

MINUTES OF THE SPECIAL MEETING OF THE BOARD OF EDUCATION
OF STERLING PUBLIC SCHOOLS, DISTRICT #33
Monday, June 9, 2025

A regular meeting of the Board of Education of Sterling Public Schools was convened in open and public session on Monday, June 9, 2025, at Sterling Public Schools. The roll was called and the following Board members were present or absent:

Present: Mark Horstman, McKenzie Saathoff, Russ Trauernicht, Rick Vollman, Lauren Weyers,
Absent: Julie Saathoff.**Present:** Julie Saathoff.

Notice of the meeting was given in advance by posting in accordance with the Board approved method for giving notice of meetings. Notice of this meeting was given in advance to all members of the Board of Education. The agenda was posted in accordance to board policy. 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 Meeting to Order
- B. Recognize Nebraska Open Meetings Law
- C. Publication of Meeting
- D. Roll Call
- E. Pledge of Allegiance
- F. Approval of agenda
- G. Public Comment
- H. Board Committee Reports

Transportation - passenger vans will not be able to be used for student transportation as of May 2026. The school board discussed the need to explore alternatives.

NASB - Marsha would be willing to meet with the board to develop school board goals.

I. Administration Reports

J. Consent Agenda

I make the motion to approve the consent agenda as presented. Passed with a motion by Julie Saathoff and a second by McKenzie Saathoff.

Mark Horstman: Yea

Julie Saathoff: Yea

McKenzie Saathoff: Yea

Russ Trauernicht: Yea
Rick Vollman: Yea
Lauren Weyers: Yea
Yea: 6, Nay: 0

K. Action Items

K.1. Personnel

K.2. Consider and Approve the School Psychologist Contracted Services with Pawnee City Public Schools

I make the motion to approve the school psychologist's contracted services with Pawnee City Public Schools. Passed with a motion by Julie Saathoff and a second by Lauren Weyers.

Mark Horstman: Yea
Julie Saathoff: Yea
McKenzie Saathoff: Yea
Russ Trauernicht: Yea
Rick Vollman: Yea
Lauren Weyers: Yea
Yea: 6, Nay: 0

K.3. Consider and Approve Policy Revisions

I make the motion to approve the KSB policy revisions. Passed with a motion by Mark Horstman and a second by Lauren Weyers.

Mark Horstman: Yea
Julie Saathoff: Yea
McKenzie Saathoff: Yea
Russ Trauernicht: Yea
Rick Vollman: Yea
Lauren Weyers: Yea
Yea: 6, Nay: 0

Public Comment opened for policies 5016 and 5018.

K.4. Consider and approve BOE Policy 4039.1

I make the motion to approve BOE Policy 4039.1 with the subtraction of the cellphone allowances. Passed with a motion by Rick Vollman and a second by Lauren Weyers.

Mark Horstman: Yea
Julie Saathoff: Yea
McKenzie Saathoff: Yea
Russ Trauernicht: Yea
Rick Vollman: Yea
Lauren Weyers: Yea

Yea: 6, Nay: 0

K.5. Consider and Approve Agreement with CMBA Architects

I make the motion to approve the agreement with CMBA Architects. Failed with a motion by Lauren Weyers and a second by Mark Horstman.

Julie Saathoff: Nay

Russ Trauernicht: Nay

Rick Vollman: Nay

Mark Horstman: Yea

McKenzie Saathoff: Yea

Lauren Weyers: Yea

Yea: 3, Nay: 3

K.6. Consider and Approve Bid from Midwest Doors for the shop buildings

I make the motion to approve the bid from Midwest door for replacing the doors at the shop building, with the subtraction of the included interior door. Passed with a motion by Russ Trauernicht and a second by Julie Saathoff.

Mark Horstman: Yea

Julie Saathoff: Yea

McKenzie Saathoff: Yea

Russ Trauernicht: Yea

Rick Vollman: Yea

Lauren Weyers: Yea

Yea: 6, Nay: 0

K.7. Consider and Approve BOE Policy Revision - Title IX

I make the motion to accept the full version of the Title IX policy. Passed with a motion by Mark Horstman and a second by Rick Vollman.

Mark Horstman: Yea

Julie Saathoff: Yea

McKenzie Saathoff: Yea

Russ Trauernicht: Yea

Rick Vollman: Yea

Lauren Weyers: Yea

Yea: 6, Nay: 0

K.8. Consider and Approve Contracted Service with Johnson County Hospital

I make the motion to approve the Contracted Services Agreement with Johnson County Hospital. Passed with a motion by Russ Trauernicht and a second by Lauren Weyers.

Julie Saathoff: Abstain (With Conflict)

Mark Horstman: Yea

McKenzie Saathoff: Yea

Russ Trauernicht: Yea
Rick Vollman: Yea
Lauren Weyers: Yea
Yea: 5, Nay: 0, Abstain (With Conflict): 1

L.Discussion Items:

L.1. Policy Review

M. Closed Session

N. Adjourn

Adjourned at 8:22pm.

The meeting was duly adjourned.
DATED: Monday, June 9, 2025

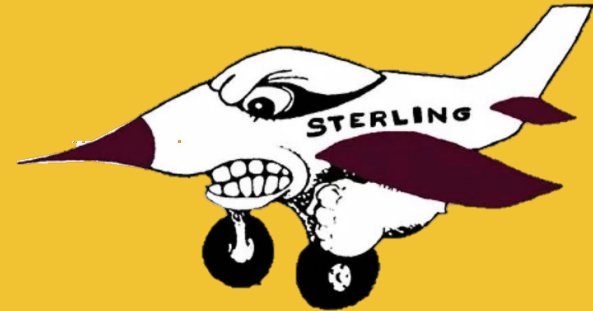
JOHNSON COUNTY SCHOOL DISTRICT #33,
a/k/a STERLING PUBLIC SCHOOLS

ATTEST:

Secretary

Superintendent Report

June 9, 2025



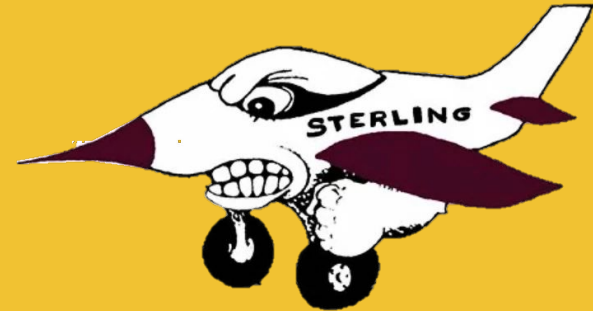
KSB Policy Updates

- Discuss later in meeting

Futures Ready Conference

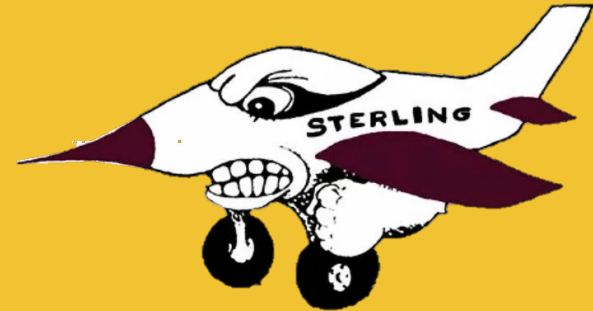
- AI for Supporting Writing
- Jedi Masters Guide to AI-Powered Assessments and Student Support

