safe environment for members of the school community. Students, staff and patrons are urged to immediately report any statements or behavior that makes the observer fearful or uncomfortable about the safety of the school environment.

1. Definitions

a. A **threat** is an expression of a willful intent to physically or sexually harm someone or to damage property in a way that indicates that an individual poses a danger to the safety of school staff, students or other members of the school community.

i. The threat may be expressed/communicated behaviorally, orally, visually, in writing, electronically, or through any other means.

ii. A **transient threat** is an expression of anger or frustration that can be quickly or easily resolved.

iii. A **substantive threat** is an expression of serious intent to harm others which includes, but is not limited to, any threat which involves a detailed plan and means.

b. A **threat assessment** is a fact-based process emphasizing an appraisal of observed (or reasonably-observable) behaviors to identify potentially dangerous or violent situations, to 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 reports 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) may consist of the Superintendent, Director of Special Services, Director of Learning, Information Technology Staff, School Nurse, Building Principal(s), Guidance Counselor, School Social Worker, and Local Law Enforcement.

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.

Ticket Taking

Per the Negotiated Agreement, ALL certified staff will be expected to take tickets or fill another job at one time or another at home events. Staff members who are unavailable to take tickets at the event they are assigned to work must find their own replacements and notify the district athletic directors office of who will be taking their place.

Transportation Request Forms

Staff members must initiate transportation requests as soon as they are aware of the need for school-provided transportation to allow the activities director or staff adequate time to schedule drivers and vehicles. Requests start with each building's office manager.

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 20th of each month. The district provides direct deposit of paychecks to designated financial institutions. Otherwise, paychecks will be delivered personally at school or mailed to the address on file in the district office. Staff who wish to activate or modify their direct deposits or who wish to have paychecks mailed to a different address must contact the district office. The school district will mail staff paychecks to the last address on file for each employee during months when school is not in session. Employees shall not be paid in advance under any circumstances.

All required deductions, such as for federal, state, and local taxes,

retirement contributions, and all authorized voluntary deductions, such as for insurance or union dues, will be withheld automatically from your paychecks. Garnishments are legal proceedings imposed by a court of law upon the school district requiring payment to a third party of monies earned by district employees. The school district will accept all legal garnishments and tax levies against wages in compliance with state and federal law. An employee's pay will be held upon receipt of a garnishment until a court order is issued indicating satisfaction of the indebtedness or until ordered to surrender the monies to the court or its agent. The school district prohibits improper pay deductions, and employees shall be reimbursed for any improper pay deductions. If you believe that an improper deduction has been made to your pay, you should immediately report this information to your direct supervisor, payroll personnel, or the Superintendent.

Staff members, by their signature on the acknowledgement page of this handbook, authorize the school district to withhold such sums from their paychecks as necessary to cover property damage, cash shortages or other amounts owed to the school district by the employee.

Weather-Related Closings

If school is called off because of bad weather or for any other reason, it will be announced through school messenger and district/building social media.

Parents may decide to keep their children at home in inclement weather because of personal circumstances. Students absent because of severe weather when school is in session will be marked absent. Staff members should treat the absence like any other absence for legitimate causes provided parents properly notify the school of their decision. Parents may pick up their children in inclement weather (except in case of a tornado) at any time during the school day. Students will not normally be dismissed from school during severe weather on the basis of a telephone request.

Workplace Searches

To safeguard the property and interests of our students, employees, and patrons; to help prevent the possession, sale, and use of illegal drugs on school grounds, and in keeping with the spirit and intent of the district's drug-free workplace policy and other policies, the school district reserves the right to question employees and all other persons entering and leaving our premises, and to inspect any packages, parcels, purses, handbags, briefcases, lunch boxes, or any other possessions or articles carried to and from school when it has reasonable grounds to do so. The school also reserves the right to search any employee's office, desk, files, locker, or any other area or article on school grounds. All offices, desks, files, lockers, and so forth, are school district property and are issued or provided for the use

of employees only during their employment with the district. Inspections may be conducted at any time at the discretion of the administration. Employees who refuse to cooperate with this provision will be subject to disciplinary action up to and including discharge.

POLICIES AND PROCEDURES REGARDING CERTIFIED STAFF

Absences

The accumulation of leave for teaching staff is governed by the Negotiated Agreement between the Board of Education and the Education Association. This handbook sets forth the process for using that leave

1. Sick Leave

Certified staff members who are too ill to perform their teaching duties must contact their building principal by no later than 6:15 a.m.

2. Personal Leave

Personal leave can be used for any reason. Each teacher has three (3) personal days per year. There is no accumulation of personal leave. Modified for 2020- 21, 2021- 22, Modified 2024-25 & 2025-26.

Teachers must request a personal day in writing to the Principal. Requests must be given at least three (3) working days in advance of the leave day. Modified 2016- 17 2017- 18

Personal leave shall not exceed more than 2 teachers (3 at the high school) in any one building on any given day, unless there is an emergency situation approved by the building principal. Principals may decline requests of personal days if a substitute is not available. Added 2016- 17

Additionally, personal leave may not be used for any scheduled in-service day, during parent teacher conferences, the last week of the first semester or the last two weeks of the school year, except in cases of significant, unavoidable situations which will be determined on an individual basis by the building administrator.

If the teacher does not use all of their personal leave, and is under contract for the entire school year, they will receive current per diem pay for each of the days not used. The payment for unused personal leave will be made in the June 20th paycheck. ADOPTED 1996. Modified for 2020-21 & 2021- 22, Modified 2024-25 & 2025-26.

