Mission Statement:
The mission of Elwood Public Schools is to provide a safe environment that fosters continuous learning and prepares students for an evolving global society.

Governing Values
We Believe:

1. **All students can learn and are given the opportunity to reach their full potential.**
2. **Our school provides a positive, challenging and safe environment that promotes 21st century skills.**
3. **Community, family and school support is vital to student success. Everyone should be treated with dignity and respect.**

June Agenda 2026

A. Call to order
B. Public Comment
C. Consent agenda
   C.1. Minutes of Last regular meeting
   C.2. General Financial Report
   C.3. Activity Financial Report
D. Monthly bills submitted- General Fund $342,638.06, Activity Fund $20,390.54 Nutrition Fund $1,514.94, Special Building Fund $4,348.01 Depreciation Fund $8,891.10
E. Presentation to the Board
F. Reports
   F.1. Administrator Reports
   F.2. Board Committee Reports
   F.3. Other Reports
G. Items
   G.1. Open Hearing

Student Fees Policy. (#5045)

i. Review of the amount of money collected from students pursuant to, and the use of waivers provided in, the student fee policies of the District for the 2025-2026 school year.

ii. Hold Public Hearing to discuss, consider, and receive input on a proposed Student Fee Policy. The public will be given the opportunity to present information and opinions on a proposed Student Fee Policy.

Public comment:

iii. Discuss, consider, and take action to either alter the Student Fees Policy and then adopt the policy as altered, or to reaffirm the Student Fee Policy.

Close Hearing

G.2. **Open Hearing**

Revision of Parental and Guardian Involvement in Education Policy. (#5018)

i. Hold Public Hearing to discuss, consider, and receive input on the Parental and Guardian Involvement in Education Policy. The public will be given the opportunity to present information and opinions on a proposed Parental and Guardian Involvement in Education Policy.

Public Comment:

ii. Discuss consider and take action to either alter the Parental and Guardian Involvement in Education Policy and then adopt the policy as altered, or to reaffirm the Parental and Guardian Involvement in Education Policy.

Close Hearing

G.3. Discuss, consider and take all necessary action to alter/ammend or affirm Policy #50454 Student Bullying.

G.4. Discuss, consider and take all necessary action to revise policies:

a. 2008 Meetings

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

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

d. 3004.1 Fiscal Management for Purchasing and Procurement using Federal Funds

e. 3048 Communicable Disease

f. 4017 Relations with Employee Collective Bargaining Association

g. 4019 Workplace Injury Prevention and Safety Committee

h. 4056 Resignation of Certificated Staff--*review, recommendation to stay with current.*

i. 5001 Compulsory Attendance and Excessive Absenteeism

j. 5003 Admission of Part Time Students

k. 5004 Option Enrollment

l. 5035 Student Discipline

m. 5048 Emergency Response to Life Threatening Asthma or Systemic Allergic Reactions (Anaphylaxis)

n. 6009 Grade Placement and Academic Credits of Transfer Students

o. 6038 Student Use of AI Tools

p. 3004 General Purchasing and Procurement

G.5. Discuss, consider and take all necessary action to approve new policies (No requirement for two readings).

a. 3061 ACH Originator Policy

b. 4065 Staff Use of AI Tools

c. 6046 Right to Access School Library Materials

G.6. Discuss, consider and take all necessary action to **RESOLUTION ON SCHOOL DISTRICT STANDARDS FOR ACCEPTANCE OR REJECTION OF OPTION ENROLLMENT APPLICATIONS.**

G.7. Discuss, consider and take all necessary action to approve Wilkins ADP Invoice $1,133.44 (Special Building).

G.8. Discuss, consider and take all necessary action to approve Spanish Curriculum for 2026-2027 (Depreciation).

G.9. Discuss, consider and take all necessary action to approve the proposed change order for South Entry flooring. Options to include concrete/polished concrete or LVT (Luxury Vinyl Tile). (Special Building).

G.10. Discuss, consider and take all necessary action to approve removing the curb directly south of the south entry and repouring to meet ADA Compliance/Accessibility. $2,800.60 (Special Building).

G.11. Discuss, consider and take all necessary action to approve oven purchase from Buller Fixture (Cash-Wa) (Depreciation).

H. Next regular meeting July 13, 2026, School Library @ 7:30 pm

I. Board ideas for next meeting.

J. Adjournment

Opening Statement

This meeting of the Board of Education of Elwood Public Schools is convened in open and public session on Monday, June 8, 2026 at 7:30 PM in the Elwood Public School library. Notice of this meeting was given in advance by publication in the Valley Voice and posted in at least 3 public locations. The Board of Education makes available at least one current copy of the Open Meetings Act posted in the meeting room at a location accessible to members of the public. The Act is posted on top of the bookshelf on the south wall of the meeting room.

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

PUBLIC PARTICIPATION

INSTRUCTIONS FOR MEMBERS OF THE PUBLIC WHO WISH TO SPEAK: This is the portion of the meeting when members of the public may speak to the board about matters of public concern.

- **Getting Started:** When you have been recognized, please stand and state your name.
- **Time Limit:** The board will generally allow a total of 15 minutes for the presentation of all public comments. Individuals may speak only one time and must limit comments to around 5 minutes. If there are more than 3 individuals who wish to address the board, the 15 minutes will be divided equally among the number of speakers. These time limits may be changed by a majority vote of the board members in attendance to extend the time for a specific item or speaker.
- **Personnel or Student Topic:** If you are planning to speak about a personnel or student matter involving an individual, please understand that the district has a complaint policy and/or procedures to resolve such concerns. The Board requests that you follow the policy and procedures before addressing these matters with the Board. Board members will generally not respond to questions or comments about individual staff members or students.
- **General Rules:** This is a public meeting for the conduct of business. Comments from the audience while others are speaking will not be tolerated. Lewd, obscene, profane, slanderous, threatening, hostile conduct or statements, and fighting words (words whose mere utterance entails a call to violence) will not be tolerated.
- **No Action by the Board:** The board will not act on any matter unless it is on the published agenda.

Minutes of the Meeting of the Board of Education of Elwood Public School

A meeting of the Board of Education of Elwood Public School was convened in open and public session on Monday, May 11, 2026 in the school library at the Elwood Public School, 502 First Avenue, Elwood, Nebraska. The roll was called and the following members were present or absent:

Notice of the meeting was given in advance by publication in accordance with the Board approved method for printing notice of meetings in the Cambridge Clarion (Valley Voice). Notice of this meeting was given in advance to all members of the Board of Education. The Secretary of the Board maintains a list of the news media requesting notification of meetings and advance notification to the listed media of the time and place of the meeting and the subjects to be discussed at this meeting was provided. Availability of agenda was communicated in the publicized notice and a copy of the Agenda was maintained as stated in the publicized notice. All proceedings of the Board of Education, except as may be hereinafter noted, were taken while the convened meeting was open to the attendance of the public.

A. Call to order
B. Public Comment
C. Consent agenda
   C.1. Minutes of the last regular meeting and special meeting.
   C.2. General Financial Report

   Motion was made by Bryant Knoerzer seconded by Mark Weissert to pass the consent agenda. After discussion and on roll call, The Board voted as follows:
   The motion: Carried
   Kristy Diefenbaugh: Yea, Daron Huyser: Yea, Bryant Knoerzer: Yea, Jeff Moore: Yea, Ryan Shutts: Yea, Mark Weissert: Yea
   Yea: 6, Nay: 0

   C.3. Activity Financial Report
D. Monthly bills submitted- General Fund $368,845.11, Activity Fund $11,067.62, Nutrition Fund $9,036.25, Special Building Fund $7,336.00, Depreciation Fund $23,556.66

   Motion was made by Jeff Moore seconded by Kristy Diefenbaugh to approve the monthly bills submitted:. After discussion and on roll call, The Board voted as follows:
   The motion: Carried
   Kristy Diefenbaugh: Yea, Daron Huyser: Yea, Bryant Knoerzer: Yea, Jeff Moore: Yea, Ryan Shutts: Yea, Mark Weissert: Yea
   Yea: 6, Nay: 0
E. Presentation to the Board Sophomore Class--Four Day School Week; research.
F. Reports
   F.1. Administrator Reports
   F.2. Board Committee Reports
   F.3. Other Reports
G. Items
   G.1. Review and affirm or amend Policy #3024 Booster Clubs and Parent-Teacher Organizations.

   Motion was made by Jeff Moore seconded by Bryant Knoerzer to amend Policy #3024 Booster Clubs and Parent Teacher Organizations.(Hybrid). After discussion and on roll call, The Board voted as follows:
   The motion: Carried

Kristy Diefenbaugh: Yea, Daron Huyser: Yea, Bryant Knoerzer: Yea, Jeff Moore: Yea, Ryan Shutts: Yea, Mark Weissert: Yea
Yea: 6, Nay: 0

G.2. Discuss, consider and take all necessary action to approve bill from Wilkins ADP (Jacob Sertich, Architect). $4,348.01 Special Building.

Motion was made by Jeff Moore seconded by Mark Weissert to approve Wilkins ADP bill. $4,348.01 Special Building Fund. After discussion and on roll call, The Board voted as follows:
The motion: Carried
Kristy Diefenbaugh: Yea, Daron Huyser: Yea, Bryant Knoerzer: Yea, Jeff Moore: Yea, Ryan Shutts: Yea, Mark Weissert: Yea
Yea: 6, Nay: 0

G.3. Discuss, consider and take all necessary action to approve breakfast and lunch prices for the 2026-2027 school year. Breakfast K-12 $2.75, Adults $3.50. Lunch K-6 $3.70, 7-12 $3.90 Adults $4.90.

Motion was made by Bryant Knoerzer seconded by Daron Huyser to approve breakfast and lunch prices for the 2026-27 school year. After discussion and on roll call, The Board voted as follows:
The motion: Carried
Kristy Diefenbaugh: Yea, Daron Huyser: Yea, Bryant Knoerzer: Yea, Jeff Moore: Yea, Ryan Shutts: Yea, Mark Weissert: Yea
Yea: 6, Nay: 0

H. Next regular meeting Monday, June 8th @ 7:30 pm.

I. Board ideas for next meeting.

J. Adjournment

Motion was made by Bryant Knoerzer seconded by Daron Huyser to adjourn at 8:48. After discussion and on roll call, The Board voted as follows:
The motion: Carried
Kristy Diefenbaugh: Yea, Daron Huyser: Yea, Bryant Knoerzer: Yea, Jeff Moore: Yea, Ryan Shutts: Yea, Mark Weissert: Yea
Yea: 6, Nay: 0

Respectfully submitted,

Kristy Diefenbaugh, Recording Secretary
Gosper County District 37-0030
a/k/a Elwood Public School

ELWOOD PUBLIC SCHOOLS

FINANCIAL STATEMENT

6/9/2026

GENERAL FUND

PINNACLE BANK BALANCE	4/30/2026	$2,372,438.14
RECEIVED LOCAL TAX SOURCES		$1,363,799.87
RECEIVED FROM STATE		$82,547.51
RECEIVED OTHER SOURCES		$16,137.15
TRANSFER FROM MONEY MARKET		
CHECKS VOIDED		$0.00
TOTAL RECEIPTS AND BEGINNING BALANCE		$3,834,922.67
TRANSFER TO MONEY MARKET		$0.00
CLAIMS PAID		$342,638.06
TRANSFER TO OTHER FUNDS		$0.00
TOTAL PAID OUT		$342,638.06
BALANCE	5/31/2026	$3,454,581.09
LESS OUTSTANDING CHECKS		$12,379.67
BALANCE ON HAND		$3,442,201.42
GENERAL FUND MONIES IN MM		$912,179.23
GOSPER COUNTY TREASURER BALANCE		$126,775.72
FRONTIER COUNTY TREASURER BALANCE		
DAWSON CO. BALANCE		$31,103.46
checks received but not deposited		
TOTAL MONIES AVAILABLE THIS MONTH		$4,512,259.83

SAVINGS ACCOUNT

Security First CD #1640 Roof and Gym	$12,342.79

Grand Total	$4,524,602.62
DEPRECIATION RESERVE	$449,138.71
STUDENT FEES ACCOUNT	$6,392.12
SPECIAL BUILDING FUND	$1,548,884.24
LUNCH FUND	$22,033.31
ACTIVITY FUND	$77,499.55

Budget 2025-26
As of 5/31/26

Fund	Spent	Budget	Percentage	Budget Cycle
General	$3,444,339.62	$5,015,458	68.7%	75%
Nutrition	$162,716.93	$340,000	47.9%	75%
Special Building	$306,609.50	$1,484,119 **($1,834,119 AMMENDED APRIL)**	16.7%	75%
Depreciation	$207,101.45	$696,487	29.7%	75%
Activity	$94,561.97	$200,000	47.3%	75%
QCPUF	NO BUDGET—Transferred Funds to General 2024-2025			
Student Fee	$0	$13,862	0%	75%