Rule 10 Update



Hearing Dates

- School Fees (Policy 5045)
- Parent Involvement Hearing (Policy 5018 & 5057)
- Approve Lunch Breakfast & Lunch Prices - USDA set prices in July



Principal Report

Data Retreat Works and Future Initiatives

- CIP Master Document (external review 2027)
 - Data compilation
- Detention system
- WIN/ Enrichment Revision
 - Study Hall
 - Enrichment for all
 - HAL

District Leadership Retreat June 9



Transportation/AD Report



- Transportation/Building/Grounds Workshops - I'll get some dates sent out to everyone. We have several things to discuss as far as transportation goes moving forward.
- NSAA Policy Updates
 - In VB & BB Classes D1/D2, the higher seed will be the district final host.
 - 8 Man FB will now have 3 classes - D1, D2, & D3
- Summer Weights started on Monday, June 2nd. Mason Amundson is running the weight room this summer. He is going with a 8 week program, taking the week of July 4th off. Our participation number are as follows;
 - 15-20 HS boys
 - 10-15 HS girls
 - 10-15 JH students

MINUTES OF THE SPECIAL MEETING OF THE BOARD OF EDUCATION
OF STERLING PUBLIC SCHOOLS, DISTRICT #33
Monday, May 19, 2025

A regular meeting of the Board of Education of Sterling Public Schools was convened in open and public session on Monday, May 19, 2025, at Sterling Public Schools. The roll was called and the following Board members were present or absent:

Present: Mark Horstman, Julie Saathoff, McKenzie Saathoff, Rick Vollman, Lauren Weyers,
Absent: Russ Trauernicht.

Notice of the meeting was given in advance by posting in accordance with the Board approved method for giving notice of meetings. Notice of this meeting was given in advance to all members of the Board of Education. The agenda was posted in accordance to board policy. 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 Meeting to Order

Called to order at 7:00pm

B. Recognize Nebraska Open Meetings Law

C. Publication of Meeting

D. Roll Call

I make the motion to excuse Russ Trauernicht. Passed with a motion by Julie Saathoff and a second by Lauren Weyers.

Mark Horstman: Yea

Julie Saathoff: Yea

McKenzie Saathoff: Yea

Rick Vollman: Yea

Lauren Weyers: Yea

Yea: 5, Nay: 0

E. Pledge of Allegiance

F. Approval of agenda

G. Public Comment

H. Teacher Report

I. Board Committee Reports

Board workshop - overview of the workshop. It was a successful event.

J. Administration Report

K. Consent Agenda

I make the motion to approve the consent agenda as presented. Passed with a motion by Rick Vollman and a second by Mark Horstman.

Mark Horstman: Yea

Julie Saathoff: Yea

McKenzie Saathoff: Yea

Rick Vollman: Yea

Lauren Weyers: Yea

Yea: 5, Nay: 0

L. Action Items

L.1. Personnel

I make the motion to accept Dennis Boslau's resignation from bus driving. Passed with a motion by Mark Horstman and a second by Julie Saathoff.

Mark Horstman: Yea

Julie Saathoff: Yea

McKenzie Saathoff: Yea

Rick Vollman: Yea

Lauren Weyers: Yea

Yea: 5, Nay: 0

I make the motion to accept Dani Janssen's contract for the spring semester of the 2025-26 school year. Passed with a motion by Julie Saathoff and a second by McKenzie Saathoff.

Mark Horstman: Yea

Julie Saathoff: Yea

McKenzie Saathoff: Yea

Rick Vollman: Yea

Lauren Weyers: Yea

Yea: 5, Nay: 0

L.2. Consider and Approve Sign for Gym Wall

I make the motion to approve the bid from Omaha Neon for the Jet sign for the side of the gym. Passed with a motion by Mark Horstman and a second by Rick Vollman.

Mark Horstman: Yea

Julie Saathoff: Yea

McKenzie Saathoff: Yea

Rick Vollman: Yea

Lauren Weyers: Yea

Yea: 5, Nay: 0

M. Discussion Items:

M.1. Policy Review

M.2. First Read - BOE Policy 4039.1

M.3. Laude System - Graduation Awards

M.4. 4 day School Week

M.5. CMBA Presentation

M.6. School Board Goals

Will schedule with NASB for 2nd workshop.

N. Closed Session

O. Adjourn

Meeting adjourned at 9:08pm.

The meeting was duly adjourned.
DATED: Monday, May 19, 2025

JOHNSON COUNTY SCHOOL DISTRICT #33,
a/k/a STERLING PUBLIC SCHOOLS

ATTEST:

Secretary

Sterling Public Schools

Account Summary Report

Cycle: FY23/24; Begin Date: 09/01/2023; End Date: 06/30/2024; Account Type: Expenditure,Revenue; Subtotal Elements: [None]; Account Expression: [All]; Subtotal By Account Type: No; Include Unposted Transactions: Yes; Created On: 6/5/2025 10:31:03 AM