3. Bereavement

a. In case of the death of a relative in the immediate family - spouse, child, step-children, parent, father-in-law, mother-in-law, guardian, step-parent, brother or sister - an employee may be granted permission to be absent from duty without loss of pay for a period not exceeding five days. If

additional days are needed, they shall be deducted from accumulated sick leave, up to an additional five days. These days do not have to be used consecutively.

b. In case of the death of a grandparent, grandchild, brother-in-law, sister-in-law, uncles, aunts, nieces, nephews, spouse's uncles, spouse's aunts, or spouse's grandparent, up to 3 days without loss of pay will be allowed to attend the funeral. If additional days are needed, they shall be deducted from accumulated sick leave, up to an additional three (3) days. These days do not have to be used consecutively.

c. An employee can use one (1) day of unused sick leave to attend a funeral of an individual who is not delineated in the "Bereavement Leave" section of the negotiated agreement. This may be a relative, friend or acquaintance of the employee's choice. Only one (1) day of sick leave can be used during any contract year for this purpose.

4. Professional Leave

Each teacher is eligible to receive unlimited paid professional leave with administrative approval. Decisions for such leave are to be approved by the building administrator.

5. Substitute Folders

Each teacher must prepare a substitute folder and make easily accessible. 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.)

Certified staff members may not make arrangements for their own substitute.

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/human resources 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/designee of any changes, including but not limited to changes in certification, endorsements, benefits plans, and salary payment information.

Cheating

Students caught cheating (including plagiarizing or use of AI without approval) must be sent to the building principal for administrative discipline. A student who cheats, plagiarizes, or otherwise participates in any academic dishonesty is subject to discipline, up to and including expulsion.

Check-out Forms

All certified staff must complete a formal check-out and obtain the building principal's permission prior to departing for the summer. All certified staff must complete a formal check-out with the building principal prior to departing for the summer.

Class Record Documentation

Each classroom teacher should maintain a record of matters relating to each student in each teacher's class. It will be maintained electronically through the district student information system. PowerSchool houses a class list, attendance and all grades earned by each student. Regularly, classroom teachers must ensure that the information is accurate.

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 establish a clear and consistent approach to behavior that is rooted in mutual respect, responsibility, and relationships. Expectations and routines should be explicitly taught, co-created when appropriate, and posted where students can reference them. In addition to outlining logical consequences, the plan should also include opportunities for reflection, restoration, and repairing harm when behavior disrupts the learning environment.

Each building has its own specific procedures concerning student discipline. Classroom teachers should consult with their building principal for more information.

Teachers may work with an administrator to 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 work with the activities director immediately after the season to inventory and discuss supply needs.

Collection of Student Money

Staff members must comply with the school district's student fee policy before collecting any funds from students. (5045 Student Fees)

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 Springfield Platteview Community Schools (SPCS), 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.

Computer Lab

When buildings have a computer lab, students and staff who use computers owned by the district must abide by the district's acceptable use policies. Students may use the computer lab when it is supervised. Classroom teachers may not send students to the computer lab during study halls or class unless they have made prior arrangements.

Classroom teachers who wish to bring classes to the computer lab must sign up as far in advance as possible with the lab coordinator. Absolutely no food or drink is allowed in the computer lab.

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 the window area of the central office or the commons area to display student work or they may use it during a night activity. Certified staff must contact the principal before displaying student work at an evening activity.

Duties of Certified Staff

The duties of certified staff include, but are not limited to, the following:

a) Becoming acquainted with board policies, district rules and regulations, and the state laws concerning teachers and pupils.
b) Attending such education conferences as are required by law or administrative directives.
c) Attending school assemblies unless excused by the principal.
d) Instructing pupils in the proper use of equipment and instructional supplies.
e) Reporting in writing to the principal any injury to any child while under the jurisdiction of the school, including athletic injuries.

f) Complying with the Teachers Professional Code of Ethics which has been promulgated by the Nebraska Department of Education (92 Neb. Admin. Code § 27) and adopted by the Board of Education of the district.
g) Discussing a student only with the child's parents and the superintendent, principal, guidance counselor or classroom teachers who may know the circumstances and have a need to know. It is unprofessional and inappropriate to discuss 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 7-12

Student academic eligibility for participation in extracurricular activities will be determined on a weekly basis. The district has established weekly eligibility criteria for all NSAA extracurricular activities. Weekly eligibility will be established each Monday morning at 9:30 A.M. throughout each semester beginning with the second full week of each semester. A student will become ineligible by failing in two or more classes at time of weekly eligibility check. Students in failing status in two or more classes, will be declared ineligible to participate in game competitions or performances, but may continue to practice. Students in failing status may be assigned academic intervention times before or after school in order to meet with teachers and/or get missing assignments or assessment scores completed and raised. 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.

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 extracurricular 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 fire drill packets and class grade books with them when they leave their classrooms.
d) The first two students reaching the exit doors will hold the doors wide open until everyone has filed out.
e) Staff and students will move far enough away from the building to avoid possible injury from fire and falling embers, and also, to remain clear of emergency vehicle traffic.
f) Once outside, each teacher must account for every student in the class. Classroom teachers will take roll for their class and;
    1) hold up a Green Card (all students accounted for)
    2) hold up a Red Card (missing student(s) listed or additional students)

The signal to return to the school building will be the short bell. It will be sounded upon completion of the drill. Students will return in an orderly manner.

2. Tornado Drills

When a tornado warning has been issued, the school will evacuate classrooms and move students to the designated tornado shelters. Tornado alerts will be given via the intercom system. When a tornado alert is given, all students and staff immediately must cease the activity in which they are engaged immediately and seek shelter, following these regulations:

a) All students and staff should proceed to the designated tornado shelter.
b) Once in the basement, 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 available at the administrative building. They are also available through the evaluation site.