General Fund $ Available	

Sept '21	$3,560,948.71	Sept '22	$3,726,025.49	Sept '23	$3,722,653.06	Sept '24	$3,894,533.17	Sept '25	$4,051,310.96
Oct'21	$3,584,051.94	Oct '22	$3,567,222.97	Oct '23	$3,615,615.82	Oct '24	$3,748,944.04	Oct '25	$3,831,695.00
Nov '21	$3,254,847.80	Nov '22	$3,297,757.22	Nov '23	$3,386,268.43	Nov '24	$3,495,998.64	Nov '25	$3,539,133.75
Dec '21	$2,965,920.32	Dec '22	$3,033,645.89	Dec '23	$3,128,346.68	Dec '24	$3,221,490.91	Dec '25	$3,211,047.00
Jan '22	$3,391,081.29	Jan '23	$3,532,942.11	Jan '24	$3,487,082.00	Jan '25	$3,437,060.00	Jan '26	$3,275,415.89
Feb '22	$3,364,627.06	Feb '23	$3,512,537.23	Feb '24	$3,643,847.45	Feb '25	$3,815,104.83	Feb '26	$3,708,337.73
Mar '22	$3,266,945.79	Mar '23	$3,416,108.75	Mar '24	$3,563,282.38	March '25	$3,904,905.37	Mar '26	$3,724,833.82
April '22	$3,316,879.00	April '23	$3,456,990.17	April '24	$3,579,376.28	April '25	$4,223,405.11	April '26	$3,568,224.10
May '22	$3,830,622.43	May '23	$4,008,695.37	May '24	$4,263,015.70	May '25	$4,500,932.61	May '26	$4,654,005.25
June '22	$3,825,690.93	June '23	$4,036,399.92	June '24	$4,213,146.17	June '25	$4,690,071.97	June '26	$4,512,259.83
July '22	$3,797,558.64	July '23	$3,839,080.05	July '24	$4,044,988.27	July '25	$4,649,530.81	July '26	
August '22	$3,591,852.91	Aug '23	$3,631,351.31	Aug '24	$3,834,161.32	August '25	$4,594,049.70	August '26	

Activity Fund Balance Report - Summary - Exclude Encumbrances
06/2026 - 06/2026

Regular; Beginning Month 06/2026; Processing Month 06/2026; Accounts to Include Accounts with Activity; Fund Number 05

Fund: 05 ACTIVITY FUND

Chart of Account Number	Chart of Account Description	Beginning Balance	Expenses	Revenues	Balance Change	Balance
05 704	FUND BALANCE	1,000.00	0.00	0.00	0.00	1,000.00
05 704 8101	FUND BALANCE FOOTBALL	3,009.71	0.00	0.00	0.00	3,009.71
05 704 8102	FUND BALANCE VOLLEYBALL	2,636.01	0.00	0.00	0.00	2,636.01
05 704 8103	FUND BALANCE GIRLS BASKETBALL	2,512.96	0.00	0.00	0.00	2,512.96
05 704 8104	FUND BALANCE BOYS BASKETBALL	1,391.81	0.00	0.00	0.00	1,391.81
05 704 8105	FUND BALANCE WRESTLING	685.39	0.00	0.00	0.00	685.39
05 704 8107	FUND BALANCE ATHLETICS & ACTIVITIES	1,103.51	0.00	0.00	0.00	1,103.51
05 704 8109	FUND BALANCE TRACK & FIELD	6,183.93	0.00	0.00	0.00	6,183.93
05 704 8111	FUND BALANCE FCCLA	1,538.61	0.00	0.00	0.00	1,538.61
05 704 8112	FUND BALANCE SCIENCE CLUB	2,032.02	0.00	0.00	0.00	2,032.02
05 704 8113	FUND BALANCE ART	988.91	0.00	0.00	0.00	988.91
05 704 8114	FUND BALANCE ANNUAL/JOURNALISM	9,374.46	0.00	0.00	0.00	9,374.46
05 704 8115	FUND BALANCE E CLUB	(116.81)	0.00	0.00	0.00	(116.81)
05 704 8116	FUND BALANCE BAND	10,078.62	0.00	0.00	0.00	10,078.62
05 704 8117	FUND BALANCE STUDENT COUNCIL	1,825.94	0.00	0.00	0.00	1,825.94
05 704 8118	FUND BALANCE DRAMA & SPEECH	1,028.81	0.00	0.00	0.00	1,028.81
05 704 8119	FUND BALANCE CLASS OF "28	2,709.42	0.00	0.00	0.00	2,709.42
05 704 8120	FUND BALANCE CLASS OF '25	0.00	0.00	0.00	0.00	0.00
05 704 8121	FUND BALANCE CLASS OF '26	110.57	0.00	0.00	0.00	110.57
05 704 8122	FUND BALANCE CLASS OF '27	1,983.89	0.00	0.00	0.00	1,983.89
05 704 8123	FUND BALANCE EHA WELLNESS	715.60	0.00	0.00	0.00	715.60
05 704 8124	FUND BALANCE JR. HIGH TRIP FUND	36.00	0.00	0.00	0.00	36.00
05 704 8125	FUND BALANCE SHOP & AG	1,288.66	0.00	0.00	0.00	1,288.66
05 704 8126	FUND BALANCE EQUIP FUND	246.55	0.00	0.00	0.00	246.55
05 704 8127	FUND BALANCE NATIONAL HONOR SOCIETY	530.05	0.00	0.00	0.00	530.05
05 704 8129	FUND BALANCE ESPORTS GAMING CLUB	594.75	0.00	0.00	0.00	594.75
05 704 8131	FUND BALANCE ELEMENTARY/SECONDARY	703.38	0.00	0.00	0.00	703.38
05 704 8132	FUND BALANCE DANCE TEAM	1,803.36	0.00	0.00	0.00	1,803.36
05 704 8133	FUND BALANCE FFA	9,254.72	0.00	0.00	0.00	9,254.72
05 704 8134	FUND BALANCE CROSS COUNTRY	50.71	0.00	0.00	0.00	50.71
05 704 8135	FUND BALANCE LIBRARY	(141.22)	0.00	0.00	0.00	(141.22)
05 704 8136	FUND BALANCE STUDENT EMERGENCY	93.57	0.00	0.00	0.00	93.57
05 704 8137	FUND BALANCE SPIRIT CLUB	2,673.09	0.00	0.00	0.00	2,673.09
05 704 8138	FUND BALANCE EUROPE TRIP	0.16	0.00	0.00	0.00	0.16
05 704 8139	FUND BALANCE GOLF	1,184.41	0.00	0.00	0.00	1,184.41
05 704 8140	FUND BALANCE TEACHERS JEAN DAY	266.00	0.00	0.00	0.00	266.00

Activity Fund Balance Report - Summary - Exclude Encumbrances

06/2026 - 06/2026

Regular; Beginning Month 06/2026; Processing Month 06/2026; Accounts to Include Accounts with Activity; Fund Number 05

Fund: 05 ACTIVITY FUND

Chart of Account Number	Chart of Account Description	Beginning Balance	Expenses	Revenues	Balance Change	Balance
Fund Total: 05		69,377.55	0.00	0.00	0.00	69,377.55

ELWOOD PUBLIC SCHOOL
6/9/2026 **GENERAL FUND** User ID: EMILY

Vendor Name	Amount		
237 HARDWARE	$ 158.34	GROUNDS MAINT. AND CUSTODIAL SUPPLY	
ACCO BRANDS USA LLC	$ 220.80	LIBRARY SUPPLY	
AFLAC	$ 1,327.69	INSURANCE PREMIUM	
AMERITAS LIFE INSURANCE CORP.	$ 471.88	INSURANCE PREMIUM	
BLACK HILLS ENERGY	$ 681.50	GAS BILL	
BLUE CROSS BLUE SHIELD OF NEBRASKA	$ 61,896.61	INSURANCE PREMIUM	
BOMGAARS	$ 37.96	GROUNDS MAINT. AND CUSTODIAL SUPPLY	
DAS STATE ACCOUNTING - CENTRAL	$ 595.03	NETWORK SERVICE CHARGES	
DOLLAR GENERAL-REGIONS 410526	$ 124.05	TEACHING AND KITCHEN SUPPLY	
EDUCATIONAL SERVICE UNIT #10	$ 2,183.55	DEAF EDUCATION	
EDUCATIONAL SERVICE UNIT #11	$ 1,039.17	PROGRAM SUPERVISION/TRANSITION/INSERVICE	
EDUCATIONAL SERVICE UNIT #9	$ 3,766.00	SPED	
HOMETOWN LEASING	$ 1,174.79	COPIER/PRINTER LEASE	
IDEAL LINEN AND UNIFORM	$ 163.42	RUG CLEANING	
JENNIFER A SCHUTZ, OTR/L	$ 1,419.51	OT SERVICE	
JUNIOR LIBRARY GUILD	$ 246.96	LIBRARY SUPPLY	
KELLY'S SUPERMARKET	$ 37.75	FCS SUPPLY	
KSB SCHOOL LAW	$ 2,104.50	LEGAL FEES	
MEAD LUMBER	$ 81.46	GROUNDS MAINT. AND CUSTODIAL SUPPLY	
MENARDS	$ 349.99	GROUNDS MAINT. AND CUSTODIAL SUPPLY	
MOONLIGHT ELECTRIC LLC	$ 160.00	BUILDING MAIN.	
OMNIFY BENEFITS	$ 4.40	COBRA ELIGIBLE FEE	
PARCO SCIENTIFIC CO.	$ 38.40	TEACHING SUPPLY	
POST MASTER	$ 162.00	YEARLY BOX FEE	
PRINCIPAL LIFE INSURANCE COMPANY	$ 1,228.16	INSURANCE PREMIUM	
QUILL LLC	$ 41.80	TEACHING SUPPLY	
SCHOOL SPECIALTY LLC	$ 333.47	TEACHING SUPPLY	
STAPLES	$ 451.10	TEACHING SUPPLY	
T & T LAWN CARE LLC	$ 1,139.05	GROUNDS MAINT. AND CUSTODIAL SUPPLY	
TREVIPAY	$ 12.22	TEACHING SUPPLY	
VILLAGE OF ELWOOD	$ 671.60	UTILITIES	
WELLS FARGO CARD SERVICE	$ 3,608.26	TEACHING SUPPLY SCIENCE FAIR	
WOODWARD'S DISPOSAL SERVICE, INC	$ 32.50	DOCUMENT DECONSTRUCTION	
ZANER- BLOSER, INC.	$ 1,360.37	TEACHING SUPPLY	
		FUND TOTAL:	$ 87,324.29
PRE-PAID			
CROFTON JANE	$ 256.65	MILEAGE REIMBURSEMENT	
237 HARDWARE	$ 173.97	BUILDING MAINT.	
AMPLIFY EDUCATION, INC,	$ 336.00	TEACHING SUPPLY	
AURORA COOP	$ 1,673.62	FUEL BUS MAINT.	
BORDEN SHELBY	$ 800.00	REIMBURSEMENT LETRS	
CAPITAL SANITARY SUPPLY	$ 26.28	CUSTODIAL SUPPLY	
CASH-WA DISTRIBUTING	$ 143.65	CUSTODIAL SUPPLY	
CORDER MAKENZIE	$ 800.00	REIMBURSEMENT LETRS	
CULLIGAN	$ 108.51	COMMERCIAL RENTAL	
CUSTOM LANYARD	$ 337.39	LANYARDS	
DAWSON CO PUBLIC POWER	$ 3,196.29	ELECTRIC BILL	
EAKES OFFICE SOLUTIONS	$ 563.72	CUSTODIAL SUPPLY/LEASE	
EUSTIS BODY SHOP	$ 500.00	INSURANCE DEDUCTIBLE	
GAREY JAMI	$ 400.00	REIMBURSEMENT LETRS	
HIRERIGHT LLC	$ 85.50	BACKGROUND SCREENING	
HOMETOWN LEASING	$ 142.43	LEASE	
INNOVATIVE LEARNING	$ 91.56	TEACHING SUPPLY	
IRWIN BAILEY	$ 800.00	REIMBURSEMENT LETRS	
LEXINGTON REGIONAL HEALTH	$ 2,722.57	PT AND MENTAL HEALTH SERVICES	
MORTON ROBIN	$ 800.00	REIMBURSEMENT LETRS	
NCSA	$ 300.00	REGISTRATION	
OVERTON SAND & GRAVEL	$ 303.96	GROUND MAINT.	
QUILL, INC.	$ 186.53	QUILL, INC.	
SCHUETT KASSANDRA	$ 800.00	REIMBURSEMENT LETRS	
SCHUTZ HILLARY	$ 800.00	REIMBURSEMENT LETRS	
SEBERGER DENNIS	$ 40.60	MILEAGE REIMBURSEMENT	
STAPLES	$ 75.28	TEACHING SUPPLY	
TIME MANAGEMENT SYSTEMS, INC	$ 3,000.00	TIMECLOCK PROGRAM	
VIRCO	$ 426.44	TEACHING SUPPLY	
WALMART	$ 67.59	TEACHING SUPPLY	
		FUND TOTAL	$ 19,958.54
		SUBTOTAL	$ 107,282.83
PAYROLL			
MAY 29, 2026 2X PAYROLL	$ 19,381.45		
JUNE 15 2026 MAIN PAYROLL	$ 197,973.78		
JUNE 15 2026 2X PAYROLL	$ 18,000.00	***ESTIMATE**	
		SUBTOTAL	$ 235,355.23
		GRAND TOTAL EXPENSES	$ 342,638.06