Account Code	Description	Actual (Date Range)	Budget (YTD)	Actual (YTD)	Encumbrance (YTD)	Available (YTD)	% of Budget
01-1-01100-000-000	Taxes Levied/Assessed by the School District	(\$2,688,047.21)	(\$3,404,540.00)	(\$2,688,047.21)	\$0.00	(\$716,492.79)	78.95
01-1-01115-000-000	CARLINE TAXES	(\$4,603.13)	(\$5,000.00)	(\$4,603.13)	\$0.00	(\$396.87)	92.06
01-1-01120-000-000	PUBLIC POWER DISTRICT SALES TAX	(\$14,318.86)	(\$500.00)	(\$14,318.86)	\$0.00	\$13,818.86	2,863.77
01-1-01125-000-000	MOTOR VEHICLE TAXES	(\$101,387.56)	(\$78,000.00)	(\$101,387.56)	\$0.00	\$23,387.56	129.98
01-1-01140-000-000	Penalties and Interest on Taxes	(\$7,502.60)	(\$10,000.00)	(\$7,502.60)	\$0.00	(\$2,497.40)	75.02
01-1-01190-000-000	Other Taxes	(\$92.26)	\$0.00	(\$92.26)	\$0.00	\$92.26	0.00
01-1-01312-000-000	SUMMER SCHOOL TUITION AND FEES	(\$5,300.00)	\$0.00	(\$5,300.00)	\$0.00	\$5,300.00	0.00
01-1-01315-000-000	TUITION RECEIVED FROM EDUCATIONAL ENTITIES	\$0.00	(\$27,000.00)	\$0.00	\$0.00	(\$27,000.00)	0.00
01-1-01370-000-000	PRESCHOOL TUITION	(\$8,900.00)	\$0.00	(\$8,900.00)	\$0.00	\$8,900.00	0.00
01-1-01421-000-000	Transportation Fees from Other School Districts Within the State	\$0.00	(\$147,363.00)	\$0.00	\$0.00	(\$147,363.00)	0.00
01-1-01510-000-000	INTEREST	(\$1,726.21)	(\$250.00)	(\$1,726.21)	\$0.00	\$1,476.21	690.48
01-1-01740-000-000	Fees	\$0.00	(\$1,000.00)	\$0.00	\$0.00	(\$1,000.00)	0.00
01-1-01800-000-000	COMMUNITY SERVICE ACTIVITIES	(\$7,439.40)	\$0.00	(\$7,439.40)	\$0.00	\$7,439.40	0.00
01-1-01900-000-000		(\$36.46)	\$0.00	(\$36.46)	\$0.00	\$36.46	0.00
01-1-01911-000-000	LOCAL LICENSE FEES	(\$730.26)	(\$100.00)	(\$730.26)	\$0.00	\$630.26	730.26
01-1-01920-000-000	CONTRIBUTIONS AND DONATIONS	\$0.00	(\$1,300.00)	\$0.00	\$0.00	(\$1,300.00)	0.00
01-1-01941-000-000	Textbook Sales	(\$200.00)	\$0.00	(\$200.00)	\$0.00	\$200.00	0.00
01-1-01990-000-000	OTHER LOCAL RECEIPTS	(\$15,179.82)	\$0.00	(\$15,179.82)	\$0.00	\$15,179.82	0.00
01-1-02110-000-000	COUNTY FINES AND LICENSE FEES	(\$1,810.43)	(\$10,000.00)	(\$1,810.43)	\$0.00	(\$8,189.57)	18.10
01-1-02130-000-000	OTHER COUNTY RECEIPTS	(\$6,670.81)	\$0.00	(\$6,670.81)	\$0.00	\$6,670.81	0.00
01-1-02210-000-000	EDUCATIONAL SERVICE UNIT RECEIPTS	\$0.00	(\$1,000.00)	\$0.00	\$0.00	(\$1,000.00)	0.00
01-1-03110-000-000	STATE AID	(\$324,223.00)	(\$26,053.00)	(\$324,223.00)	\$0.00	\$298,170.00	1,244.47
01-1-03120-000-000	SPECIAL EDUCATION PROGRAMS	\$0.00	(\$200,000.00)	\$0.00	\$0.00	(\$200,000.00)	0.00
01-1-03125-000-000	SPECIAL EDUCATION TRANSPORTATION	\$0.00	(\$3,000.00)	\$0.00	\$0.00	(\$3,000.00)	0.00
01-1-03130-000-000	HOMESTEAD EXEMPTION	(\$25,739.16)	\$0.00	(\$25,739.16)	\$0.00	\$25,739.16	0.00
01-1-03131-000-000	PROPERTY TAX CREDIT	(\$244,224.91)	\$0.00	(\$244,224.91)	\$0.00	\$244,224.91	0.00
01-1-03132-000-000	Personal Property Tax Credit	\$0.00	(\$200,000.00)	\$0.00	\$0.00	(\$200,000.00)	0.00
01-1-03161-000-000	Payments Received for Wards of the State or Court (SPEN)	(\$255,786.00)	\$0.00	(\$255,786.00)	\$0.00	\$255,786.00	0.00
01-1-03180-000-000	PRO-RATE MOTOR VEHICLE	(\$4,467.45)	(\$5,000.00)	(\$4,467.45)	\$0.00	(\$532.55)	89.34
01-1-03400-000-000	STATE APPORTIONMENT	(\$32,363.08)	(\$20,000.00)	(\$32,363.08)	\$0.00	\$12,363.08	161.81
01-1-03512-000-000	DISTANCE EDUCATION INCENTIVE PAYMENTS	(\$6,000.00)	\$0.00	(\$6,000.00)	\$0.00	\$6,000.00	0.00
01-1-03535-000-000	PAYMENTS FOR HIGH ABILITY LEARNERS	(\$2,864.00)	(\$3,000.00)	(\$2,864.00)	\$0.00	(\$136.00)	95.46
01-1-03551-000-000	Career Education	(\$7,500.00)	\$0.00	(\$7,500.00)	\$0.00	\$7,500.00	0.00
01-1-03599-000-000	Grants Other	(\$150.00)	\$0.00	(\$150.00)	\$0.00	\$150.00	0.00
01-1-04105-000-000	Universal Services Fund	(\$10,878.35)	\$0.00	(\$10,878.35)	\$0.00	\$10,878.35	0.00
01-1-04310-000-000	REAP	\$0.00	(\$26,000.00)	\$0.00	\$0.00	(\$26,000.00)	0.00
01-1-04505-000-000	TITLE I, PART A NCLB	(\$25,327.00)	\$0.00	(\$25,327.00)	\$0.00	\$25,327.00	0.00
01-1-04506-000-000	TITLE I NCLB IMPROVING BASIC PROGRAMS ACCOUNTABILITY	\$0.00	(\$48,000.00)	\$0.00	\$0.00	(\$48,000.00)	0.00
01-1-04509-000-000	TITLE II, PART A NCLB TEACHER QUALITY GRANTS	(\$6,853.00)	\$0.00	(\$6,853.00)	\$0.00	\$6,853.00	0.00
01-1-04512-000-000	IDEA PART B (611) BASE ALLOCATION	\$0.00	(\$61,000.00)	\$0.00	\$0.00	(\$61,000.00)	0.00
01-1-04516-000-000	IDEA PRESCHOOL(619) BASE/IDEA ENROLLMENT/POVERTY	(\$2,246.00)	\$0.00	(\$2,246.00)	\$0.00	\$2,246.00	0.00