Examinations (Finals)

Semester examinations will be given in all classes at the senior high level. Tests and final exams will not be given ahead of time.

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 building administrator.

Field Trip Request Forms

Certified staff who wish to take students off school property must submit a request to the building principal and submit the necessary paperwork including busing requests in a timely manner 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

Weekly grade reports will be established each Monday morning at 9:30 A.M. throughout each semester beginning with the second full week of each semester. If a student is placed on the "failing list" there should be some form of communication with the guardian.

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.

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. At the conclusion of each quarter, students will receive an end-of-quarter progress report/report card. Students in grades 3rd-12th grade will receive an end of the semester report card.

Classroom teachers should use the following symbols for each subject area:

The Kindergarten through 2nd grade grading system is as follows:

AD	Advances
PF	Proficient
PG	Progressing
BG	Beginning

The 3rd-6th grade, junior high and high school grading system is as follows:

A	Superior	100% - 90%
B	Above Average	89% - 80%
C	Average	79% - 70%
D	Unsatisfactory/Below Average	69% - 60%
F	Failing (no credit)	59% - 0%
I	Incomplete	

Guest Lecturers

Guest lecturers must be approved by the administration before they are asked to address a class. The teachers will need to complete a request in writing. The guest lecturer must have a specific, relatable objective in their lecture.

Hall Duty

Every classroom teacher is on hall duty before school in the morning and between classes. Classroom teachers are responsible especially for the part of the hall adjacent to their classrooms.

Homework Policy

Homework is an important part of student learning. When parents, teachers, and students work together, out-of-class assignments are a valuable part of the instructional program. Homework should provide

opportunities for students to practice acquired skills, develop initiative, form independent study habits, and use community resources.

Instructional Materials

Instructional materials are made available through the district. All media must be previewed for suitability by the classroom teacher before being shown to students.

Lesson Plans

Each teacher will prepare and complete a proper lesson plan each week. These plans must be written so that they are clear to any substitute teacher and readily available to any teacher. An up-to-date seating chart of the class or classes shall be part of the lesson plan book. Other regulations relative to lesson plans will be made by individual building principals. The lesson plans of all classroom teachers are subject to review of the building principal or other members of the school district's administration at any time.

Lesson plans must identify major instructional objectives and general direction that might be followed by anyone who might be called upon to teach the classes.

Building principals will outline expectations at each building to ensure that lesson plans are created and accessible as needed.

Media Center

The media center is set up to serve the needs of certified staff and students. Certified staff who need assistance with literature sets, magazines and other reference materials should consult with the media specialist assigned to their building.

Students may use the media center during study halls, at lunch, after school and in the evenings. Each building will set guidelines for the classroom teachers to send individual students to use the media center. The media staff may send disruptive students back to class or study hall, or may exclude unruly students from the media center for a specified period of time. Classroom teachers who send their entire class to the media center must accompany and supervise the students, unless prior arrangements have been made with the media specialist.

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 building 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.

Parking

Staff members have an assigned parking area reserved for them at each building. Each building will communicate that parking area. Staff members may not allow students to park in the staff lot when groups leave early in the morning on a school day for field trips or athletic events.

Parties

1. No activities or picnics shall be held by an organization of the school without the presence of the sponsor or sponsors.
2. The number of activities and the closing hour for activities will be determined by the building principal and organization sponsor.
3. In making arrangements for activities and picnics, staff must avoid disturbing the routine of the school.
4. Cleaning up after the activity is the responsibility of the sponsor.

Planning Time

Each classroom teacher is provided with duty-free time for planning, preparation of school-related materials, and a brief respite from the duties of the day.

The Board defines planning time as time for educational planning and other

task-related functions that cannot normally be accomplished during instructional periods. Planning time should not be confused with personal time. **Planning time is not to be used for running personal errands, conducting personal business, or pursuing non-school hobbies and/or interests.**

PowerSchool and PowerGrade

All teachers/classroom supervisors will be required to use PowerSchool. 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 at the start of the school day.

Classroom teachers will be required to synchronize the Schoology/PowerGrade application weekly.

Certified staff who have trouble/problems with PowerSchool/PowerGrade, should submit a helpdesk ticket at helpdesk@spcsne.org.

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 the Mercator projection map is prohibited unless:

1. The Mercator projection map is used in conjunction with other projection maps in a teaching exercise to demonstrate that all maps are

flawed in some way and different map projections serve different functions and may affect how individuals view the world; or

2. The Mercator projection map is part of any:
   a. book or material obtained prior to July 19, 2024; or geographic information system; or computer program that renders a three-dimensional representation of Earth based primarily on satellite imagery, such as Google Earth or similar software; and
   b. a Gall-Peters projection map or similar cylindrical equal-area projection map or an AuthaGraph projection map is displayed in the classroom or shown to students during the lesson in which Mercator projection map is used.

Pupils' Records

1. Each classroom teacher must keep a set of records in the daily class record book of the class recitations, tests, exams, daily work, notebook, etc. This serves as a justification of the final grade in case of dispute between teacher and pupil, or teacher and parent, and assists in making out the final grades. This book must be turned into the principal at the end of each school year.

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

The board has determined the number of hours in a typical work day, which, as of the date of this Agreement, states as follows: While the typical

work day is at least 15 minutes prior to the start of the school day and concluded 15 minutes after the end of the school day, there will be times when professional responsibilities (i.e. meetings, planning, and student tutoring) require work beyond that time period. See Policy 4024.