General

ELWOOD PUBLIC SCHOOL
6/9/2026

HOT LUNCH FUND

Nutrition

VENDOR	AMOUNT
DOLLAR GENERAL-REGIONS 41052	35.40
HENNING BROS. LEASING	49.95

FUND TOTAL $ 85.35

PREPAID

CASH-WA DISTRUBUTING	592.75
SYSCO LINCOLN	836.84

FUND TOTAL $ 1,429.59

GRAND TOTAL EXPENS! $ 1,514.94

Vendor ID: ALMAPS **ALMA PUBLIC SCHOOL** **PO Number:** **Invoice Number: 05212026** **Amount: 56.00**
Description: RPAC SUPPLY
Invoice Date: 05/21/2026 Due Date: 05/21/2026 Status: PP 1099 Amount: 0.00
Sequence: 1 Check Type: Check Checking Account ID: 5 Check Number: 11362 Check Date: 05/21/2026 CC:

Chart of Account Number	Detail Description	Cost Center ID	Detail Amount	1099 Detail Amount	Asset/Asset Tag	In Full
05 2900 890 000 107	RPAC SUPPLY		56.00		N	

Vendor ID: CJIMPR **CJ IMPRINTS. LLC** **PO Number:** **Invoice Number: 100115** **Amount: 360.00**
Description: T-SHIRTS TRACK
Invoice Date: 05/07/2026 Due Date: 05/07/2026 Status: PP 1099 Amount: 0.00
Sequence: 1 Check Type: Check Checking Account ID: 5 Check Number: 11361 Check Date: 05/20/2026 CC:

Chart of Account Number	Detail Description	Cost Center ID	Detail Amount	1099 Detail Amount	Asset/Asset Tag	In Full
05 2900 890 000 109	T SHIRTS		360.00	0.00	N	

Vendor ID: COURTYARD **COURTYARD BY MARRIOTT LINCOLN DOWNTOWN** **PO Number:** **Invoice Number: 05072026** **Amount: 1,440.00**
Description: STATE FCCLA
Invoice Date: 05/07/2026 Due Date: 05/07/2026 Status: PP 1099 Amount: 0.00
Sequence: 1 Check Type: Check Checking Account ID: 5 Check Number: 11355 Check Date: 05/07/2026 CC:

Chart of Account Number	Detail Description	Cost Center ID	Detail Amount	1099 Detail Amount	Asset/Asset Tag	In Full
05 2900 890 000 111	STATE FCCLA		720.00		N	
05 2900 890 000 107	STATE FCCLA		720.00		N	

Vendor ID: DOLLARG **DOLLAR GENERAL-REGIONS 410526** **PO Number:** **Invoice Number: DG05072026** **Amount: 320.15**
Description: TRACK/FFA
Invoice Date: 05/07/2026 Due Date: 05/07/2026 Status: PP 1099 Amount: 0.00
Sequence: 1 Check Type: Check Checking Account ID: 5 Check Number: 11353 Check Date: 05/07/2026 CC:

Chart of Account Number	Detail Description	Cost Center ID	Detail Amount	1099 Detail Amount	Asset/Asset Tag	In Full
05 2900 890 000 109	TRACK		187.20		N	
05 2900 890 000 133	FFA		132.95		N	

Vendor ID: EUSTISFARN **EUSTIS- FARNAM PUBLIC SCHOOL** **PO Number:** **Invoice Number: 05062026** **Amount: 10,000.00**
Description: HI-LINE BULLS ACTIVITY ACCOUNT
Invoice Date: 05/06/2026 Due Date: 05/06/2026 Status: PP 1099 Amount: 0.00
Sequence: 1 Check Type: Check Checking Account ID: 5 Check Number: 11351 Check Date: 05/06/2026 CC:

Chart of Account Number	Detail Description	Cost Center ID	Detail Amount	1099 Detail Amount	Asset/Asset Tag	In Full
05 2900 890 000 107	HI-LINE BULLS ACTIVITY ACCOUNT		10,000.00	0.00	N	

Vendor ID: HOLIDAYINL **HOLIDAY INN EXPRESS & SUITES LINCOLN DOWNTOWN** **PO Number:** **Invoice Number: 05072026** **Amount: 3,195.00**
Description: STATE FFA
Invoice Date: 05/07/2026 Due Date: 05/07/2026 Status: PP 1099 Amount: 0.00
Sequence: 1 Check Type: Check Checking Account ID: 5 Check Number: 11356 Check Date: 05/07/2026 CC:

Chart of Account Number	Detail Description	Cost Center ID	Detail Amount	1099 Detail Amount	Asset/Asset Tag	In Full
05 2900 890 000 133	STATE FFA		3,195.00		N	

Vendor ID: KELLYSSUPE **KELLY'S SUPERMARKET** **PO Number:** **Invoice Number: KSM 05072026** **Amount: 53.00**
Description: FCCLA
Invoice Date: 05/07/2026 Due Date: 05/07/2026 Status: PP 1099 Amount: 0.00
Sequence: 1 Check Type: Check Checking Account ID: 5 Check Number: 11354 Check Date: 05/07/2026 CC:

Chart of Account Number	Detail Description	Cost Center ID	Detail Amount	1099 Detail Amount	Asset/Asset Tag	In Full
05 2900 890 000 111	FCCLA		53.00		N	

Vendor ID: MIDWGRADS **MIDWEST GRADS** **PO Number:** **Invoice Number: 05072026** **Amount: 1,105.00**
Description: GRADUATION GOWNS
Invoice Date: 05/07/2026 Due Date: 05/07/2026 Status: PP 1099 Amount: 0.00
Sequence: 1 Check Type: Check Checking Account ID: 5 Check Number: 11357 Check Date: 05/07/2026 CC:

Chart of Account Number	Detail Description	Cost Center ID	Detail Amount	1099 Detail Amount	Asset/Asset Tag	In Full
05 2900 890 000 121	GRADUATION GOWNS		1,105.00		N	

Vendor ID: MONA **MUSEUM OF NEBRASKA ART** **PO Number:** **Invoice Number: 719** **Amount: 125.00**
Description: 3RD-4TH FIELD TRIP
Invoice Date: 05/12/2026 Due Date: 05/12/2026 Status: PP 1099 Amount: 0.00
Sequence: 1 Check Type: Check Checking Account ID: 5 Check Number: 11359 Check Date: 05/12/2026 CC:

Chart of Account Number	Detail Description	Cost Center ID	Detail Amount	1099 Detail Amount	Asset/Asset Tag	In Full
05 2900 890 000 107	3RD - 4TH FIELD TRIP		125.00		N	

Vendor ID: NCA **NEBRASKA COACHES ASSOCIATION** **PO Number:** **Invoice Number: 05312026** **Amount: 1,045.00**
Description: COACHING DUES
Invoice Date: 05/31/2026 Due Date: 05/01/2026 Status: PP 1099 Amount: 0.00
Sequence: 1 Check Type: Check Checking Account ID: 5 Check Number: 11363 Check Date: 05/30/2026 CC:

Chart of Account Number	Detail Description	Cost Center ID	Detail Amount	1099 Detail Amount	Asset/Asset Tag	In Full
05 2900 890 000 107	COACHES FEES		1,045.00		N	

Vendor ID: NSAA **NEBRASKA SCHOOL ACTIVITIES ASSOCIATION** **PO Number:** **Invoice Number: 05312026** **Amount: 1,240.00**
Description: CROSS COUNTRY WRESTLING FEE
Invoice Date: 05/31/2026 Due Date: 05/31/2026 Status: PP 1099 Amount: 0.00
Sequence: 1 Check Type: Check Checking Account ID: 5 Check Number: 11364 Check Date: 05/31/2026 CC:

Chart of Account Number	Detail Description	Cost Center ID	Detail Amount	1099 Detail Amount	Asset/Asset Tag	In Full
05 2900 890 000 107	CROSS COUNTRY AND WRESTLING FEE		1,240.00		N	

Vendor ID: PRICESRENT **PRICE'S RENTAL** **PO Number:** **Invoice Number: 05082026** **Amount: 200.00**
Description: FUNDRAISER PRIZE
Invoice Date: 05/20/2026 Due Date: 05/20/2026 Status: PP 1099 Amount: 0.00
Sequence: 1 Check Type: Check Checking Account ID: 5 Check Number: 11360 Check Date: 05/20/2026 CC:

Chart of Account Number	Detail Description	Cost Center ID	Detail Amount	1099 Detail Amount	Asset/Asset Tag	In Full
05 2900 890 000 102	FUNDRAISER COST		200.00		N	

Vendor ID: WELLSFARGO **WELLS FARGO CARD SERVICE** **PO Number:** **Invoice Number: WF05072026** **Amount: 1,251.39**
Description: FFA FCCLA TRACK SUPPLY
Invoice Date: 05/07/2026 Due Date: 05/07/2026 Status: PP 1099 Amount: 0.00
Sequence: 1 Check Type: Check Checking Account ID: 5 Check Number: 11352 Check Date: 05/07/2026 CC:

Chart of Account Number	Detail Description	Cost Center ID	Detail Amount	1099 Detail Amount	Asset/Asset Tag	In Full
05 2900 890 000 109	TRACK SUPPLY		135.00		N	
05 2900 890 000 122	PROM		261.51		N	
05 2900 890 000 111	STATE FCCLA		159.25		N	
05 2900 890 000 133	STATE FFA		695.63		N	

Report 1099 Total: 0.00

Report Total: 20,390.54

FRAE INC
608 W Vine St
PO Box 693
Lexington, NE 68850

INVOICE
Unpaid

Presented to:
ELWOOD PUBLIC SCHOOL, DISTRICT #30
PO BOX 107
Elwood, NE 68937

Job #	92604
Job Name	Room Fixtures
Invoice #	I-92604-1
Technician	
Issue Date	Apr 20 2026
Payment Terms	Net 30
Due Date	May 20 2026

Customer Contact:
M: (308) 785-2491
E: daren.hatch@elwoodpirates.org

Service Location:
502 1st Ave
Elwood, NE 68937

DESCRIPTION	Unit Price	QTY	PRICE
Description of Elect Service *Estimate for school room fixtures *No labor	$0.00	1	$0.00
ELEC PART 44-2x4 LED flat panels (color selectable) $5,275.60 2-Emergency backup $457.50	$5,733.10	1	$5,733.10
		Subtotal	$5,733.10
		Taxes	$0.00
		Total	**$5,733.10**

OK DT 4/21/26 Appreciate it

Make Payment

Customer Approval:

☐ **I agree to the terms and conditions of this invoice, and that the goods and or services referenced have been provided to my satisfaction.**

Contract Terms:

Payment due within 30 days of the invoice date.

Any invoice not paid within 30 days will be subject to a 10% late payment fee.

NO REBATES WILL BE FILED UNTIL INVOICE IS PAID IN FULL.

Pinnacle Bank

RECEIPT

THANK YOU – We appreciate your business!

GL Receipt
05/05/2026 9:43 AM

49 403 10 5,733.10

Account 2060200100

Member FDIC EQUAL HOUSING LENDER

All items received are credited to your account subject to final payment.

PURCHASER'S COPY OF PERSONAL MONEY ORDER

49005527

NOTICE TO CUSTOMER
As a condition to this institution's issuance of this Money Order, purchaser agrees to provide an indemnity bond prior to the refund or replacement of this Money Order in the event it is lost, misplaced or stolen.

Date

76-1391/1049
2060200100

PAID TO

FOR

Pinnacle Bank
MEMBER FDIC
301 Smith Ave
Elwood, NE 68937
308.785.2280 • pinnbank.com

NOT NEGOTIABLE

BE SURE TO FILL OUT THE ORIGINAL AND PROMPTLY MAIL THE CUSTOMER COPY OF THIS PERSONAL MONEY ORDER FORM, CORRESPONDING IN NUMBER AND AMOUNT TO THAT SHOWN HEREON. AGREES TO INSERT THEREON IN INK THE DATE, PAYEE, THIS SIGNATURE AND ADDRESS AND ASSUMES RESPONSIBILITY FOR ALL EVENTS MADE POSSIBLE THEREBY. FAILURE TO DO SO.
SAVE THIS COPY FOR YOUR RECORD

572379

Invoice

SOLD TO: Elwood Public Schools	SHIP TO: (same) attn: Daren Hatch
ADDRESS: 502 1st Ave. PO box 107	ADDRESS:
CITY, STATE, ZIP: Elwood NE 68937	CITY, STATE, ZIP:

CUSTOMER ORDER NO.	SOLD BY	TERMS	F.O.B.	DATE
PO # 202603	Christine	COD		4/21/2026

ORDERED	SHIPPED	DESCRIPTION	PRICE	UNIT	AMOUNT
1	1	AMME Course I Units (1-10)	$2,179		2179 —
		Small school discount	→		-600 —
1	1	AMME Course II Units (11-20)	$2,179		2179 —
		Small school discount	→		-600 —
	1	Unit 21 Statistics	FREE w/ purchase Course I + Course II		
		S + H	FREE		
Make Check payable to: AMME, Inc.				TL Due:	$3,158.00

AMME, INC
Applied Math Made Easy
8258 Prospect Dr.
Kenosha, WI 53140

adams 5840

09-15

4/21/26 5:12pm Depreciation

PURCHASER'S COPY OF PERSONAL MONEY ORDER

49005526

NOTICE TO CUSTOMER
As a condition to this institution's issuance of this Money Order, purchaser agrees to provide an indemnity bond prior to the refund or replacement of this Money Order in the event it is lost, misplaced or stolen.