01-1-04518-000-000	IDEA Part B	(\$32,175.00)	\$0.00	(\$32,175.00)	\$0.00	\$32,175.00	0.00
01-1-04521-000-000	IDEA Part B Proportionate Share	(\$3,360.00)	\$0.00	(\$3,360.00)	\$0.00	\$3,360.00	0.00
01-1-04708-000-000	MEDICAID IN PUBLIC SCHOOLS	(\$1,179.62)	(\$1,000.00)	(\$1,179.62)	\$0.00	\$179.62	117.96
01-1-04709-000-000	MEDICAID ADMINISTRATIVE ACTIVITIES	(\$960.90)	\$0.00	(\$960.90)	\$0.00	\$960.90	0.00
01-1-04969-000-000	Title IV, Part A	(\$10,000.00)	\$0.00	(\$10,000.00)	\$0.00	\$10,000.00	0.00
01-1-04997-000-000	NDE/ESU COLLABORATIVE PROJECT	(\$20,963.00)	\$0.00	(\$20,963.00)	\$0.00	\$20,963.00	0.00
01-1-04998-000-000	ARP	(\$17,164.50)	\$0.00	(\$17,164.50)	\$0.00	\$17,164.50	0.00
01-1-05301-000-000	INSURANCE ADJUSTMENTS	\$0.00	(\$7,500.00)	\$0.00	\$0.00	(\$7,500.00)	0.00
01-2-01100-111-001	REGULAR INSTRUCTIONAL PROGRAMS	\$444,518.92	\$530,000.00	\$444,518.92	\$0.00	\$85,481.08	83.87
01-2-01100-111-002	REGULAR INSTRUCTIONAL PROGRAMS	\$319,264.68	\$410,000.00	\$319,264.68	\$0.00	\$90,735.32	77.86
01-2-01100-112-001	REGULAR INSTRUCTIONAL PROGRAMS	\$49.77	\$6,314.88	\$49.77	\$0.00	\$6,265.11	0.78
01-2-01100-112-002	REGULAR INSTRUCTIONAL PROGRAMS	\$6,103.61	\$25,000.00	\$6,103.61	\$0.00	\$18,896.39	24.41
01-2-01100-113-001	REGULAR INSTRUCTIONAL PROGRAMS	\$0.00	\$10,747.02	\$0.00	\$0.00	\$10,747.02	0.00
01-2-01100-113-002	REGULAR INSTRUCTIONAL PROGRAMS	\$0.00	\$10,747.02	\$0.00	\$0.00	\$10,747.02	0.00
01-2-01100-123-001	REGULAR INSTRUCTIONAL PROGRAMS	\$31,780.83	\$18,397.09	\$31,780.83	\$0.00	(\$13,383.74)	172.74
01-2-01100-123-002	REGULAR INSTRUCTIONAL PROGRAMS	\$41,080.74	\$25,524.81	\$41,080.74	\$0.00	(\$15,555.93)	160.94
01-2-01100-151-000	REGULAR INSTRUCTIONAL PROGRAMS	\$450.00	\$0.00	\$450.00	\$0.00	(\$450.00)	0.00
01-2-01100-151-001	REGULAR INSTRUCTIONAL PROGRAMS	\$66,777.97	\$88,617.61	\$66,777.97	\$0.00	\$21,839.64	75.35
01-2-01100-151-002	REGULAR INSTRUCTIONAL PROGRAMS	\$1,069.57	\$1,288.50	\$1,069.57	\$0.00	\$218.93	83.00
01-2-01100-156-001	REGULAR INSTRUCTIONAL PROGRAMS	\$4,244.14	\$9,857.40	\$4,244.14	\$0.00	\$5,613.26	43.05
01-2-01100-211-001	REGULAR INSTRUCTIONAL PROGRAMS	\$165,769.16	\$190,000.00	\$165,769.16	\$0.00	\$24,230.84	87.24
01-2-01100-211-002	REGULAR INSTRUCTIONAL PROGRAMS	\$66,913.66	\$90,000.00	\$66,913.66	\$0.00	\$23,086.34	74.34
01-2-01100-221-001	REGULAR INSTRUCTIONAL PROGRAMS	\$39,943.25	\$40,545.00	\$39,943.25	\$0.00	\$601.75	98.51
01-2-01100-221-002	REGULAR INSTRUCTIONAL PROGRAMS	\$24,320.69	\$31,365.00	\$24,320.69	\$0.00	\$7,044.31	77.54
01-2-01100-222-001	REGULAR INSTRUCTIONAL PROGRAMS	\$3.81	\$0.00	\$3.81	\$0.00	(\$3.81)	0.00
01-2-01100-222-002	REGULAR INSTRUCTIONAL PROGRAMS	\$465.09	\$1,761.30	\$465.09	\$0.00	\$1,296.21	26.40
01-2-01100-223-001	REGULAR INSTRUCTIONAL PROGRAMS	\$2,421.95	\$2,222.51	\$2,421.95	\$0.00	(\$199.44)	108.97
01-2-01100-223-002	REGULAR INSTRUCTIONAL PROGRAMS	\$3,133.27	\$4,686.64	\$3,133.27	\$0.00	\$1,553.37	66.85
01-2-01100-226-001	REGULAR INSTRUCTIONAL PROGRAMS	\$324.72	\$500.00	\$324.72	\$0.00	\$175.28	64.94
01-2-01100-231-000	REGULAR INSTRUCTIONAL PROGRAMS	\$1,140.82	\$1,000.00	\$1,140.82	\$0.00	(\$140.82)	114.08
01-2-01100-231-001	REGULAR INSTRUCTIONAL PROGRAMS	\$48,462.62	\$54,432.95	\$48,462.62	\$0.00	\$5,970.33	89.03
01-2-01100-231-002	REGULAR INSTRUCTIONAL PROGRAMS	\$31,641.95	\$41,647.60	\$31,641.95	\$0.00	\$10,005.65	75.97
01-2-01100-232-001	REGULAR INSTRUCTIONAL PROGRAMS	\$4.92	\$0.00	\$4.92	\$0.00	(\$4.92)	0.00
01-2-01100-232-002	REGULAR INSTRUCTIONAL PROGRAMS	\$318.45	\$1,800.00	\$318.45	\$0.00	\$1,481.55	17.69
01-2-01100-233-001	REGULAR INSTRUCTIONAL PROGRAMS	\$913.01	\$1,100.00	\$913.01	\$0.00	\$186.99	83.00
01-2-01100-233-002	REGULAR INSTRUCTIONAL PROGRAMS	\$913.05	\$2,800.00	\$913.05	\$0.00	\$1,886.95	32.60
01-2-01100-270-000	Regular Instruction-Worker?s Compensation Paid for Non-Instructional	\$8,815.00	\$16,750.00	\$8,815.00	\$0.00	\$7,935.00	52.62
01-2-01100-271-000	Regular Instruction-Worker?s Compensation Paid for Teachers/Professional Staff	\$5,725.00	\$13,000.00	\$5,725.00	\$0.00	\$7,275.00	44.03
01-2-01100-272-000	Regular Instruction-Worker?s Compensation Paid for Instructional Aides or Assistants	\$3,909.00	\$7,500.00	\$3,909.00	\$0.00	\$3,591.00	52.12
01-2-01100-275-000	Regular Instruction-Worker?s Compensation for Superintendents	\$0.00	\$5,500.00	\$0.00	\$0.00	\$5,500.00	0.00
01-2-01100-281-001	REGULAR INSTRUCTIONAL PROGRAMS	\$28,800.40	\$35,416.93	\$28,800.40	\$0.00	\$6,616.53	81.31
01-2-01100-330-000	REGULAR INSTRUCTIONAL PROGRAMS	\$197.00	\$0.00	\$197.00	\$0.00	(\$197.00)	0.00
01-2-01100-330-001	REGULAR INSTRUCTIONAL PROGRAMS	\$875.67	\$2,000.00	\$875.67	\$0.00	\$1,124.33	43.78
01-2-01100-330-002	REGULAR INSTRUCTIONAL PROGRAMS	\$275.00	\$5,000.00	\$275.00	\$0.00	\$4,725.00	5.50
01-2-01100-340-001	Regular Instruction-Other Professional Services-Sec	\$0.00	\$650.00	\$0.00	\$0.00	\$650.00	0.00
01-2-01100-340-002	Regular Instruction-Other Professional Services-Flem	\$1,975.00	\$175.00	\$1,975.00	\$0.00	(\$1,800.00)	1,128.57
01-2-01100-382-000	REGULAR INSTRUCTIONAL PROGRAMS	\$2,676.30	\$3,500.00	\$2,676.30	\$0.00	\$823.70	76.46