Each teacher will be in his or her classroom and ready to teach at the start of the day. Classroom teachers will stand at their doors when class is dismissed and must be outside their classroom doors before each class period. Classroom teachers must be physically present in their classrooms at all times during class periods and conference periods.

Personal work may not be done on school time.

Sponsors

Certified staff members are assigned by the superintendent as class and club sponsors. Sponsors must be present at all meetings and activities of the sponsored group. The procedure for activity accounts and meetings can be found in the student manual. Purchasing of supplies must be approved by the Superintendent.

Student Activities

Staff members who sponsor extracurricular activities such as athletics, class plays, and class activities may leave the school building only after making sure that all students and other individuals have left the building. No student is to be left unattended in the school building at any time.

School-owned clothing or equipment that is checked out to students remains the property of the school. The clothing or equipment is not to be used or worn by the student except for its intended use. Each piece of equipment or clothing is to be returned to the instructor or coach when the season or the use for such clothing or equipment is over. Certified staff will be held responsible for clothing and equipment that is not returned.

Student Aides/Interns

Student aides are to be directly supervised by the certified staff member and are not to leave the building or be in the halls or anywhere they are not being supervised. Student aides are not to be used to assist the certified staff member by helping supervise another student, grade tests or class work, calculate student grades, or record grades. Keys are NEVER to be given to students, whether they are student aides or not. A student aide should not be present and assisting a certified staff member without another adult present after the end of regular teacher duty hours.

Student Attendance

Students are expected to arrive at each class, be seated and ready for instruction prior to the beginning of the class day or class period, as appropriate. Student tardiness is the classroom teacher's professional responsibility. Classroom teachers must insist that students be on time.

Each teacher must maintain an accurate record of student attendance each day. Classroom teachers must carefully check and record attendance information at the beginning of each school day and, in upper grades, at the beginning of each period. Students and student assistants are not permitted to check attendance. Excessive absenteeism should be reported to the building principal or guidance counselor.

Students returning from an absence must report to the office prior to going to class. A returning absentee must show each classroom teacher the admittance pass that was issued by the school office. No student should be accepted back into class after an absence without this pass.

A student who departs school during the school day must report to the office and sign out before leaving the building. A student who returns during the school day must sign in at the building office before returning to class.

Student Attire

The responsibility for proper daily grooming and dress is primarily the responsibility of students and parents/guardians. However, certified staff members must insist that students do not remain in school while wearing attire that violates the dress code set forth in the Student Handbook.

Classroom teachers must report students who are not in compliance with the dress code to the building principal. The final decision on what is considered proper grooming and appearance is the responsibility of the building principal.

Student Illness

In the event of student illness or injury, classroom teachers should notify the 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.

Student Medication

Student medications should not be dispensed by staff members unless they follow the following procedures.

No staff members other than the school nurse may dispense medications

(prescription or over-the-counter) to students at any time. Students may, with written parental or guardian permission, self-administer medications such as aspirin and cough syrup or cough drops.

Staff members are not authorized to dispense prescription medicine without an agreement with a parent or guardian to provide a prescription container for the medicine that includes a pharmaceutical label, the physician's name, a child guard cap and directions for administering the medication.

After receiving the medication, the school employee should lock the medication in a cabinet or place it in an area where access is restricted to school employees only.

Student Searches

Certified staff members may not search students or their belongings. If a staff member suspects that a student is in possession of contraband, he/she should immediately contact a member of the administration and supervise the student until the administrator arrives. Students who are suspected of having an item in violation of school rules may be directed to wait with a staff member.

Substitute Teaching During Planning Period

Certified staff may be required to substitute during their planning period. In the secondary schools (Grades 7-12) the District will provide a payment of 25 percent of the full daily rate of substitute teacher pay to faculty members who are requested to supervise during their assigned planning period(s). In the elementary schools (Grades K-6), teachers will be paid 25 percent of the full daily rate of substitute pay for faculty members who are requested to supervise during their assigned planning time or to take another teacher's students white supervising/teaching the students previously assigned to them.

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

Most textbooks are digital. When printed textbooks are available, 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

At-Will Employment

Classified staff members are employed "at-will." Either you or the school district may terminate your employment at any time, for any reason, with or without cause or notice. This handbook is not a contract, express or implied, guaranteeing employment for any specific duration.

Bereavement Leave

Funeral or emergency leave will be granted to a staff member as necessary. Such a request will be addressed to the Principal or direct supervisor and granted upon the discretionary judgment of the administration.

Holidays

Full time, 12 month employees receive time off, without loss of pay, for observation of certain holidays. A calendar designating these holidays is established each year.

Holidays falling on a Saturday are normally observed on the preceding Friday. Holidays falling on a Sunday are normally observed on the following Monday.

Classified employees will generally be required to work their regularly scheduled hours the workday preceding and workday following the holiday in order to be eligible to receive holiday pay.

Hours

Work hours vary with the classified staff member's department and position. Meetings will occasionally be scheduled before or after normal working hours.

It is vital that the district's employees arrive at work punctually and consistently. Staff members who are chronically late or excessively absent will be disciplined, up to and including discharge.

Overtime and Compensatory Time

All classified staff members must keep an accurate record of all hours worked for the district. The only exceptions are those who have been notified in writing that they are exempt from this time-keeping requirement. Classified staff should not work more than forty hours in a given week without the express permission of their immediate supervisor. Those who accrue more than forty hours in a given workweek will receive overtime or compensatory time, pursuant to board policy.

Personal Leave

Classified employees will receive up to 2 days of paid personal leave each school year for personal business that cannot be taken care of outside regular business hours and other events of personal significance. Personal leave must be approved in advance by the employee's immediate supervisor or the Superintendent. There shall be no carryover of personal days from year to year. Please see the Classified Hiring schedule for more leave information.