Date

76-1391/1049
2060200100

PAID TO

FOR

NOT NEGOTIABLE

BE SURE YOU HAVE YOUR FINAL COPY. PROMPTLY PUT INK
THE CUSTOMER PROCURING THE PERSONAL MONEY ORDER FORM, CORRESPONDING IN NUMBER AND AMOUNT TO THAT SHOWN HEREON, AGREES TO INSERT THEREON, IN INK, THE DATE, PAYEE, HIS SIGNATURE AND ADDRESS AND ASSUMES RESPONSIBILITY FOR ALL EVENTS MADE POSSIBLE BY HIS FAILURE TO DO SO.
SAVE THIS COPY FOR RECORD.

Pinnacle Bank
MEMBER FDIC
301 Smith Ave
Elwood, NE 68937
308.785.2280 • pinnbank.com

Pinnacle Bank

RECEIPT
THANK YOU – We appreciate your business

GL Receipt
05/05/2026 9:38 AM

49 403 9

3,158.00

Account 2060200100

All items received are credited to your account subject to final payment.

Member FDIC

EQUAL HOUSING LENDER

Wilkins Architecture Design Planning LLC

2204 University Drive Suite 130
Kearney, NE 68845
Tel: 308-237-5787 Fax: 308-236-6929
krussell@wilkinsadp.com
www.wilkinsadp.com

Special Building

INVOICE

Daren Hatch
Gosper County School District 37-0030
502 1st Ave
PO Box 107
Elwood, NE 68937-0107

INVOICE DATE: 4/29/2026
INVOICE NO: 7325
BILLING THROUGH: 4/29/2026

2583 Elwood Public Schools 2026 Misc Projects

Managed By: Jacob M Sertich

DESCRIPTION	CONTRACT AMOUNT	% COMPLETE	BILLED TO DATE	PREVIOUSLY BILLED	CURRENT AMOUNT
2583 Elwood Public Schools 2026 Misc Projects	$78,128.00	81.88	$63,975.00	$59,850.00	$4,125.00
TOTAL	**$78,128.00**		**$63,975.00**	**$59,850.00**	**$4,125.00**

EXPENSES

DATE	DESCRIPTION	AMOUNT
3/4/2026	829 - MILEAGE	$146.40
3/4/2026	832 - REPRODUCTION AND PRINTING	$2.88
3/17/2026	829 - MILEAGE	$73.73
	TOTAL EXPENSES	**$223.01**
	SUBTOTAL	**$4,348.01**
	AMOUNT DUE THIS INVOICE	**$4,348.01**

This invoice is due on 5/29/2026

Construction Cost: $822,400
Fee 9.5%

ACCOUNT SUMMARY

INVOICED TO DATE	PAID TO DATE	BALANCE DUE
$64,721.19	$60,373.18	$4,348.01

We appreciate your business

CKD Special Building 5/4/26

Core Standard Invoice Copyright © 2026 BQE Software

Special Building

PURCHASER'S COPY OF PERSONAL MONEY ORDER

49005528

NOTICE TO CUSTOMER
As a condition to this institution's issuance of this Money Order, purchaser agrees to provide an indemnity bond prior to the refund or replacement of this Money Order in the event it is lost, misplaced or stolen.

Date

76-1391/1049
2060200100

PAID TO

FOR

NOT NEGOTIABLE

BE SURE TO DETACH THE ORIGINAL COPY FROM THIS FORM. THE CUSTOMER PURCHASING THE PERSONAL MONEY ORDER FORM, CORRESPONDING IN NUMBER AND AMOUNT TO THAT SHOWN THEREON, AGREES TO INSERT THEREON IN INK THE DATE, PAYEE, HIS SIGNATURE AND ADDRESS AND ASSUMES RESPONSIBILITY FOR ALL EVENTS MADE POSSIBLE BY HIS FAILURE TO DO SO.
SAVE THIS COPY FOR YOUR RECORD

Pinnacle Bank
MEMBER FDIC
301 Smith Ave
Elwood, NE 68937
308.785.2280 • pinnbank.com

Pinnacle Bank RECEIPT
THANK YOU – We appreciate your business

GL Receipt
05/05/2026 9:45 AM

49 403 11

4,348.01

Account 2060200100

All items received are credited to your account subject to final payment.

Member FDIC

Administrative Update
June 2026

Superintendent

Construction Update

Planned meetings–training this summer–Policy webinar, ALICAP Safety, Psychological First Aid, Budget webinar, New Supt Orientation, Admin Days.

Final Lease Payment on 2020 (East) Addition due June 15. Pay this week.

Principal

Student and teacher checkout

Handbook updates

Special Education

Maintenance of Effort Compliance worksheet

Classroom move

Transportation:

- Recall on all 10 Expeditions (trailer lights / programming). All vehicles have been completed.
- Working on a wiring issue on #14-2 (the deer bus).
- Expect at least one Expedition to need tires this summer.
- Transportation reporting for the 2025-26 school year is complete.

AD

- **Finished the sports year off on a good note**
  - **Lucas Cochrane placed 4th in LJ at State JH Meet. First ever in Bulls history**
  - **Brought 9 total medals home fro HS State meet (4x1, 4x4, Runner up in PV)**
  - **Great end to the year for our athletes**

- **Golf Fundraiser is coming up on June 17th, working on sponsors for the tournament.**
- **Summer stuff is off and running, good number of participants for weights in HS and JH. We started getting together with EF last week.**
- **Camps for athletic sports will get going in next couple months**
- **VB Jerseys have come in and look sharpe**
- **Getting things ready for the start of 26-27 school year**

5045
Student Fees

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

A. Definitions.

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

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

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

B. Listing of Fees Charged by this District.

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

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

2. Safety Equipment and Attire.

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

3. Personal or Consumable Items.

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

4. Materials Required for Course Projects.

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

5. Technological Devices

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

6. Extracurricular Activities.

The district may charge students a fee to participate in extracurricular activities to cover the district's reasonable costs in offering such activities. The district may require students to furnish specialized equipment and clothing that is required for participation in extracurricular activities, or may charge a reasonable fee for the use of district-owned equipment or attire.

Attached to this policy is a list of the fees charged for particular activities. The coach or sponsor will provide students with additional written guidelines detailing the fees charged, the equipment and/or clothing required, or the usage fee charged. The guidelines will explain the reasons that fees, equipment and/or clothing are required for the activity.

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

- Student Activity Card: K-6 $30__
  - Covers admission to all extracurricular events, except Invites.
- Student Participation Fee: $_0__
  - Required of all students who participate in athletics and/or other extracurricular activities
- Future Business Leaders of America: $_NA__
- DECA: $__NA_
- National Honor Society: $_0__
- Cheerleading, Drill Team, Flag Corps: $_0__
  - Students must purchase uniforms and shoes selected by the sponsor and/or student group. The maximum dollar amount charged by the school district for these items will be: $_100__
- Football: $ _0__
  - Students must provide their own football shoes, undergarments, and mouthguards
- Golf: $__0_
  - Students must provide their own golf shoes, undergarments, and clubs, golf bags
- Softball and Baseball: $_NA__
  - Students must provide their own shoes, gloves, and undergarments
- Track, Volleyball, and Wrestling: $_0__
  - Students must provide their own shoes and undergarments
- FFA: $_ 25 for dues__
  - Students must purchase their own jackets and pay dues $25
- Rifle and Trap Teams: $__0 Club only_
  - Students must provide their own weapons and ammunition
- Science Club: $NA_
- FCCLA: $_50__
- Spanish Club: $_NA__

7. Post-Secondary Education Costs.

Some students enroll in postsecondary courses while still enrolled in the district's high school. As a general rule, students must pay all costs associated with such post-secondary courses. However, for a course in which students receive high school credit or a course being taken as part of an approved accelerated or differentiated curriculum program, the district shall offer the course without charge for tuition, transportation, books, or other fees. Students who chose to apply for post-secondary education credit for these courses must pay tuition and all other fees associated with obtaining credits from a post-secondary educational institution. The costs of these items will naturally vary, but the maximum dollar amount of the fee is anticipated to be $250 per course.

8. Transportation Costs.

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

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

9. Copies of Student Files or Records.

The district will charge a fee for making copies of a student's files or records for the parents or guardians of such student. The Superintendent or the Superintendent's designee shall establish a schedule of student record fees. Parents of students have the right to inspect and review the students' files or records without the payment of a fee, and the district shall not charge a fee to search for or retrieve any student's files or records.

The district will charge a fee of $_.10__ per page after the first five copies for reproduction of student records.

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

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

The maximum dollar amount charged by the district for these services shall be $_70___.

11. Participation in Summer School, Night School or Driver's Education.

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

The maximum dollar amount charged by the district for summer, night school or driver's education shall be $_325__.

12. Charges for Food Consumed by Students.

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

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

- Breakfast Program – Grades K-6
  - Regular Price $___2.60___
  - Reduced Price $__.30__per Federal regulations__
- Breakfast Program – Grades 7-12
  - Regular Price $___2.60___
  - Reduced Price $__.30__per Federal regulations__
- Lunch Program – Grades PK-6
  - Regular Price $__3.60____
  - Reduced Price $__.40_per Federal regulations___
- Lunch Program – Grades 7-12
  - Regular Price $__3.80____
  - Reduced Price $_.40__per Federal regulations___

13. Charges for Musical Extracurricular Activities.

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

- Band: $__80 per semester.

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

14. Contributions for Junior and Senior Class Extracurricular Activities.

Students are eligible to participate in a number of unique extracurricular activities during their last two years in high school, including prom, various senior recognitions, and graduation. In order to fund these extracurricular activities, the school district will ask each student to make a contribution to their class's fund. This contribution is completely voluntary. Students who chose not to contribute to the class fund are still eligible to participate in the extra activities. The suggested donation to the class fund will be $__20__.

C. Waiver Policy.

Students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs shall be provided a fee waiver or be provided the necessary materials or equipment without charge for (1) participation in extracurricular activities, (2) materials for course projects, and (3) the use of a musical instrument in optional music courses that are not extracurricular activities. Actual participation in the free or reduced-price lunch program is not required to qualify for the waivers provided in this section. The district is not obligated to provide any particular type or quality of equipment or other material to eligible students. Students who wish to be considered for waiver of a particular fee must submit a completed fee waiver application to their building principal.

D. Distribution of Policy.

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

E. Voluntary Contributions to Defray Costs.

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

district are directed to clearly communicate that fact to students, parents and patrons.

F. Fund-Raising Activities

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

G. Student Fee Fund.

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

Adopted on: ____11/14/2016_____
Revised on: 6/10/2019,7/13/20,7/12/21,7/11/22, 7/10,23, 6/10/24, 6/09/25_____
Reviewed on: _____

5018
Parent Involvement in Education Practices

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

   b. State Assessments

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

   c. National Assessment of Educational Progress

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

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

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

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

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

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

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

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

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

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

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

Adopted on: _____11/14/2016_____
Revised on: _____6/12/17, 6/9/25_____
Reviewed on: _7/8/19, 7/13/20, 10/12/20, 7/12/21, 7/11/2022, 7/10/23, 6/10/24_____

5054
Student Bullying

Definition of Bullying. Nebraska statute defines bullying as "an ongoing pattern of physical, verbal or electronic abuse." 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." The school district's administrators will consider these definitions when determining whether any specific situation constitutes bullying. These definitions include both in-person and cyberbullying behaviors.

Bullying Prohibited. Students are prohibited from engaging in any form of bullying behavior.

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 _SAFE 2 HELP_____ 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.*

Disciplinary Consequences. The disciplinary consequences for bullying behavior will depend on the frequency, duration, severity and effect of the behavior.

A student who engages in bullying behavior on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or his or her designee, or at school-sponsored activities or school-sponsored athletic events may be subject to disciplinary consequences including but not limited to long-term suspension, expulsion, or mandatory reassignment.

Without limiting the foregoing, a student who engages in bullying behavior that materially and substantially interferes with or disrupts the

educational environment, the district's day-to-day operations, or the education process, regardless of where the student is at the time of engaging in the bullying behavior, may be subject to discipline to the extent permitted by law.

Bullying Based on Protected Class Status. Bullying based on protected class status is unique and may require additional investigation. The appropriate district staff member or coordinator will promptly investigate bullying complaints that violate the district's antidiscrimination policies.

Support for Students Who Have Experienced Bullying. Regardless of where the bullying occurred, the district will consider whether victims of bullying are suffering an adverse educational impact and, if appropriate, will refer those students to the district's student assistance team.

Bullying Prevention and Education. Students and parents are encouraged to inform teachers or administrators orally or in writing about bullying behavior or suspected bullying behavior. School employees are required to inform the administrator of all such reports. The appropriate administrator shall promptly investigate all such reports. Each building shall engage in activities which educate students about bullying, bullying prevention and digital citizenship.

Policy Review. The school district shall review this policy annually.