01-2-01100-561-001	Regular Instruction-Tuition to Other School Districts Within the State-Sec	\$2,200.00	\$0.00	\$2,200.00	\$0.00	(\$2,200.00)	0.00
01-2-01100-580-000	REGULAR INSTRUCTIONAL PROGRAMS	\$0.00	\$550.00	\$0.00	\$0.00	\$550.00	0.00
01-2-01100-580-001	REGULAR INSTRUCTIONAL PROGRAMS	\$283.90	\$875.00	\$283.90	\$0.00	\$591.10	32.44
01-2-01100-610-000	REGULAR INSTRUCTIONAL PROGRAMS	\$22,276.22	\$15,000.00	\$22,276.22	\$0.00	(\$7,276.22)	148.50
01-2-01100-610-001	REGULAR INSTRUCTIONAL PROGRAMS	\$3,806.60	\$13,000.00	\$3,806.60	\$0.00	\$9,193.40	29.28
01-2-01100-610-002	REGULAR INSTRUCTIONAL PROGRAMS	\$2,055.49	\$8,129.00	\$2,055.49	\$0.00	\$6,073.51	25.28
01-2-01100-640-000	REGULAR INSTRUCTIONAL PROGRAMS	\$321.89	\$0.00	\$321.89	\$0.00	(\$321.89)	0.00
01-2-01100-640-001	REGULAR INSTRUCTIONAL PROGRAMS	\$1,540.41	\$8,000.00	\$1,540.41	\$142.22	\$6,317.37	19.25
01-2-01100-640-002	REGULAR INSTRUCTIONAL PROGRAMS	\$55,225.38	\$15,000.00	\$55,225.38	\$0.00	(\$40,225.38)	368.16
01-2-01100-641-000	REGULAR INSTRUCTIONAL PROGRAMS	\$20.00	\$0.00	\$20.00	\$0.00	(\$20.00)	0.00
01-2-01100-641-001	REGULAR INSTRUCTIONAL PROGRAMS	\$1,700.00	\$0.00	\$1,700.00	\$0.00	(\$1,700.00)	0.00
01-2-01100-643-000	REGULAR INSTRUCTIONAL PROGRAMS	\$0.00	\$13,100.00	\$0.00	\$7,528.50	\$5,571.50	0.00
01-2-01100-643-001	REGULAR INSTRUCTIONAL PROGRAMS	\$3,167.55	\$11,000.00	\$3,167.55	\$0.00	\$7,832.45	28.79
01-2-01100-643-002	REGULAR INSTRUCTIONAL PROGRAMS	\$3,269.28	\$1,890.00	\$3,269.28	\$0.00	(\$1,379.28)	172.97
01-2-01100-733-001	Regular Instruction-Furniture and Fixtures-Sec	\$0.00	\$2,000.00	\$0.00	\$0.00	\$2,000.00	0.00
01-2-01100-733-002	Regular Instruction-Furniture and Fixtures-Elem	\$0.00	\$2,000.00	\$0.00	\$0.00	\$2,000.00	0.00
01-2-01100-734-001	Regular Instruction-Technology-Related Hardware-Sec	\$487.50	\$0.00	\$487.50	\$0.00	(\$487.50)	0.00
01-2-01100-734-002	Regular Instruction-Technology-Related Hardware-Elem	\$1,580.24	\$0.00	\$1,580.24	\$0.00	(\$1,580.24)	0.00
01-2-01100-810-000	Regular Instruction-Dues and Fees	\$0.00	\$300.00	\$0.00	\$0.00	\$300.00	0.00
01-2-01100-810-001	Regular Instruction-Dues and Fees-Sec	\$1,540.50	\$2,500.00	\$1,540.50	\$0.00	\$959.50	61.62
01-2-01100-810-002	Regular Instruction-Dues and Fees-Elem	\$165.00	\$0.00	\$165.00	\$0.00	(\$165.00)	0.00
01-2-01190-111-002	Early Childhood Educational Programs-Salaries of Regular Employees Paid to Teachers/Professional Staff-Elem	\$92,750.00	\$125,636.69	\$92,750.00	\$0.00	\$32,886.69	73.82
01-2-01190-211-002	Early Childhood Educational Programs-Group Insurance for Teachers/Professional Staff-Elem	\$46,467.80	\$55,000.00	\$46,467.80	\$0.00	\$8,532.20	84.48
01-2-01190-221-002	Early Childhood Educational Programs-Social Security Payments for Teachers/Professional Staff-Elem	\$6,614.09	\$9,611.21	\$6,614.09	\$0.00	\$2,997.12	68.81
01-2-01190-231-002	Early Childhood Educational Programs-Retirement Contributions for Teachers/Professional Staff-Elem	\$9,161.60	\$12,410.14	\$9,161.60	\$0.00	\$3,248.54	73.82
01-2-01190-330-002	Early Childhood Educational Programs-Employee Training and Development Services-Elem	\$0.00	\$150.00	\$0.00	\$0.00	\$150.00	0.00
01-2-01190-610-002	Early Childhood Educational Programs-General Supplies-Elem	\$2,247.67	\$3,000.00	\$2,247.67	\$0.00	\$752.33	74.92
01-2-01190-643-002	Early Childhood Educational Programs-Web/Cloud Based Software-Elem	\$462.75	\$0.00	\$462.75	\$0.00	(\$462.75)	0.00
01-2-01190-733-002	Early Childhood Educational Programs-Furniture and Fixtures-Elem	\$149.42	\$6,000.00	\$149.42	\$0.00	\$5,850.58	2.49
01-2-01200-111-001	Special Education Instructional Programs - School Age-Salaries of Regular Employees Paid to Teachers/Professional Staff-Sec	\$48,398.00	\$58,830.00	\$48,398.00	\$0.00	\$10,432.00	82.26
01-2-01200-111-002	Special Education Instructional Programs - School Age-Salaries of Regular Employees Paid to Teachers/Professional Staff-Elem	\$51,675.00	\$62,010.00	\$51,675.00	\$0.00	\$10,335.00	83.33
01-2-01200-112-001	Special Education Instructional Programs - School Age-Salaries of Regular Employees Paid to Instructional Aides and Assistants-Sec	\$15,287.32	\$15,976.47	\$15,287.32	\$0.00	\$689.15	95.68
01-2-01200-112-002	Special Education Instructional Programs - School Age-Salaries of Regular Employees Paid to Instructional Aides and Assistants-Elem	\$45,866.64	\$15,704.31	\$45,866.64	\$0.00	(\$30,162.33)	292.06
01-2-01200-211-001	Special Education Instructional Programs - School Age-Group Insurance for Teachers/Professional Staff-Sec	\$23,175.20	\$28,500.00	\$23,175.20	\$0.00	\$5,324.80	81.31
01-2-01200-211-002	Special Education Instructional Programs - School Age-Group Insurance for Teachers/Professional Staff-Elem	\$23,623.22	\$27,500.00	\$23,623.22	\$0.00	\$3,876.78	85.90
01-2-01200-221-001	Special Education Instructional Programs - School Age-Social Security Payments for Teachers/Professional Staff-Sec	\$3,685.09	\$4,500.50	\$3,685.09	\$0.00	\$815.41	81.88