Reporting When School is Closed

Unless the superintendent directs otherwise, most classified staff shall not be required to report when school is canceled due to inclement weather, with the exception of:

Facilities and Grounds Staff will report at the earliest possible time to clear snow and prepare the facility to resume normal operations, unless directed differently by their direct supervisor.

Administration Building Staff will report at the earliest possible time to resume normal district operations, unless directed differently by the superintendent.

Sick Leave

Sick leave is provided to classified employees based on the following job classifications:

12 month staff 9 days per year/cumulative 45
10 month staff 6 days per year/cumulative 45
10 month part-time staff 5 days per year/cumulative 45

Sick leave will be granted to cover absence due to personal illness or an illness in the immediate family. Sick leave may be used during pregnancy and childbirth. Immediate family is defined as spouse, child or parent. Sick leave should be used sparingly and only for the purpose it is intended. The recording of sick leave shall be measured at full day, half day, one quarter day, or one hour increments. Improper use of sick leave may be grounds for disciplinary

action, even termination.

The district reserves the right at any time to request a doctor's statement to verify illness or to certify that an employee is fit to return to work. Requests for sick leave for doctor or dentist appointments may be denied if the nature of the appointment is not determined a necessity, or its time is not of the essence.

Vacation

All full time, 12 month classified employees are entitled to paid vacation time scheduled as follows:

1. Fifteen days of paid vacation for above employees during their first through tenth year of service. During the first year, vacation days are earned one day per month for each of the first 10 months. After the first year, vacation days are awarded on September 1st for the year. When the employee does not complete a full year, vacation time will be prorated as a percentage of days actually worked.

2. After ten years of consecutive service, full-time, 12 month employees will be eligible to receive 20 days of paid vacation. For employees that do not complete the full year, vacation entitlement will be prorated as per days actually worked.

3. 10 month secretaries are allowed 4 days of vacation per year.

Use of vacation time must be approved in advance by the immediate supervisor and may not be carried over after September 1st. There may be times during the year where scheduling of vacations will not be allowable because of school activities requiring sufficient staffing.

3057
Title IX Policy

As required by Title IX of the Education Amendments of 1972, it is the policy of the school 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 school district's programs or activities, or in regards to admission or employment. Any person may report sex discrimination, including sexual harassment. This report may be made by any means to the district's Title IX Coordinator, who can be contacted at 765 Main Street, Springfield, NE 68059; jacci.lucas@spcsne.org 402-592-1300. Any other inquiries regarding the application of this policy should be referred to the Title IX Coordinator.

Definitions. As used in this policy, the following terms are defined as follows:

- **Complainant** means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

- **Formal complaint** means a document or electronic submission filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment and requesting that the district investigate the allegation of sexual harassment. At the time of filing a formal complaint with the district, a complainant must be participating in or attempting to participate in the district's education program or activity.

- **Respondent** means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

- **Consent** for purposes of this policy means the willingness in fact for conduct to occur. An individual may, as a result of age, incapacity, disability, lack of information, or other circumstances be incapable of providing consent to some or all sexual conduct or activity. Neither verbal nor physical resistance is required to establish that an individual did not consent. District officials will consider the totality of the circumstances in determining whether there was consent for any specific conduct. Consent may be revoked or withdrawn at any time.

- **Sexual harassment** means conduct on the basis of sex where (1) An employee of the district conditions the provision of an aid, benefit, or service of the district on an individual's participation in unwelcome sexual conduct; (2) An individual experiences unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies the person equal access

to the district's education program or activity; (3) An individual experiences a sexual assault, dating violence, domestic violence, or stalking as further defined below. Any report of conduct not meeting these definitions will not require the grievance procedure described in this policy.

- **Sexual assault**, as defined in 20 U.S.C. § 1092(f)(6)(A)(v), which means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation:
    - **Sex Offenses**—Any sexual act directed against another person, without the consent of the victim including instances where the victim is incapable of giving consent.
        - **Rape**—(Except Statutory Rape) Penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, or by a sex-related object. This definition includes instances in which the victim is incapable of giving consent because of temporary or permanent mental or physical incapacity (including due to the influence of drugs or alcohol) or because of age. Physical resistance is not required on the part of the victim to demonstrate lack of consent.
        - **Criminal Sexual Contact**—The intentional touching of the clothed or unclothed body parts without consent of the victim for the purpose of sexual degradation, sexual gratification, or sexual humiliation. The forced touching by the victim of the actor's clothed or unclothed body parts, without consent of the victim for the purpose of sexual degradation, sexual gratification, or sexual humiliation. This offense includes instances where the victim is incapable of giving consent because of age or incapacity due to temporary or permanent mental or physical impairment or intoxication for the purpose of sexual degradation, sexual gratification, or sexual humiliation.
    - **Unlawful Sexual intercourse**

        - **Incest**—Nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law

        - **Statutory Rape**—Nonforcible sexual intercourse with a person who is under the statutory age of consent

- **Dating violence**, as defined in 34 U.S.C. § 12291(a)(10), which means violence committed by a person—
    - who is or has been in a social relationship of a romantic or intimate nature with the victim; and
    - where the existence of such a relationship shall be determined based on a consideration of the following factors:
        - The length of the relationship.
        - The type of relationship.
        - The frequency of interaction between the persons involved in the relationship.
- **Domestic violence**, as defined in 34 U.S.C. § 12291(a)(8), which includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.
- **Stalking**, as defined in 34 U.S.C. § 12291(a)(30), which means engaging in a course of conduct directed at a specific person that would cause a reasonable person to—
    - fear for his or her safety or the safety of others; or
    - suffer substantial emotional distress.
- **Supportive measures** are non-disciplinary, non-punitive individualized services offered without fee that do not unreasonably

burden the parties. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures.