Adopted on: ____6/12/17_____
Revised on: ____6/11/2018, 6/10/24_____

Reviewed on:___7/8/2019,7/13/20,7/12/21, 7/11/22, 7/10,23

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: _____

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: _____

3003.1
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: _____

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: _____

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: _____

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: _____

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: _____

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: _____

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: _____

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: _____

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: _____

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 guardian~~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. ~~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: _____

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: _____

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

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

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

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

- Chest tightness
- Wheezing
- Severe shortness of breath
- Retractions (chest or neck "sucked in")
- Cyanosis (lips and nail beds exhibit a grayish or bluish color)
- Change in mental status, such as agitation, anxiety, or lethargy
- A hunched-over position
- Breathlessness causing speech in one-to-two word phrases or complete inability to speak

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

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

EMERGENCY PROTOCOL:

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

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

- Administer an IM EpiPen-Jr. for a child less than 50 pounds or an adult EpiPen for any individual over 50 pounds
- Follow with nebulized albuterol (premixed) while awaiting EMS. If not better, may repeat times two, back-to-back
- Administer CPR, if indicated

_____ _____

(PHYSICIAN) Date

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: _____

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: _____

3004
General Purchasing and Procurement

I. Applicability of this policy.

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

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

II. General Purchasing Policy

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

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

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

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

III. Building-Specific Purchasing

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

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

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

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

IV. Purchasing Procedures

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

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

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

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

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

F. For purchases of more than $10,000,Change to $15,000? OR leave alone? authorized staff members must secure written quotes and/or estimates from a reasonable number of vendors. Staff will purchase from a responsible vendor with the lowest price unless the board approves the purchase from the more expensive vendor.

V. Relations with Vendors

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

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

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

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

Adopted on: _____
Revised on: ___8/13/18_____
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: _____

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: _____

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: _____

RESOLUTION ON SCHOOL DISTRICT STANDARDS FOR ACCEPTANCE OR REJECTION OF OPTION ENROLLMENT APPLICATIONS

WHEREAS, Elwood Public Schools is committed to providing an education of high quality to its students in an economically efficient manner; and

WHEREAS, the school district's faculty, facilities, and equipment can serve only a limited number of students effectively; and

WHEREAS, the Elwood Board of Education, in consultation with the administration, has reviewed the school district's faculty, facilities, equipment, interdisciplinary efforts and interrelationships of grades, subjects, and faculty; and has determined the maximum number of students it can serve effectively at any given grade level and in total;

NOW, THEREFORE BE IT RESOLVED that the board adopts the following standards for acceptance or rejection of option enrollment applications:

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 the student has an individualized education program under the federal Individuals with Disabilities Education Act, 20 U.S.C. 1400 et seq., or has been diagnosed 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 the applicant 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.

Numeric Capacity. The capacity in the following grade levels, programs, classes, and/or school buildings is as follows:

- Grade Level Numeric Capacity: ___25_____
- Program Numeric Capacity:PreKindergarten 20_
- Class Numeric Capacity: _____K-12 (25)_____
- School Building Numeric Capacity: _____Elem 150; 7-12 _150_____

Total enrollment for the school district: _300_ students.

The Board of Education reserves the authority to further determine numeric capacity of classes, grade levels, or school buildings by operation of resolution, by action of the Superintendent as the board's designee, or through freestanding action to the extent permitted by law and policy.

Programmatic Capacity. The board declares the following grade levels, programs, classes, and school buildings to be at capacity such that no option applications into any of the following will be accepted:_____.

Other Standards. The school district shall not accept an option student when acceptance of the student:

(a) Would increase the operating costs of the school district, such as by requiring the hiring of new staff or contracting with outside entities to provide services to the student;
(b) Would require the procurement of new equipment, technology, or furnishings;
(c) Would cause or require the rearrangement of caseloads for staff and contracted professionals;
(d) Is reasonably deemed by appropriate school staff to pose a potential risk to the health or safety of students or staff;
(e) May pose a risk of adversely affecting the quality of educational services being provided to resident students, as determined by appropriate school staff.

After the above resolution was read, board member_____ moved for passage of the motion. Board member _____ seconded the motion. After discussion, and on roll call vote, the following members voted in favor of the motion: _____.

The following members voted against the motion:
_____.

The following members did not vote:
_____.

Having been consented to by a majority of the voting members, the board president declared the motion to have been passed and adopted.

Dated this ___ day of _____, 202_.

_____

President, Board of Education

Wilkins Architecture Design Planning LLC

2204 University Drive Suite 130
Kearney, NE 68845
Tel: 308-237-5787 Fax: 308-236-6929
krussell@wilkinsadp.com
www.wilkinsadp.com

INVOICE

INVOICE DATE: 5/27/2026
INVOICE NO: 7381
BILLING THROUGH: 5/27/2026

Daren Hatch
Gosper County School District 37-0030
502 1st Ave
PO Box 107
Elwood, NE 68937-0107

2583 Elwood Public Schools 2026 Misc Projects

Managed By: Jacob M Sertich

DESCRIPTION	CONTRACT AMOUNT	% COMPLETE	BILLED TO DATE	PREVIOUSLY BILLED	CURRENT AMOUNT
2583 Elwood Public Schools 2026 Misc Projects	$78,128.00	82.00	$64,064.96	$63,975.00	$89.96
TOTAL	**$78,128.00**		**$64,064.96**	**$63,975.00**	**$89.96**

EXPENSES

DATE	DESCRIPTION	AMOUNT
5/4/2026	829 - MILEAGE	$73.73
5/11/2026	839-FIRE MARSHALL	$969.75
	TOTAL EXPENSES	**$1,043.48**
	SUBTOTAL	**$1,133.44**
	AMOUNT DUE THIS INVOICE	**$1,133.44**

This invoice is due on 6/26/2026

Construction Cost: $822,400
Fee 9.5%

ACCOUNT SUMMARY

INVOICED TO DATE	PAID TO DATE	BALANCE DUE
$65,854.63	$60,373.18	$5,481.45

We appreciate your business

Core Standard Invoice Copyright © 2026 BQE Software

SAVVAS LEARNING COMPANY

Elwood School District 30
Quote Number Q-253627

15 E Midland Ave St 502
Paramus, NJ, 07652-2938

Kilah Oaklund
School Counselor
Elwood School District 30
PO Box 107
Elwood, NE 68937-0107

Quote Creation Date: 6/4/2026
Quote Expiration Date: 9/30/2026

Elwood School District 30 Autentico; Basic Print Package 2
Price Quote Summary

Solution	Base Amount	Total
Auténtico	$5,041.00	$5,041.00
Auténtico Professional Development	$800.00	$800.00
Solution Subtotal:	$5,841.00	$5,841.00

Shipping and Handling:	$403.28
Total:	$6,244.28

SAVVAS LEARNING COMPANY

Elwood School District 30
Quote Number Q-248752

15 E Midland Ave St 502
Paramus, NJ, 07652-2938

Kilah Oaklund
School Counselor
Elwood School District 30
PO Box 107
Elwood, NE 68937-0107

Quote Creation Date: 5/20/2026
Quote Expiration Date: 9/30/2026

Elwood School District 30 Autentico 6-12 (Basic Digital Package)
Price Quote Summary

Solution	Base Amount	Total
Auténtico	$1,404.00	$1,404.00
Auténtico Professional Development	$800.00	$800.00
Solution Subtotal:	$2,204.00	$2,204.00

Shipping and Handling:	$112.32
Total:	$2,316.32

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AIA® Document G709™ – 2018

Proposal Request

PROJECT: *(name and address)* 2583 Elwood Public Schools 502 1st Ave Elwood, NE 68937	**CONTRACT INFORMATION:** Contract For: General Construction Date: 03-23-2026	Architect's Project Number: 2583 Proposal Request Number: 003 Proposal Request Date: 06-01-2026
OWNER: *(name and address)* Elwood Public Schools 502 1st Ave Elwood, NE 68937	**ARCHITECT:** *(name and address)* Wilkins ADP 2204 University Drive, Ste 130 Kearney, NE 68845	**CONTRACTOR:** *(name and address)* Paulsen Inc East Hwy 30 Cozad, NE 69130

The Owner requests an itemized proposal for changes to the Contract Sum and Contract Time for proposed modifications to the Contract Documents described herein. The Contractor shall submit this proposal within Fourteen (14) days or notify the Architect in writing of the anticipated date of submission.
(Insert a detailed description of the proposed modifications to the Contract Documents and, if applicable, attach or reference specific exhibits.)
Provide the breakdowns and cost for labor, equipment, and materials necessary for the following changes:

Price Option 1 – Remove existing slab in its entirety in area(s) scheduled to receive polished concrete along with a portion of the new expanded administrative area where the old tile was previously. Replace with new concrete slab. No change to the contracted floor finishes.

Price Option 2 – Provide and install Ardex (or approved equal) floor leveling material at all areas where the old tile was removed. Delete polished concrete scope in its entirety and provide credit to owner. Provide and install LVT per Alternate No. 1B and Sheet A9.0.

THIS IS NOT A CHANGE ORDER, A CONSTRUCTION CHANGE DIRECTIVE, OR A DIRECTION TO PROCEED WITH THE WORK DESCRIBED IN THE PROPOSED MODIFICATIONS.

REQUESTED BY THE ARCHITECT

Hannah Schanbacher

ARCHITECT *(Signature)*

BY: Hannah Schanbacher, Architectural Technician

(Printed name, title, and license number if required)

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User Notes: (69f4a3794f00153d74b4b7ca)

PAULSEN INC.

P.O. BOX 17, 1116 EAST HWY 30
COZAD, NE 69130
PHONE 308-784-3333
FAX 308-784-3110

Proposal Request #003

Date: June 02, 2026

Project Name: Elwood Public Schools
Elwood, NE

Contractor: Paulsen, Inc.
PO Box 17
Cozad, NE 69130

Proposal Request No. 003A Option 1

Description of change in work

Remove 1,370SF existing SOG its entirety and Replace with new 4" SOG matching existing finish floor elevation. (No change to the contract finish) **Paulsen Inc. ADD**	**$15,478.00**
Removal of 1,370SF existing thick set tile base. **Paulsen Inc. ADD**	**$ 5,826.00**
Paulsen Inc. 10%	**$ 2,130.00**
Total	**$23,434.00**

PAULSEN INC.

P.O. BOX 17, 1116 EAST HWY 30
COZAD, NE 69130
PHONE 308-784-3333
FAX 308-784-3110

Proposal Request #003

Date: June 02, 2026

Project Name: Elwood Public Schools
Elwood, NE

Contractor: Paulsen, Inc.
PO Box 17
Cozad, NE 69130

Proposal Request No. 003B Option 2

Description of change in work

Provide and install Maxxon Gypcrete High Performance (3,000-3,500psi) to infill removed Tile/thickset grout bed approx. 2" average Thickness over 1370SF. **Stephens & Smith** **ADD**	**$10,650.00**
Paulsen Inc. 10%	**$ 1,065.00**
	$11,715.00
Removal of 1,370SF existing thick set tile base. **Paulsen Inc.** **ADD**	**$ 5,826.00**
Alt. 1B LVT per original bid. **Byrns Floor Covering** **ADD**	**$10,900.00**
Alt. 1A Polished Concrete per original bid. **Stephens & Smith** **Deduct**	**($19,800.00)**
Total	**$8,641.00**

Stephens & Smith Construction Co., Inc.

An Owner on Every Project

Name:	**Paulsen Inc.**	**Date :**	**6/1/2026**
Address:	**1116 US-30**	**Bid #:**	
City/State:	**Cozad, NE**		
Phone:	**308-784-3333**	**Email:**	dniles@paulseninc.com

THIS IS A FIRM BID FOR THE INSTALLATION OF FLOOR UNDERLAYMENT AT;

Elwood Public Schools Entrance & Playground Reno

502 1st Ave., Elwood, NE

WE PROPOSE TO DO THE FOLLOWING:

Base Bid:

Furnish and install Maxxon acrylic primer over existing concrete floor. Furnish and install a Maxxon underlayment to infill area of removed tile. Approx. 2" average thickness over 1,370 sqft.

Price with Maxxon GypCrete High Performance (3,000-3,500 psi)	**$10,650.00**
Price with Maxxon Level-Crete (4,000-4,500 psi)----------	**$11,675.00**
Price with Maxxon Level-Right (5,000-5,500 psi)----------	**$12,995.00**

Notes:

* Sales tax is excluded.

* We must be able to do the project / building in 1 **mobilization(s)**.

* No prior clean-up has been figured. Floors should be dust free, all damaged or defected wood floor are to be repaired prior to our arrival onsite. GC/Owner to provide an adequate water source and a trash can and/or dumpster for clean up.

* Contractor shall be responsible for providing a heated environment at 50°F minimum during and after the pour.

* Price is figured screeding the listed nominal thickness over concrete subfloor and will be consistent with and follow the subfloor. No leveling is figured in above price.□

* Acoustical sealant, fire caulking, or patching of floor penetrations are not included in above price.

* Owner / Contractor shall be responsible for furnishing and installing any and all permanent pour stops (stairs & elevators).

* All areas of underlayment that are to receive glued down floor goods need to be sealed. Enough sealer has been included in this bid for the entire area. Labor to install the sealer will be by others and is not included in this bid.

* A setup location next to the building / area we are pouring, must be provided to us each day we are scheduled to pour.

Accepted By:

Mark Ramel

Stephens & Smith Construction Co., Inc.

* Payments for completed work are due upon receipt. Accounts past due will bear interest of 1 1/3% per month, accrued from the first of the month in which they are billed.