01-2-01200-221-002	Special Education Instructional Programs - School Age-Social Security Payments for Teachers/Professional Staff-Flem	\$3,847.01	\$4,743.77	\$3,847.01	\$0.00	\$896.76	81.09
01-2-01200-222-001	Special Education Instructional Programs - School Age-Social Security Payments for Instructional Aides or Asistente-Sec	\$1,161.07	\$1,245.93	\$1,161.07	\$0.00	\$84.86	93.18
01-2-01200-222-002	Special Education Instructional Programs - School Age-Social Security Payments for Instructional Aides or Asistente-Flem	\$3,500.37	\$1,224.71	\$3,500.37	\$0.00	(\$2,275.66)	285.81
01-2-01200-231-001	Special Education Instructional Programs - School Age-Retirement Contributions for Teachers/Professional Staff-Sec	\$4,780.67	\$5,811.11	\$4,780.67	\$0.00	\$1,030.44	82.26
01-2-01200-231-002	Special Education Instructional Programs - School Age-Retirement Contributions for Teachers/Professional Staff-Flem	\$5,104.35	\$6,125.22	\$5,104.35	\$0.00	\$1,020.87	83.33
01-2-01200-232-001	Special Education Instructional Programs - School Age-Retirement Contributions for Instructional Aides or Asistente-Sec	\$1,510.07	\$1,608.77	\$1,510.07	\$0.00	\$98.70	93.86
01-2-01200-232-002	Special Education Instructional Programs - School Age-Retirement Contributions for Instructional Aides or Asistente-Flem	\$4,530.57	\$1,581.36	\$4,530.57	\$0.00	(\$2,949.21)	286.49
01-2-01200-330-001	Special Education Instructional Programs - School Age-Employee Training and Development Services-Sec	\$95.00	\$200.00	\$95.00	\$0.00	\$105.00	47.50
01-2-01200-330-002	Special Education Instructional Programs - School Age-Employee Training and Development Services-Flem	\$0.00	\$200.00	\$0.00	\$0.00	\$200.00	0.00
01-2-01200-591-001	Special Education Instructional Programs - School Age-Services Purchased From Another School District or Educational Services Agency Within the State-Sec	\$9,331.00	\$10,391.98	\$9,331.00	\$0.00	\$1,060.98	89.79
01-2-01200-591-002	Special Education Instructional Programs - School Age-Services Purchased From Another School District or Educational Services Agency Within the State-Flem	\$9,396.00	\$10,391.98	\$9,396.00	\$0.00	\$995.98	90.41
01-2-01200-610-001	Special Education Instructional Programs - School Age-General Supplies-Sec	\$0.00	\$125.00	\$0.00	\$0.00	\$125.00	0.00
01-2-01200-610-002	Special Education Instructional Programs - School Age-General Supplies-Flem	\$292.11	\$150.00	\$292.11	\$0.00	(\$142.11)	194.74
01-2-01200-733-001	Special Education Instructional Programs - School Age-Furniture and Fixtures-Sec	\$0.00	\$100.00	\$0.00	\$0.00	\$100.00	0.00
01-2-01200-733-002	Special Education Instructional Programs - School Age-Furniture and Fixtures-Flem	\$0.00	\$100.00	\$0.00	\$0.00	\$100.00	0.00
01-2-01200-810-001	Special Education Instructional Programs - School Age-Dues and Fees-Sec	\$499.00	\$0.00	\$499.00	\$0.00	(\$499.00)	0.00
01-2-01200-810-002	Special Education Instructional Programs - School Age-Dues and Fees-Flem	\$0.00	\$250.00	\$0.00	\$0.00	\$250.00	0.00
01-2-01300-111-002	Summer School-Salaries of Regular Employees Paid to Teachers/Professional Staff-Flem	\$0.00	\$8,859.38	\$0.00	\$0.00	\$8,859.38	0.00
01-2-01300-221-002	Summer School-Social Security Payments for Teachers/Professional Staff-Flem	\$0.00	\$95.00	\$0.00	\$0.00	\$95.00	0.00
01-2-01300-231-002	Summer School-Retirement Contributions for Teachers/Professional Staff-Flem	\$0.00	\$125.00	\$0.00	\$0.00	\$125.00	0.00
01-2-02120-111-001	Guidance Services-Salaries of Regular Employees Paid to Teachers/Professional Staff-Sec	\$28,486.90	\$34,185.00	\$28,486.90	\$0.00	\$5,698.10	83.33
01-2-02120-111-002	Guidance Services-Salaries of Regular Employees Paid to Teachers/Professional Staff-Flem	\$28,488.10	\$34,185.00	\$28,488.10	\$0.00	\$5,696.90	83.33
01-2-02120-151-001	Guidance Services-Additional Compensation Paid to Teachers/Professional Staff-Sec	\$1,582.60	\$2,000.00	\$1,582.60	\$0.00	\$417.40	79.13
01-2-02120-151-002	Guidance Services-Additional Compensation Paid to Teachers/Professional Staff-Flem	\$1,582.70	\$2,000.00	\$1,582.70	\$0.00	\$417.30	79.13
01-2-02120-211-001	Guidance Services-Group Insurance for Teachers/Professional Staff-Sec	\$11,920.46	\$13,750.00	\$11,920.46	\$0.00	\$1,829.54	86.69
01-2-02120-211-002	Guidance Services-Group Insurance for Teachers/Professional Staff-Flem	\$11,920.99	\$13,750.00	\$11,920.99	\$0.00	\$1,829.01	86.69
01-2-02120-221-001	Guidance Services-Social Security Payments for Teachers/Professional Staff-Sec	\$2,109.29	\$2,615.15	\$2,109.29	\$0.00	\$505.86	80.65
01-2-02120-221-002	Guidance Services-Social Security Payments for Teachers/Professional Staff-Flem	\$2,109.43	\$2,615.15	\$2,109.43	\$0.00	\$505.72	80.66
01-2-02120-231-001	Guidance Services-Retirement Contributions for Teachers/Professional Staff-Sec	\$2,970.27	\$3,376.73	\$2,970.27	\$0.00	\$406.46	87.96