Reporting Sexual Harassment. Any person who witnesses an act of unlawful sexual harassment is encouraged to report it to the district's Title IX Coordinator. district personnel will not retaliate against any individual based on any report of suspected sexual harassment. Any district employee who receives a report of sexual harassment or has actual knowledge of sexual harassment must convey that information to the Title IX Coordinator as soon as reasonably practicable, but in no case later than the end of the following school day.

Response to Sexual Harassment

General Obligations. When the district has actual knowledge of sexual harassment in its education program or activity against a person in the United States, the district will respond promptly in a manner that is not deliberately indifferent. For the purposes of this policy "education program or activity" includes locations, events, or circumstances over which the district exercised substantial control over both the respondent and the context in which the sexual harassment occurs. The district's ability to impose discipline for off-campus misconduct does not necessarily constitute "substantial control" over the respondent and the context. The district's response to an allegation of sex harassment will treat complainants and respondents equitably.

Limitations on Discipline. No respondent will have disciplinary sanctions imposed upon him/her until the conclusion of the formal grievance process described below.

Emergency Removal. Disciplinary sanctions do not include removal on an emergency basis where the respondent is an immediate threat to the health or safety of another as a result of allegations of sexual harassment. The district also may place any employee on administrative leave during the pendency of the grievance process below.

Grievance Process for Formal Complaints of Sexual Harassment

General Obligations. All Title IX team members and individuals carrying

out district obligations will comply with the regulatory requirements of objective evaluations, avoiding conflict of interest or bias, training, and protection of legally privileged information.

Presumption. It is presumed that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.

Grievance Procedure

Time Frames. The district will resolve grievances in a time frame that is reasonably prompt. Good cause for delay may include considerations such as the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities.

Range of Possible Sanctions and Remedies. At the conclusion of the grievance process, the district may impose disciplinary sanctions and remedies in conformance with this and the district's student discipline policy, and other state and federal laws. Depending upon the circumstances, these policies provide for disciplinary sanctions and remedies up to and including expulsion and/or immediate discharge from employment.

Separation of Roles. The decision-maker cannot be the same person as the Title IX Coordinator or the investigator(s).

Notice of Allegations. Upon receipt of a formal complaint, the district will provide notice of this policy and the allegations to all parties. The notice will include sufficient details known by the district at that time to provide sufficient time to prepare a response before any initial interview. Sufficient details, if known by the district, include the identities of the parties involved in the incident, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident. The district will provide notice of additional allegations revealed during an investigation to the parties.

Dismissal of Formal Complaint. The district **must** dismiss a formal complaint if the conduct alleged in the formal complaint, would not constitute sexual harassment even if proven; did not occur in the district's education program or activity; or if the conduct alleged did not occur against a person in the United States.

The district **may** dismiss the formal complaint if, at any time during the investigation or hearing, the complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or

any allegations therein; the respondent is no longer enrolled in or employed by the district; or specific circumstances prevent the district from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

Upon a dismissal, the district will promptly send written notice of the dismissal and an explanation of that action simultaneously to the parties.

Dismissal of a formal complaint under this policy does not preclude the district from taking action under another provision of the district's code of conduct or pursuant to another district policy.

Investigation of Formal Complaint. When investigating a formal complaint and throughout the grievance process, the district will designate and authorize one or more persons (which need not be district employees) as investigator(s) to conduct the district's investigation of a formal complaint. The district may consolidate formal complaints where the allegations of sexual harassment arise out of the same facts or circumstances.

The district will bear the burden of gathering evidence sufficient to reach a determination regarding responsibility. All parties will have an equal opportunity to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence. The district may not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence.

All parties will have the same opportunity to be accompanied by the advisor of their choice in any meeting or grievance proceeding. This policy does not relieve the advisor of choice of any other applicable legal obligations or limitations. The district may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties.

The district will provide written notice of the date, time, location, participants, and purpose of all investigative interviews or other meetings, with sufficient time for the party to prepare to participate.

All parties will have an equal opportunity to inspect and review evidence obtained as part of the investigation if that evidence is directly related to the allegations raised in a formal complaint. The parties will have no less than 10 calendar days to review the evidence and submit a response. The investigative report will fairly summarize the relevant evidence and the investigator will send the finalized report to all parties and their advisors.

Determination Regarding Responsibility. Before the district reaches a determination regarding responsibility, each party may submit written, relevant questions of any party or witness. The decision-maker will provide each party with the answers, and allow for additional, limited follow-up questions from each party. Questions and evidence about the complainant's sexual predisposition are never relevant. Questions about the complainant's prior sexual behavior are only relevant if those questions and evidence are offered (1) to prove that someone other than the respondent committed the conduct alleged by the complainant, or (2) are offered to prove consent and concern specific incidents of the complainant's prior sexual behavior with respect to the respondent. If the decision-maker decides to exclude a question because it is not relevant, he/she will explain the basis for that decision.

The decision-maker will issue a written determination regarding responsibility no sooner than ten days after the parties receive the final investigative report. The decision-maker will apply the preponderance of the evidence standard. The written determination will include:

- Identification of the allegations potentially constituting sexual harassment;

- A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, and methods used to gather other evidence;

- Findings of fact supporting the determination;

- Conclusions regarding the application of the district's code of conduct to the facts;

- A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the district imposes on the respondent, and whether remedies designed to restore or preserve equal access to the district's education program or activity will be provided by the district to the complainant; and

- The district's procedures and permissible bases for the complainant and respondent to appeal.