* By accepting this proposal as indicated by my signature above, I acknowledge the scope of the work to be completed, understand all proposal notes, and guarantee payment according to the terms set forth in this proposal.

MAXXON®

Gyp-Crete® High Performance

Products for approved Maxxon applicators



THE STRONGEST MATCH FOR MODERN FLOORING.

Maxxon® Gyp-Crete® High Performance is a durable, versatile underlayment that stands up to the demands of modern, hard-surface floor coverings, including LVT.

- Exceeds commercial flooring requirements
- 3,000–4,000 psi compressive strength and excellent flow properties
- More than 140 UL and ULC fire-resistance rated designs
- Specially formulated for modern floor coverings, including LVT
- Superior sound attenuation when used with Maxxon® Acousti-Mat®
- GREENGUARD Gold Certified

BENEATH IT ALL, MAXXON DELIVERS.™

WHERE TO USE

Application

Multifamily, light commercial, commercial wood-frame and pre-cast, poured-in-place and pre-stressed concrete construction, concrete repair/renovation and steel decks.

Subfloor

Interior wood, concrete, steel.

TYPICAL RANGE:

3,000-4,000 PSI

MAXXON®
Gyp-Crete®
High Performance

Products for approved Maxxon applicators

SUPER STRENGTH. BETTER FLOW. FASTER DRYING.

Maxxon Gyp-Crete High Performance not only surpasses modern flooring specifications for compressive strength, it surpasses your expectations on the job too.

This environmentally friendly underlayment keeps projects on schedule with a smooth-flowing, abrasion-resistant formula that's ready for foot traffic in as little as 90 minutes after application. Designed for all modern, hard-surface floor coverings, it can also be used to cap uneven, rough and spalled concrete floors.

PRODUCT INFORMATION

Compressive Strength (Modified ASTM C472)	Typical range: 3,000–4,000 psi (20.7–27.6 MPa)
Installation Depths	Over concrete ⅜ in.–3 in. (10–76 mm) Over wood ¾ in.–3 in. (19–76 mm) For deeper pours, contact Maxxon
Dry Density	115–125 lbs/ft³ (1842–2002 kg/m³)
Fire Performance (ASTM E84)	Flame spread: 0 Fuel contribution: 0 Smoke development: 0



INSTALLATION & LIMITATIONS

See technical data sheet available at maxxon.com for complete installation instructions and limitations.

PACKAGING

80 lbs (36 kg)

FIRE RATINGS

Underwriters Laboratory International UL ER #8477-01. See technical data sheet for complete UL and fire assembly information.

LEED INFORMATION

For information regarding how Gyp-Crete High Performance may earn points toward LEED project certification, contact us at 800-356-7887 or visit www.maxxon.com/go_green.

PRO TIP

Maxxon Gyp-Crete High Performance can be used in place of concrete over corrugated steel deck to provide a flat surface, reduce costs and add sound control when used with one of Maxxon's Acousti-Mat products.

GREENGUARD GOLD
GREENGUARD
UL LISTED

Maxxon Corporation
920 Hamel Road PO Box 253
Hamel, Minnesota 55340
800-356-7887
maxxon.com
info@maxxon.com

@Maxxon.Corporation
maxxon-corporation

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MAXXON®
COMMERCIAL PRO
Level-Crete™

Products for approved Maxxon applicators



STAY ON-SCHEDULE, ON-BUDGET & ON-THE-LEVEL.

Maxxon® Commercial Pro Level-Crete™ is the cost-effective, high-strength underlayment for resurfacing rough, pitted and out-of-level concrete.

- Cap uneven, rough, or spalled concrete floors
- 4,000 – 5,000 psi compressive strength and excellent flow properties
- Ideal for commercial and industrial projects
- Accepts virtually all floor coverings
- GREENGUARD Gold Certified

WHERE TO USE

Application
Commercial renovation and concrete construction.

Subfloor
Interior concrete, steel deck, terrazzo, ceramic, quarry, marble tile, old vinyl tile, wood and radiant heat floors.

TYPICAL RANGE:
4,000-5,000 PSI

BENEATH IT ALL, MAXXON DELIVERS.™

MAXXON®
COMMERCIAL PRO
Level-Crete™

Products for approved Maxxon applicators

AFFORDABLE. PUMPABLE. UNBEATABLE.

For new construction or renovation projects, Maxxon Commercial Pro Level-Crete is the ideal underlayment to meet ASTM F710 standards for preparing concrete to receive resilient flooring. Use it for concrete resurfacing and depth correction or as a high-strength underlayment for wood-frame construction.

It creates a smooth, abrasion-resistant surface suitable for virtually all floor coverings. Designed with large and deep applications in mind, the pumpable, smooth-flowing, high-strength formula eliminates shotblasting to minimize prep. Get unbeatable performance at an affordable price with Maxxon Commercial Pro Level-Crete.

PRODUCT INFORMATION

Compressive Strength (Modified ASTM C109)	Typical range of 4,000–5,000 psi (27.6–34.5 MPa)
Installation Depths	Depths from featheredge to 3 in. (0–76 mm) For deeper pours, contact Maxxon
Dry Density	115–125 lbs/ft^3 (1,842–2,002 kg/m^3)
Fire Performance (ASTM E84)	Flame spread: 0 Fuel contribution: 0 Smoke development: 0



INSTALLATION & LIMITATIONS

See technical data sheet available at Maxxon.com for complete installation instructions and limitations.

PACKAGING

80 lbs (36 kg)

FIRE RATINGS

Underwriters Laboratory International UL ER #8477-01. See technical data sheet for complete UL and fire assembly information.

LEED INFORMATION

For information regarding how Commercial Pro Level-Crete may earn points toward LEED certification, contact us at 800-356-7887 or visit www.maxxon.com/go_green.

PRO TIP

Maxxon Commercial Pro Level-Crete may be used as part of a wear surface system. Contact Maxxon for details.

Maxxon Corporation
920 Hamel Road PO Box 253
Hamel, Minnesota 55340
800-356-7887
maxxon.com
info@maxxon.com

@Maxxon.Corporation
maxxon-corporation

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MAXXON®
COMMERCIAL PRO
Level-Right®

Products for approved Maxxon applicators



THE ROCK-SOLID SOLUTION FOR UNEVEN FLOORS.

Maxxon® Commercial Pro Level-Right® is a self-leveling, hydraulic cement-based underlayment designed to flatten and smooth concrete slabs.

- High compressive strengths—ideal for commercial, retail and institutional projects
- Suitable for small repair jobs to large projects
- No special subfloor prep, old floor removal or hand finishing required
- Cost-effective solution installed by approved applicators
- Batch mixed on site to meet project needs
- Cap existing floor goods and adhesive residue
- GREENGUARD Gold Certified

BENEATH IT ALL, MAXXON DELIVERS.™

WHERE TO USE

Application
Commercial renovation and concrete construction.

Subfloor
Interior wood, concrete, terrazzo, ceramic, quarry, marble tile, old vinyl tile and radiant heat floors.

TYPICAL RANGE:
5,000-7,000
PSI

MAXXON®
COMMERCIAL PRO
Level-Right®

Products for approved Maxxon applicators

SELF-LEVELING. FAST INSTALL.

Maxxon Commercial Pro Level-Right is the affordable, time-saving choice for resurfacing concrete slabs. Self-leveling to ¼ inch, the robust formulation can be applied from featheredge to 3 inch depths to correct uneven subfloors, yielding a smooth, level surface suitable for virtually any floor covering.

Batch mixed on site, it installs fast — covering up to 40,000 square feet per day — and can be walked on 2 to 4 hours after set. Ceramic tile can be installed within 2 to 4 hours after set and other floor goods can be installed after a successful moisture test.

PRODUCT INFORMATION

Compressive Strength (Modified ASTM C109)	Typical range of 5,000–7,000 psi (34.5–48.3 MPa)
Installation Depths	From featheredge to 3 in. (0–76 mm) For deeper pours, contact Maxxon
Dry Density	115–125 lbs/ft^3 (1842–2002 kg/m^3)
Fire Performance (ASTM E84)	Flame spread: 0 Fuel contribution: 0 Smoke development: 0



INSTALLATION & LIMITATIONS

See technical data sheet available at Maxxon.com for limitations and complete installation instructions.

PACKAGING

80 lbs (36 kg)

FIRE RATINGS

Underwriters Laboratory International UL ER #8477-01. See technical data sheet for complete UL and fire assembly information.

LEED INFORMATION

For information regarding how Maxxon Commercial Pro Level-Right may earn points toward LEED project certification, contact us at 800-356-7887 or visit www.maxxon.com/go_green.

PRO TIP

May be used as part of a wear surface system — contact Maxxon for details.

GREENGUARD GOLD
GREENGUARD
UL LISTED

Maxxon Corporation
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PAULSEN INC.

P.O. BOX 17, 1116 EAST HWY 30
COZAD, NE 69130
PHONE 308-784-3333
FAX 308-784-3110

Proposal Request #001

Date: May 12, 2026

Project Name: Elwood Public Schools
Elwood, NE

Contractor: Paulsen, Inc.
PO Box 17
Cozad, NE 69130

Proposal Request No. 002

Description of change in work

Remove Existing Sidewalk/ Replace With ADA Compliant Sidewalk Per PR 002 — Paulsen Inc. ADD	$2,546.00
Paulsen Inc. 10%	$ 254.60
Total	$ 2,800.60

Purchase Agreement

06/03/2026

To:
Elwood Public Schools
Daren Hatch
502 1st Ave
Elwood, NE 68937
(308)-785-2491 (Contact)

Project:
Elwood Public Schools
502 1st Ave
Elwood, NW 68937

From:
Buller Fixture Company
Dan Chappell
Distribution- Equipment Sales Specialist
6828 "L" Street
Omaha, NE 68117-1025
D/L phone # 531-389-2905
dan.chappell@bullerfixture.com

Customer ID: 120600

Job Reference Number: 5996

***Billing will be separate from grocery payment.
***PRICING GOOD for 30 days
***FREIGHT NOTED ON QUOTE
***ALL FREIGHT MUST BE COMPLETLY UNWRAPPED AND CHECKED FOR DAMAGE BEFORE SIGNING BILL OF LANDING- THERE IS NO RECOURSE FOR DAMAGED EQUIPMENT ONCE SIGNED
***Sales tax will be added at time of invoicing, if applicable
***Un crating and installation not included

Item	Qty	Description	Sell	Sell Total
1	1 ea	**RANGE, 60", 10 OPEN BURNERS** Vulcan Model No. 60SS-10BN Endurance™ Restaurant Range, natural gas, 60", (10) 30,000 BTU burners with lift-off burner heads, (2) standard oven bases, stainless steel front, sides, backriser & high shelf, fully MIG welded frame, 6" adjustable legs, 358,000 BTU, CSA, NSF	$7,985.00	$7,985.00
	1 ea	1 year limited parts & labor warranty, standard		
	1 ea	K-12 School Nutrition extended warranty extends the warranty for 12 months beyond the 12 month Original Equipment Warranty,		



Item	Qty	Description	Sell	Sell Total
		not to exceed 24 months from date of installation		
	1 ea	Stainless steel backriser & lift-off high shelf, standard		
	2 ea	CASTERS-RR4 Casters, 5" (set of 4) (2 with locks) (quantity of 2 required)	$640.00	$1,280.00
	1 ea	Free freight. Accessorial freight charges like liftgate, but not limited to liftgate, are the responsibility of the purchaser.		
			ITEM TOTAL:	**$9,265.00**
2	1 ea	**RANGE, 60", 10 OPEN BURNERS** Southbend (Middleby) Model No. S60DD (QUICK SHIP) (MIDDLEBY ESSENTIALS ITEM) S-Series Restaurant Range, gas, 60", (10) 28,000 BTU open burners, (2) standard ovens, snap action thermostat, removable cast iron grates, crumb drawer & shelf, hinged lower valve panel, includes (1) rack per oven, stainless steel front, sides, shelf, 4" front rail & 6" adjustable legs, 350,000 BTU, CSA, NSF	$8,870.00	<Alternate>
	1 ea	Quick Ship items have limited configurations & that standard configuration may not apply. Contact factory for details		<Alternate>
	1 ea	Domestic Shipping, inside of North America		<Alternate>
	1 ea	Standard one year limited warranty (range)		<Alternate>
	1 ea	Natural Gas		<Alternate>
	1 ea	Casters, 2 locking & 2 standard, in lieu of legs	$600.00	<Alternate>
	1 ea	Free freight. Accessorial freight charges like liftgate, but not limited to liftgate, are the responsibility of the purchaser. Lift Gate Fee $150		<Alternate>
			ITEM TOTAL: <Alternate>	**$9,470.00**
3	1 kt	**GAS CONNECTOR HOSE KIT / ASSEMBLY** T&S Brass Model No. HG-4D-48SK Packed 1 kt Safe-T-Link Gas Connector Kit, 3/4" connection, 48" hose, stainless steel braiding with extruded coating, (1) Quick-Disconnect, (2) Swivelink fittings, (1) 90° elbow, ball valve, restraining cable adjustable for 3' to 5', 180,000 BTU / hr minium flow capacity	$160.00	$160.00
			ITEM TOTAL:	**$160.00**
			Total	$9,425.00

IMPORTANT NOTE ON PRICE:

This quote is good for 30 days.