01-2-02120-231-002	Guidance Services-Retirement Contributions for Teachers/Professional Staff-Elem	\$2,970.30	\$3,376.73	\$2,970.30	\$0.00	\$406.43	87.96
01-2-02120-330-000	Guidance Services-Employee Training and Development Services	\$0.00	\$150.00	\$0.00	\$0.00	\$150.00	0.00
01-2-02120-330-001	Guidance Services-Employee Training and Development Services-Sec	\$250.00	\$150.00	\$250.00	\$0.00	(\$100.00)	166.66
01-2-02120-565-000	Guidance Services-Tuition to Postsecondary Schools	\$0.00	\$400.00	\$0.00	\$0.00	\$400.00	0.00
01-2-02120-580-000	Guidance Services-Travel	\$279.90	\$0.00	\$279.90	\$0.00	(\$279.90)	0.00
01-2-02120-610-001	Guidance Services-General Supplies-Sec	\$89.99	\$250.00	\$89.99	\$0.00	\$160.01	35.99
01-2-02120-640-000	Guidance Services-Books and Periodical	\$42.99	\$0.00	\$42.99	\$0.00	(\$42.99)	0.00
01-2-02120-810-000	Guidance Services-Dues and Fees	\$0.00	\$130.00	\$0.00	\$0.00	\$130.00	0.00
01-2-02130-591-000	Health Services-Services Purchased From Another School District or Educational Services Agency Within the State	\$3,067.00	\$3,028.99	\$3,067.00	\$0.00	(\$38.01)	101.25
01-2-02140-320-000	Psychological Services-Professional Educational Services	\$4,566.50	\$0.00	\$4,566.50	\$0.00	(\$4,566.50)	0.00
01-2-02140-320-001	Psychological Services-Professional Educational Services-Sec	\$0.00	\$12,375.83	\$0.00	\$0.00	\$12,375.83	0.00
01-2-02141-591-001	Psychological Services - SPED - School Age-Services Purchased From Another School District or Educational Services Agency Within the State-Sec	\$13,688.40	\$18,420.57	\$13,688.40	\$0.00	\$4,732.17	74.31
01-2-02141-591-002	Psychological Services - SPED - School Age-Services Purchased From Another School District or Educational Services Agency Within the State-Elem	\$13,688.40	\$18,420.57	\$13,688.40	\$0.00	\$4,732.17	74.31
01-2-02151-591-001	Speech Pathology and Audiology Services - SPED - School Age-Services Purchased From Another School District or Educational Services Agency Within the State-Sec	\$8,688.08	\$8,821.31	\$8,688.08	\$0.00	\$133.23	98.48
01-2-02151-591-002	Speech Pathology and Audiology Services - SPED - School Age-Services Purchased From Another School District or Educational Services Agency Within the State-Elem	\$39,524.50	\$41,058.12	\$39,524.50	\$0.00	\$1,533.62	96.26
01-2-02152-591-002	Speech Pathology and Audiology Services - SPED - Ages 3-5-Services Purchased From Another School District or Educational Services Agency Within the State-Elem	\$0.00	\$155.00	\$0.00	\$0.00	\$155.00	0.00
01-2-02161-340-000	Occupational Therapy-Related Services - SPED - School Age-Other Professional Services	\$0.00	\$17,008.69	\$0.00	\$0.00	\$17,008.69	0.00
01-2-02161-340-001	Occupational Therapy-Related Services - SPED - School Age-Other Professional Services-Sec	\$3,662.78	\$0.00	\$3,662.78	\$0.00	(\$3,662.78)	0.00
01-2-02161-340-002	Occupational Therapy-Related Services - SPED - School Age-Other Professional Services-Elem	\$13,572.78	\$0.00	\$13,572.78	\$0.00	(\$13,572.78)	0.00
01-2-02161-591-002	Occupational Therapy-Related Services - SPED - School Age-Services Purchased From Another School District or Educational Services Agency Within the State-Elem	\$0.00	\$13,382.60	\$0.00	\$0.00	\$13,382.60	0.00
01-2-02162-591-002	Occupational Therapy-Related Services - SPED - Ages 3-5-Services Purchased From Another School District or Educational Services Agency Within the State-Elem	\$0.00	\$13,382.60	\$0.00	\$0.00	\$13,382.60	0.00
01-2-02171-340-001	Physical Therapy-Related Services - SPED - School Age-Other Professional Services-Sec	\$105.30	\$500.00	\$105.30	\$0.00	\$394.70	21.06
01-2-02171-340-002	Physical Therapy-Related Services - SPED - School Age-Other Professional Services-Elem	\$5,306.75	\$1,500.00	\$5,306.75	\$0.00	(\$3,806.75)	353.78
01-2-02171-591-002	Physical Therapy-Related Services - SPED - School Age-Services Purchased From Another School District or Educational Services Agency Within the State-Elem	\$0.00	\$1,500.00	\$0.00	\$0.00	\$1,500.00	0.00
01-2-02181-591-002	Visually Impaired or Vision Services - SPED - School Age-Services Purchased From Another School District or Educational Services Agency Within the State-Elem	\$6,839.89	\$5,750.00	\$6,839.89	\$0.00	(\$1,089.89)	118.95
01-2-02190-110-000	OTHER PUPIL SUPPORT SERVICES	\$0.00	\$575.00	\$0.00	\$0.00	\$575.00	0.00
01-2-02213-330-000	Instructional Staff Training-Employee Training and Development Services	\$520.00	\$0.00	\$520.00	\$0.00	(\$520.00)	0.00