The district will provide the written determination to the parties

simultaneously. If neither party timely appeals, the determination becomes final. If a party appeals, the determination will become final on the date that the district provides the parties with the written determination of the result of the appeal.

Appeals. The district will offer both parties the opportunity to appeal from a determination regarding responsibility, and from the district's dismissal of a formal complaint or any allegations therein, on the grounds identified below.

Time for Appeal. Appeals may only be initiated by submitting a written Notice of Appeal to the Office of the Superintendent of Schools no later than 5:00 pm on the fifth calendar day after the written determination is issued. The Notice of Appeal must include (a) the name of the party or parties making the appeal, (b) the determination, dismissal, or portion thereof being appealed, and (c) a concise statement of the specific grounds upon which the appeal is based. A party's failure to timely submit a Notice of Appeal will be deemed a waiver of the party's right to appeal.

Grounds for Appeal. Appeals are limited to the following grounds:

5. Procedural irregularity that affected the outcome of the matter;

6. New evidence that was not reasonably available at the time the determination or dismissal was made that could affect the outcome of the matter; and

7. The Title IX Coordinator, investigator(s), or decision-maker had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.

The district will notify other parties in writing when an appeal is filed; implement appeal procedures equally for all parties; and ensure that the decision-maker for the appeal is not the same person as the decision-maker, the investigator(s), or the Title IX Coordinator.

The district will give both parties a reasonable, equal opportunity to submit a written statement that supports or challenges the outcome; issue a written decision describing the result of the appeal and the rationale for the result; and provide the written decision simultaneously to both parties.

Informal Resolution. The district may informally resolve allegations without completing the grievance procedure with the written consent of all parties. The process may not be used when allegations involve an employee harassing a student. As part of this process, the district will provide to the parties in writing a notice stating:

- the allegations;
- the requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations;
- that at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint; and
- any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared.

Recordkeeping. The district will maintain the following records for a period of seven years:

- Each sexual harassment investigation including any determination regarding responsibility, any disciplinary sanctions imposed, and any remedies provided;
- Any appeal and its result;
- Any informal resolution and its result; and
- All materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process. The district will make these training materials publicly available on its website, or if the district does not maintain a website, then the district will make these materials available upon request for inspection by members of the public.

The district will also create records documenting any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment. In each instance, the district will document the basis for its conclusion that its response was not deliberately indifferent, and document that it has taken measures designed to restore or preserve equal access to the district's education program or activity. If the district does not

provide a complainant with supportive measures, then the district will document the reasons why such a response was not clearly unreasonable in light of the known circumstances. The documentation of certain bases or measures does not limit the district in the future from providing additional explanations or detailing additional measures taken. The district will maintain these records for a period of seven years.

Retaliation Prohibited. Neither the district nor any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, 34 C.F.R. part 106, or this policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy. The district will keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness, except as may be permitted by the FERPA statute, 20 U.S.C. § 1232g, or FERPA regulations, 34 C.F.R. part 99, or as required by law, or to carry out the purposes of 34 C.F.R. part 106, including the conduct of any investigation, hearing, or judicial proceeding arising thereunder. Complaints alleging retaliation may be filed according to shall be addressed pursuant to Board Policy 2006 (Complaint Procedure).

The exercise of rights protected under the First Amendment does not constitute retaliation prohibited by this section. Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding under this part does not constitute retaliation prohibited under this section, provided that a determination regarding responsibility alone is not sufficient to conclude that any party made a materially false statement in bad faith.

Notification of Policy. The district will notify applicants for admission and employment, students, parents or legal guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district of the existence of this policy. The requirement to not discriminate, as stated in Title IX and 34 C.F.R. part 106, in the district's education program(s) or activities extends to admission and employment, and inquiries about the application of Title IX and 34 C.F.R. part 106 to the district may be referred to the district's Title IX Coordinator, the Assistant Secretary for Civil Rights of the United States Department of Education, or both.

Publication of Policy. The district will prominently display on its website, if any, and in each handbook that it makes available to applicants for admission and employment, students, parents or legal guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district, the name or title, office address, electronic mail address, and telephone number of the employee or employees designated as the Title IX Coordinator(s).

Application Outside the United States. The requirements of this policy apply only to sex discrimination occurring against a person in the United States.

Scope of Policy. Nothing herein shall be construed to be more demanding or more constraining upon the district than the requirements of Title IX (20 U.S.C. § 1681) and 34 C.F.R. part 106. To the extent that the district is in compliance with Title IX and 34 C.F.R. part 106, then all of the district's obligations under this policy shall be deemed to be fulfilled and discharged.

Adopted on: 2-13-2023
Revised on: 7-15-2024
Revised on: 7-14-2025
Reviewed on: _____

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.