TARRIF NOTICE: Quoted prices will remain valid for 30 days. However, in the event of unforeseen cost escalations due to tariffs, force majeure, or other extraordinary circumstances, pricing may be adjusted accordingly. All prices will be reviewed at the time of order to confirm accuracy and maintain full transparency.

This agreement is with Cash-Wa Distributing of Kearney Inc., dba Buller Fixture Co.

All payments must be made to Buller Fixture Company

6828 L St, Omaha, NE 68117 (402)-592-2601

-or-

This agreement is with Cash-Wa Distributing of Kearney Inc., dba Sunflower Restaurant Supply.

All payments must be made to Sunflower Restaurant Supply

1647 Sunflower Road, Salina, KS 67401

Standard Terms:

Equipment Purchases

- **With account (Application required, terms may be different than CWD)**
  - Stock product — ACH Next Day or 14 days
  - Special order product — 50% down payment (when over $10,000)
  - Custom product — 100% down payment
- **Quick account**
  - All product — Cash or credit card (2.5% CC Processing Fee)
  - Financing available — 24–48-hour approval, credit score requirements

Design Jobs

- **With account (Application required, terms may be different than CWD)**
  - Stock & Special order — 50% Down, remainder upon project delivery
  - Custom product — 100% down payment before product is ordered
  - Financing available — 24–48-hour approval, credit score requirements
- **Quick account**
  - All product — Cash or credit card (2.5% CC Processing Fee)
  - Financing available — 24–48-hour approval, credit score requirement

Buller Fixture will file a UCC1 form with the appropriate state for equipment over $10,000.00

Direct Ship Items: Please note it is the responsibility of the customer to file all freight claims directly with the freight company. Buller Fixture Co. is not financially responsible for direct ship freight damage. Buller Fixture cannot legally file any direct shipment claims with the freight companies on direct shipments. Please check all items thoroughly at time of delivery and address any issues with the carrier at the time of delivery. We strongly suggest that on direct shipments that boxes are opened and inspected thoroughly at time of delivery before transporter leaves the job site as concealed damage also needs to be reported directly to shipper. All freight carriers operate within a defined timeframe for reporting concealed damage. If damage is not reported within this window, the carrier assumes no liability, and Buller Fixture cannot be held responsible.

_____ If this is a Proposal for an Exhaust System, the customer must meet all NFPA 96 Exhaust Hood Codes &/oral Local & State Codes approved by Local Fire Marshall. If all Codes are not met Buller Fixture Co. cannot and will not install any of the food service equipment that is to be located under this exhaust system.

_____All material is guaranteed to be specified and the above work to be performed in accordance with the drawings and specifications submitted for the above work. Any changes to drawings or specifications not communicated to Buller Fixture Co. will be at the customer's expense.

_____Any alterations or deviation from above specifications involving extra costs will be executed upon written orders and will become an extra charge over and above the estimate. All agreements are contingent upon strikes, accidents or delays beyond our control. Owners to carry fire, tornado, and other necessary insurance upon above work.

ACCEPTANCE OF PROPOSAL- the above prices, specifications and conditions are satisfactory and are

hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined. Remainder payment due within terms upon delivery.

Company:_____
Date:_____
Name:_____
Position:_____
Signature:_____
Buller Fixture Sales Signature:_____

FINANCING OPTIONS

Lease Genie - Omaha NE

Buller Fixture Company & Lease Genie
David Craig
402-715-5100
david@leasegenie.com
7305 Main St. Suite 3, Ralston, NE 68127
Lease Genie is an independent third-party entity and operates entirely separate from Buller Fixture. There is no agency, partnership, joint venture, or other affiliation between the two parties

APPROVE FINANCING COMPANY

bullerfixturecompany.approvepayments.com
Ryan Coon
Account Executive II
(984) 297 8346
rcoon@approvepayments.com
Approve Financing is an independent third-party entity and operates entirely separate from Buller Fixture. There is no agency, partnership, joint venture, or other affiliation between the two parties

Item # _____ C.S.I. Section 11420

RESTAURANT RANGES

ENDURANCE GAS RESTAURANT RANGE
10 OPEN BURNERS
60" WIDE GAS RANGE



Model 60SS-10BN
(shown with optional casters)

- ☐ **60SS-10BN** 2 Standard Ovens / Natural Gas
- ☐ **60SS-10BP** 2 Standard Ovens / Propane
- ☐ **60SC-10BN** 1 Standard Oven / 1 Convection Oven Natural Gas
- ☐ **60SC-10BP** 1 Standard Oven / 1 Convection Oven Propane

STANDARD FEATURES

- Fully MIG welded frame
- Stainless steel front, sides, backriser, lift-off high shelf
- 6" stainless steel adjustable legs
- Ten open top burners, each burner is 30,000 BTU/hr. with lift-off burner heads
- Shrouded flash tube pilot system (one pilot per two burners)
- Heavy duty cast grates, easy lift-off 12" x 12½" in front and 12" x 14½" in the rear
- Extra deep pull out crumb tray with welded corners
- Left oven: 23,000 BTU/hr. baker's depth oven cavity, full size sheet pans (18" x 26") fit front to back only
- Right oven: 35,000 BTU/hr. baker's depth oven cavity, full size sheet pans (18" x 26") fit front to back and side to side
- Oven thermostats adjusts from 250°F to 500°F
- Two oven racks and four rack positions for each oven
- Right oven: 35,000 BTU/hr. convection oven in place of standard oven 24"d x 26⅜"w x 13⅞"h (115v - 1 phase blower motor, 4 amp, 6' cord and plug, includes three oven racks. Full size sheet pans only fit side-to-side in convection oven. Convection oven motor requires field attachment.
- 1" rear gas connection and pressure regulator
- One year limited parts and labor warranty

SPECIFICATIONS

60" wide gas restaurant range, Vulcan Model No. 60SS-10BN. Fully MIG welded aluminized steel frame for added durability. Stainless steel front, sides, backriser, highshelf and 6" adjustable legs. Extra deep crumb tray with welded corners. Ten 30,000 BTU/hr. open top burners with lift-off burner heads. Energy saving flashtube open burner ignition system (one pilot for every two burners) shrouded for reliability. Heavy duty cast grates, easy lift-off 12" x 12½" in the front and 12" x 14½" in the back to better accommodate stock pots or large pans. Grates have a built in aeration bowl for greater efficiency. Burner knobs are cool to the touch, high temperature material. Two ovens: left oven is 23,000 BTU/hr. bakers depth oven, measures 26¼"d x 20¼"w x 14"h. Right oven is 35,000 BTU/hr. bakers depth oven, measures 27"d x 26⅜"w x 14"h. Both ovens have porcelain bottoms and door panels. Oven thermostats adjusts from 250°F to 500°F with a low setting. Each oven is supplied with two racks, two rack guide sets, and four rack positions. Oven doors are heavy duty with an integrated door hingespring mechanism requiring no adjustment. 1" rear gas connections with rear manifold and pressure regulator. Total input 358,000 BTU/hr.

Exterior Dimensions:
34"d x 60"w x 58"h on 6" adjustable legs

ACCESSORIES (Packaged & Sold Separately)

- ☐ Extra oven rack with rack guides
- ☐ Casters (set of eight)
- ☐ Leveling casters (set of eight)
- ☐ Flanged feet (set of eight)
- ☐ 10" stainless steel stub back
- ☐ Reinforced high shelf for mounting salamander broiler

OPTIONS (Factory Installed)

- ☐ Flame Safety device with manual spark ignition for all open top burners, thermostatic griddles and oven pilots
- ☐ Hot tops

VULCAN
a division of ITW Food Equipment Group LLC
P.O. Box 696 ■ Louisville, KY 40201 ■ Toll-free: 1-800-814-2028 ■ Local: 502-778-2791 ■ Quote & Order Fax: 1-800-444-0602

RESTAURANT RANGES

ENDURANCE GAS RESTAURANT RANGE
10 OPEN BURNERS
60" WIDE GAS RANGE

INSTALLATION INSTRUCTIONS

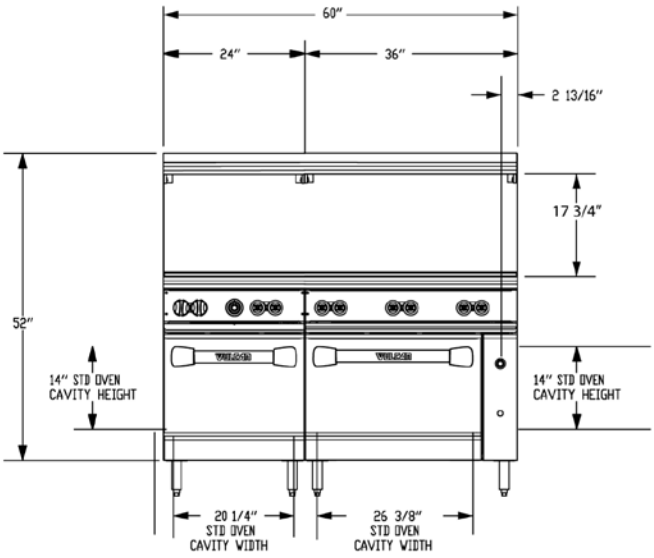
1. A pressure regulator sized for this unit is included. Natural gas 5.0" W.C., propane gas 10.0" W.C.
2. Gas line connecting to range must be 1" or larger. If flexible connectors are used, the inside diameter must be 1" or larger.
3. An adequate ventilation system is required for commercial cooking equipment. Information may be obtained by writing to the National Fire Protection Association, 1 Batterymarch Park, Quincy, MA 02269, www.NFPA.org. When writing, refer to NFPA No. 96.
4. These units are manufactured for installation in accordance with ANSZ223.1A (latest edition), National Fuel Gas Code. Copies may be obtained from The American Gas Association, 400 N Capitol St. NW, Washington, DC 20001, www.AGA.org.
5. **Clearances**

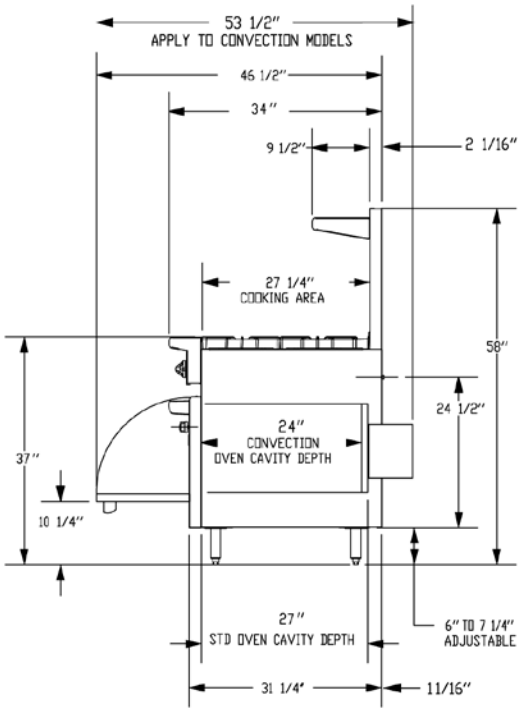
	Rear	Sides
Combustible	6"	10"
Standard Oven Non-combustible	0"	0"
Convection Oven Non-combustible	Min. 4"	0"

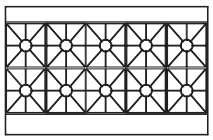
6. For proper combustion, install equipment on adjustable legs or casters provided with unit.

NOTE: In line with its policy to continually improve its product, Vulcan reserves the right to change materials and specifications without notice.

Specify type of gas when ordering.
Specify altitude when above 2,000 feet.





TOP CONFIGURATION	MODEL NUMBER	DESCRIPTION	TOTAL INPUT BTU / HR	SHIPPING WEIGHT LBS / KG
	**60SS-10BN**	2 Standard Ovens / 10 Burners / Natural Gas	358,000	890 / 404
	60SS-10BP	2 Standard Ovens / 10 Burners / Propane	358,000	890 / 404
	60SC-10BP	1 Standard Oven / 1 Convection Oven / 10 Burners / Natural Gas	358,000	950 / 431
	60SC-10BP	1 Standard Oven / 1 Convection Oven / 10 Burners / Propane	358,000	950 / 431

This appliance is manufactured for commercial use only and is not intended for home use.

a division of ITW Food Equipment Group LLC
P.O. Box 696 ■ Louisville, KY 40201 ■ Toll-free: 1-800-814-2028 ■ Local: 502-778-2791 ■ Quote & Order Fax: 1-800-444-0602

NOTE: In line with its policy to continually improve its products, Vulcan reserves the right to change materials and specifications without notice.

Job: _____ Item#_____

S-Series Restaurant Range
60" Series



S60DD (shown with optional casters)

Standard Exterior Features

- 60-3/4" wide open top with eight (10) 28,000 BTU NAT (24,000 BTU LP) PATENTED, one-piece cast iron, non-clog burners with Lifetime Warranty.
- Stainless steel front, sides and removable shelf.
- 4" Stainless steel front rail with closed, welded end caps
- Ten (10) removable, cast iron grate tops (rear holds up to 14" stock pot)
- Two (2) removable, one-piece crumb drawer under burners
- Metal knobs w/ red stripe
- Hinged, lower valve panel
- Quadrant spring doors with ergonomic chrome handle
- 6" stainless steel, adjustable legs
- Factory installed pressure regulator

- ❑ S60DD - 10 Open Burners, 2 Standard Ovens
- ❑ S60AA - 10 Open Burners, 2 Convection Ovens
- ❑ S60AD - 10 Open Burners, 1 Standard Oven, 1 Convection Oven
- ❑ S60DC - 10 Open Burners, 1 Standard Oven, 1 Cabinet
- ❑ S60AC - 10 Open Burners, 1 Convection Oven, 1 Cabinet
- ❑ S60CC - 10 Open Burners, 2 Cabinets

Standard Oven Features (D)

- 35,000 BTU standard oven with snap action thermostat adjustable for 175°F to 550°F
- U-shaped heavy duty oven burner
- Equipped with flame failure safety device
- Large 26" wide X 26-1/2" deep oven with all oven cavity parts enameled
- Four sides and top of oven insulated with heavy, self-supporting block type rock wool with oven baffle assembly
- 2-position rack guides with one removable rack

Convection Oven Features (A)

- 35,000 BTU convection oven with snap action thermostat adjustable for 175°F to 550°F
- U-shaped heavy duty oven burner
- Equipped with flame failure safety device
- Large 26" wide X 26-1/2" deep oven with all oven cavity parts enameled
- Four sides and top of oven insulated with heavy, self-supporting block type rock wool with oven baffle assembly
- 1/2 hp, 1710 rpm, 60 cycle, 115V AC high efficiency, permanent split phase motor
- On/Off switch to allow CO base to operate as a standard oven
- 5-position rack guides with two (2) removable racks

Cabinet Base Features (C)

- Aluminized cabinet base. Optional no-charge doors that open from the center available.

OPTIONS & ACCESSORIES AT ADDITIONAL COST

- ❑ Casters - all swivel - front with locks
- ❑ 10" flue riser
- ❑ 3/4" quick disconnect with flexible hose - complies with ANSI Z 21.69 (Specify 3ft, 4ft or 5ft).
- ❑ Restraining device
- ❑ Extra oven racks
- ❑ Auxiliary griddle plates
- ❑ Cabinet base doors (No charge)
- ❑ Various salamander & cheesemelter mounts available (Please contact factory)

BIDDING SPECIFICATION

The unit shall be a 60-3/4" wide, S-Series Restaurant Range with ten (10) 28,000 BTU NAT (24,000 BTU LP) open top burners with ten (10) removable cast iron grate tops.

The exterior of the unit shall be constructed of stainless steel and have a 4" stainless steel front rail with closed, welded end caps.

The unit shall have 6" stainless steel, adjustable legs. The unit shall come with a 22.5" high stainless steel flue riser with single shelf.

The unit shall come with a factory installed regulator.

D - The unit shall have a 35,000 BTU standard oven with snap action thermostat, adjustable from 175°F to 550°F. The interior shall be enameled and measure 26" wide × 26.5" deep × 14" high, and includes 2-position rack guides with one removable rack.

A - The unit shall have a 35,000 BTU convection oven with snap action thermostat, adjustable from 175°F to 550°F. The unit shall include a 1/2 hp split phase motor with on/off switch to allow CO base to operate as a standard oven. The interior shall be enameled and measure 26" wide × 24" deep × 14" high, and includes 5-position rack guides with two removable racks.

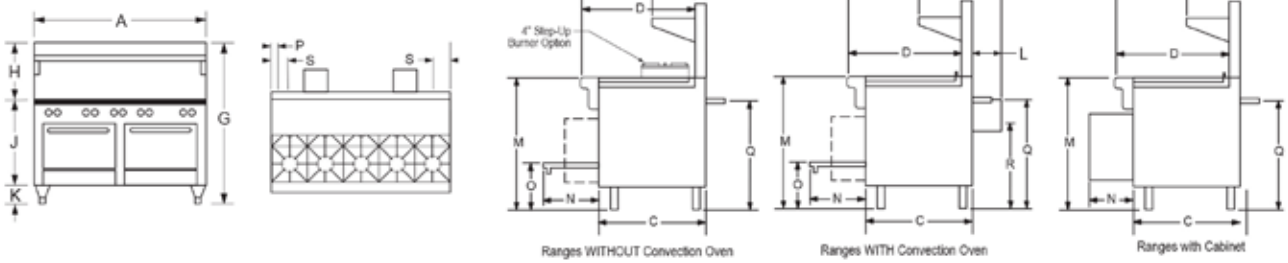
C - The unit shall have an aluminized cabinet base without doors. Optional, no-charge doors that open from the center available.

Approval Notes: _____

Models: ☐ **S60DD** ☐ **S60AA** ☐ **S60AD** ☐ **S60DC** ☐ **S60AC** ☐ **S60CC**

S60

Dimensions shown in inches and (millimeters)



DIMENSIONS

Model	Exterior											Cook Top	Door Opening	Oven Bottom	3/4" Gas Connection		Electric	
	Width A	Depth B	C	D	E	F	G	H	J	K	L	M	N	O	P*	Q	R	S
S60DD	60.75" (1543)	34.00" (864)	29.75" (756)	31.00" (787)	10.00" (254)	2.75" (70)	59.50" (1511)	22.50" (572)	31.00" (787)	6.00" (152)	-	37.00" (940)	15.50" (394)	13.00" (330)	3.25" (83)	30.25" (768)	-	-
S60AA	60.75" (1543)	41.75" (1060)	29.75" (756)	31.00" (787)	10.00" (254)	2.75" (70)	59.50" (1511)	22.50" (572)	31.00" (787)	6.00" (152)	8.25" (210)	37.00" (940)	15.50" (394)	13.00" (330)	3.25" (83)	30.25" (768)	24.00" (610)	6.00" (152)
S60CC	60.75" (1543)	34.00" (864)	29.75" (756)	31.00" (787)	10.00" (254)	2.75" (70)	59.50" (1511)	22.50" (572)	31.00" (787)	6.00" (152)	-	37.00" (940)	13.50" (343)	-	3.25" (83)	30.25" (768)	-	-

Model	Oven Interior			Crate Size			Cubic Volume	Crated Weight
	Width	Depth	Height	Width	Depth	Height		
S60DD	26.00" (660)	26.50" (673)	14.00" (356)	67.00" (1702)	45.50" (1158)	75.00" (1905)	132.3 cu. ft 3.75 cu.m.	860 lbs. 390 kg.
S60AA	26.00" (660)	24.00" (610)	14.00" (356)	67.00" (1702)	45.50" (1158)	75.00" (1905)	132.3 cu. ft 3.75 cu.m.	860 lbs. 390 kg.
S60CC	-	-	-	67.00" (1702)	45.50" (1158)	75.00" (1905)	132.3 cu. ft 3.75 cu.m.	860 lbs. 390 kg.

Dimensions shown in inches and (millimeters)

UTILITY INFORMATION

Gas Type	Burners (BTU/Each)						
	Open Top Burner	Space Saver Oven	Standard Oven	Convection Oven	Griddle		
					24"	36"	48"
Natural	28K	35K	35K	35K	3 @ 16K	4 @ 16K	5 @ 16K
LP	24K	35K	35K	35K	3 @ 16K	4 @ 16K	5 @ 16K

- Each unit has a 3/4", male, rear gas connection.
- Minimum inlet pressure - Natural Gas is 7" W.C
  - Propane Gas is 11" W.C.
- Each convection oven is standard 115/60/1 furnished with 6' cord with 3-prong plug. Total max amps is 5.9.
- Optional - 208/60/1, 50/60/1 phase. Supply must be wired to junction box with terminal block located at rear. Total max amps is 2.7.

MISCELLANEOUS

- For installation on combustible floors (with 6" high legs or casters) and adjacent to combustible walls, allow 10" clearance.
- Check local codes for fire, installation and sanitary regulations.
- Clearance to noncombustible construction is 0" for all tops and bases.
- If using Flex-Hose, the I.D. should not be smaller than the I.D. of the manifold of the unit to which it is being connected.
- If casters are used, a restraining device should be used to eliminate undue strain on the flex hose.
- Install under vented hood.
- If the unit is connected directly to the outside flue, an A.G.A approved down draft diverter must be installed at the flue outlet of the oven.

NOTICE:

Southbend has a policy of continuous product research and improvement. We reserve the right to change specifications and product design without notice. Such revisions do not entitle the buyer to corresponding changes, improvements, additions or replacements for previously purchased equipment.

DISCLAIMER

1. **NON-Quarry Tile Floor Policy** – "If installing on any NON-Quarry Tile floor (flooring other than quarry tile, cement or natural stone), contact the factory for installation options as damage due to improper installation is not covered under warranty.
2. **Oversized Cookware Use Policy** – "Oversized cookware is considered anything 12" in diameter or larger. Larger vessels may be used to straddle over open top grates (although efficiency may be lost when doing so). It is highly recommended when using oversized cookware that its use be limited to the rear portion of the range. IF oversized cookware is used on the front potion and hangs over onto the front rail, excessive heat may be driven and trapped in the front rail and can cause premature damage to the components housed there. This is easily avoided by never allowing cookware to overlap the front rail of the range. Electrical and other components housed in this area should see years of performance under normal intended use."

INTENDED FOR COMMERCIAL USE ONLY.
NOT FOR HOUSEHOLD USE.

T&S BRASS AND BRONZE WORKS, INC.
2 Saddleback Cove / P.O. Box 1088
Travelers Rest, SC 29690

Travelers Rest, SC: 800-476-4103 • Simi Valley, CA: 800-423-0150 • Fax: 864-834-3518 • www.tsbrass.com

Model No.
HG-4-SK Series
Item No.

This Space for Architect/Engineer Approval

Job Name_____Date_____

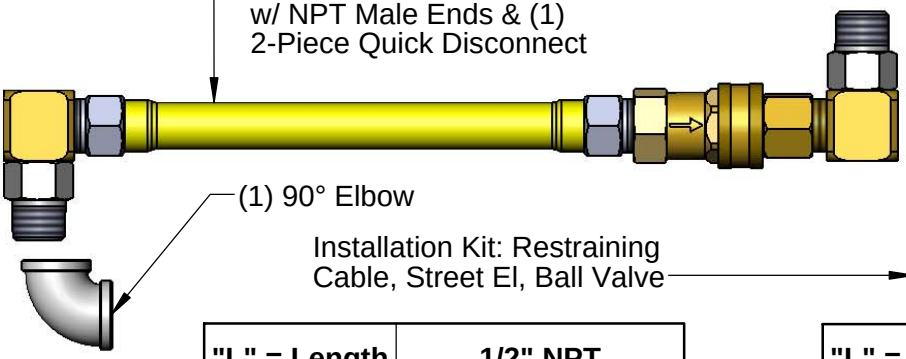
Model Specified_____ Quantity_____

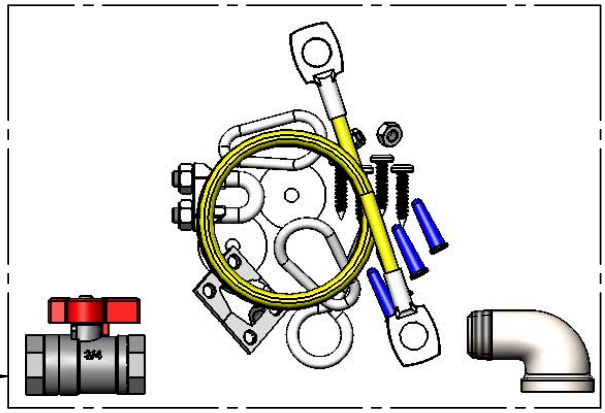
Customer/Wholesaler_____

Contractor_____

Architect/Engineer_____

SAFE-T-LINK





"L" = Length	1/2" NPT
12"	HG-4C-12SK
24"	HG-4C-24SK
36"	HG-4C-36SK
48"	HG-4C-48SK
60"	HG-4C-60SK
72"	HG-4C-72SK

"L" = Length	3/4" NPT
12"	HG-4D-12SK
24"	HG-4D-24SK
36"	HG-4D-36SK
48"	HG-4D-48SK
60"	HG-4D-60SK
72"	HG-4D-72SK

"L" = Length	1" NPT
12"	HG-4E-12SK
24"	HG-4E-24SK
36"	HG-4E-36SK
48"	HG-4E-48SK
60"	HG-4E-60SK
72"	HG-4E-72SK

"L" = Length	1 1/4" NPT
12"	HG-4F-12SK
24"	HG-4F-24SK
36"	HG-4F-36SK
48"	HG-4F-48SK
60"	HG-4F-60SK
72"	HG-4F-72SK

HG-4-SK Series Product Configurator: **HG - 4 ☐ - ☐ SK**

Ex: HG - 4 [D] - [36] SK
Gas Hose, 3/4" NPT Male Ends, 36" Length, (1) 2-Piece Quick Disconnect,
(1) 90° Elbow, (2) Swivel Links, (1) Installation Kit

Product Specifications:
Safe-T-Link Gas Appliance Connector: Coated Hose w/ NPT Male Ends, Swivel Links, 2-Piece Quick Disconnect, 90° Elbow & Installation Kit

Product Compliance:
ANSI Z21.69 / CSA 6.16
NSF 2
NFPA 54

Drawn: KJG	Checked: JRM	Approved: JHB	Date: 10/09/15	Scale: NTS	Sheet: 1 of 1