DISTRICT CALENDAR

Springfield Platteview Community Schools
2026-2027

5	New Teacher Workshop
6	All Certified Staff Report
11	All Classified Staff Report
12	First Day of Classes

AUGUST 2026

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JANUARY 2027

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

1	No School Winter Break
4	No School Teacher Work Day
5	1st Day of 2nd Semester
15	No School - Teacher InService
18	No School

7	No School Labor Day
28	No School Teacher In-Service

SEPTEMBER 2026

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

FEBRUARY 2027

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

10-11	Early Dismissal PHS/PC 1:25 WM 1:10 & SP 1:20 Parent Teacher Conferences
12	No School - Comp day
15	No School - President's Day

9	End of 1st Quarter
14-15	Early Dismissal PHS/PC 1:25 WM - 1:10 & SP 1:20 Parent Teacher Conferences
16	No School - Comp day
19	No School

OCTOBER 2026

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

MARCH 2027

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

5	End of 3rd Quarter
22-26	No School Spring Break

25-27	No School Thanksgiving Break

NOVEMBER 2026

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

APRIL 2027

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

23	No School

16-17	Early Dismissal PHS/PC 1:25 WM - 1:10 & SP 1:20
18	Early Dismissal - PHS/PC 11:25 WM - 11:10 & SP 11:20 End of 1st Semester
21-31	No School Winter Break

DECEMBER 2026

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

MAY 2027

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

12	Last Day for Seniors
16	Commencement
18-19	Early Dismissal - PHS/PC 1:25 WM 1:10 & SP 1:20
20	Early Dismissal - PHS/PC 11:25
20	**No school Elementary only**
21	Teacher Work Day

Color Code
New Teacher Workshop
No School
Early Dismissal
1 Hour Late Start
Teacher InService
Teacher Work Day
Regular School Day
No School - Elementary only

1st Qtr	41 Student Days 46 Teacher Days
2nd Qtr	45 Student Days 46 Teacher Days
3rd Qtr	40 Student Days 43 Teacher Days
4th Qtr	48 Student Days 49 Teacher Days
TOTAL	174 Student Days 184 Teacher Days

ACKNOWLEDGMENT OF RECEIPT

I acknowledge that I have received a copy of the _____ School District Staff Handbook which includes the district's drug-free workplace policy statement. I understand that, as a condition of my employment, I am required to read and abide by the provisions of the handbook and by all board policies governing my employment. Further, if I have any questions about any provision of this handbook or any board policy, I should confer with my supervisor or building principal.

_____ _____

Signature Date

*Acknowledgment of receipt and review of required district policies, procedures, and handbook materials will be completed during the annual required training sessions held at the beginning of each academic year.

Nebraska Department of Education
School Finance & Organization Services

2026/27 School District Budget Timeline

Date	Budget Activity
January 31	Deadline for amendments to General, Depreciation & Employee Benefit Funds in order to be included in certification of Budget Authority.
February 27	♦ 2026/27 State Aid Certification ♦ 2026/27 Certified Budget Authority and Allowable Reserve Percentage Certification
March 15	Deadline for notification of availability of the Retirement Incentive Plan (§79-855) and Staff Development Assistance (§79-856) for school districts that are part of a dissolution or merger
April 15	Reduction in Force deadline
June 22	School District Budget Form, LC-2, Budget Text and related documents available
August 20	Assessed valuations and real growth percentage certified by Counties
September 4	Deadline to notify and submit information to County Assessor if Joint Public Hearing required
September 14-24	Joint Public Hearing scheduled during this time if required
September 30	Filing deadline for Budget and LC-2 to NDE, Auditor of Public Accounts (APA), and County Clerk. *(Submit the following documents to NDE through the LC-2 collection)* ◆ School District Budget Form ✓ Budget Pages 1 – 6 ✓ Interlocal Form and Joint Public Agency (Trade Name) ✓ Schedules A, B, D ✓ Property Tax Resolution ✓ Notice of Budget Hearing ✓ Notice of Special Hearing to Set the Final Tax Request ◆ Proof of Publications ✓ Notices of Budget Hearing ✓ Notice of Special Hearing to Set Final Tax Request *(If applicable)* ✓ Notice of Property Tax Authority, Board Vote to Access the Additional Property Tax Authority ◆ Certificates of Valuation from County Assessor ◆ Board minutes ✓ Approval of school district budget ✓ Approval to access additional property tax authority (70% board approval) ♦ Additional documents if applicable must be included ✓ Joint Public Hearing (Copy of form to County) ✓ Election Ballot and Certification of Election Results for a successful election to exceed the Property Tax Authority ✓ Election Ballot and Certification of Election Results for a successful election to override the levy limitation ✓ Election Ballot and Certification of Election Results for a successful election to exceed the expenditure limitation ◆ Add a print out of the LC2 & Special Grant Funds list for the upload to Auditor of Public Accounts (APA) and your County Clerk.
October 15	Filing deadline to submit Resolutions setting all tax requests
November 5	Tax requests become final
December 31	Filing deadline for the Report of Joint Public Agency & Interlocal Agreements File with the Auditor of Public Accounts, if not already submitted with Budget

Revised 03/16/2026

SPCS Budget Process Details and Dates:

June - Preliminary Valuation Released

August 20- Assessed Valuations and Real Growth Percentage Certified by County

September 4– Deadline to notify and submit info to county if joint public hearing required

September 14- Budget Hearing & Summary

TBD- Joint Public Hearing (Pink Card Hearing)

September 23- Tax Request Info Published in the paper

September 28- Special Tax Hearing

September 28- Tax Resolution; Budget Resolution and Adoption

Prior to September 30- Submit Budget to State, Sarpy County Clerk, & Auditor

Future Planning
June 2026

6/22/26	Policy Committee Meeting 6:30 p.m. Work Session Meeting 7:00 p.m.
6/26/26	Foundation Golf Tournament
7/13/26	TBD Committee Meeting 6:00 p.m. Finance Committee Meeting 6:30 p.m. Regular Board Meeting 7:00 p.m.
7/27/26	Policy Committee Meeting 6:30 p.m. Work Session Meeting 7:00 p.m.
8/5/26	New Teachers Report
8/6/25	Certified Staff Report
8/10/26	TBD Committee Meeting 6:00 p.m. Finance Committee Meeting 6:30 p.m. Regular Board Meeting 7:00 p.m.
8/11/26	Classified Staff Report
8/12/26	First Day of School