01-2-02213-330-001	Instructional Staff Training-Employee Training and Development Services-Sec	\$0.00	\$1,700.00	\$0.00	\$0.00	\$1,700.00	0.00
01-2-02220-111-002	Library or Media Services-Salaries of Regular Employees Paid to Teachers/Professional Staff-Elem	\$37,100.00	\$43,407.00	\$37,100.00	\$0.00	\$6,307.00	85.47
01-2-02220-211-002	SCHOOL LIBRARY SERVICES	\$0.00	\$180.00	\$0.00	\$0.00	\$180.00	0.00
01-2-02220-221-002	Library or Media Services-Social Security Payments for Teachers/Professional Staff-Elem	\$2,838.14	\$4,185.22	\$2,838.14	\$0.00	\$1,347.08	67.81
01-2-02220-231-002	SCHOOL LIBRARY SERVICES	\$3,664.64	\$3,320.64	\$3,664.64	\$0.00	(\$344.00)	110.35
01-2-02220-330-001	Library or Media Services-Employee Training and Development Services-Sec	\$15.00	\$350.00	\$15.00	\$0.00	\$335.00	4.28
01-2-02220-610-001	Library or Media Services-General Supplies-Sec	\$424.32	\$1,200.00	\$424.32	\$0.00	\$775.68	35.36
01-2-02220-610-002	Library or Media Services-General Supplies-Elem	\$745.61	\$1,250.00	\$745.61	\$0.00	\$504.39	59.64
01-2-02220-640-000	Library or Media Services-Books and Periodical	\$9.99	\$0.00	\$9.99	\$0.00	(\$9.99)	0.00
01-2-02220-640-001	Library or Media Services-Books and Periodical-Sec	\$508.72	\$3,669.56	\$508.72	\$0.00	\$3,160.84	13.86
01-2-02220-640-002	Library or Media Services-Books and Periodical-Elem	\$988.27	\$3,632.26	\$988.27	\$0.00	\$2,643.99	27.20
01-2-02220-643-001	Library or Media Services-Web/Cloud Based Software-Sec	\$312.00	\$1,000.00	\$312.00	\$0.00	\$688.00	31.20
01-2-02220-643-002	Library or Media Services-Web/Cloud Based Software-Elem	\$312.00	\$1,000.00	\$312.00	\$0.00	\$688.00	31.20
01-2-02230-530-000	Instruction-Related Technology-Communications	\$4,203.10	\$16,098.89	\$4,203.10	\$0.00	\$11,895.79	26.10
01-2-02230-591-000	Instruction-Related Technology-Services Purchased From Another School District or Educational Services Agency Within the State	\$67,100.00	\$45,500.00	\$67,100.00	\$0.00	(\$21,600.00)	147.47
01-2-02230-643-000	Instruction-Related Technology-Web/Cloud Based Software	\$11,820.07	\$12,000.00	\$11,820.07	\$0.00	\$179.93	98.50
01-2-02230-730-000	Instruction-Related Technology-Equipment	\$0.00	\$100.00	\$0.00	\$0.00	\$100.00	0.00
01-2-02230-734-001	Instruction-Related Technology-Technology-Related Hardware-Sec	\$332.23	\$500.00	\$332.23	\$0.00	\$167.77	66.44
01-2-02310-310-000	BOARD OF EDUCATION	\$0.00	\$80.00	\$0.00	\$0.00	\$80.00	0.00
01-2-02310-330-000	Board of Education-Employee Training and Development Services	\$0.00	\$150.00	\$0.00	\$0.00	\$150.00	0.00
01-2-02310-520-000	Board of Education-Insurance (Other Than Employee Benefits)	\$1,719.75	\$0.00	\$1,719.75	\$0.00	(\$1,719.75)	0.00
01-2-02310-531-000	Board of Education-Postage	\$275.02	\$1,500.00	\$275.02	\$0.00	\$1,224.98	18.33
01-2-02310-540-000	Board of Education-Advertising	\$5,648.17	\$15,000.00	\$5,648.17	\$0.00	\$9,351.83	37.65
01-2-02310-580-000	Board of Education-Travel	\$116.05	\$300.00	\$116.05	\$0.00	\$183.95	38.68
01-2-02310-610-000	Board of Education-General Supplies	\$202.44	\$300.00	\$202.44	\$0.00	\$97.56	67.48
01-2-02310-810-000	Board of Education-Dues and Fees	\$8,228.00	\$8,100.00	\$8,228.00	\$0.00	(\$128.00)	101.58
01-2-02320-105-000	EXECUTIVE ADMINISTRATION SERVICES	\$106,666.70	\$128,222.00	\$106,666.70	\$0.00	\$21,555.30	83.18
01-2-02320-215-000	Executive Administration-Group Insurance for Superintendents	\$24,014.82	\$27,477.47	\$24,014.82	\$0.00	\$3,462.65	87.39
01-2-02320-225-000	Executive Administration-Social Security Payments for Superintendents	\$7,976.00	\$9,808.98	\$7,976.00	\$0.00	\$1,832.98	81.31
01-2-02320-235-000	Executive Administration-Retirement Contributions for Superintendents	\$10,536.30	\$12,665.51	\$10,536.30	\$0.00	\$2,129.21	83.18
01-2-02320-275-000	Executive Administration-Worker's Compensation for Superintendents	\$2,972.00	\$0.00	\$2,972.00	\$0.00	(\$2,972.00)	0.00
01-2-02320-310-000	EXECUTIVE ADMINISTRATION SERVICES	\$185.50	\$425.00	\$185.50	\$0.00	\$239.50	43.64
01-2-02320-330-000	Executive Administration-Employee Training and Development Services	\$550.00	\$400.00	\$550.00	\$0.00	(\$150.00)	137.50
01-2-02320-330-001	Executive Administration-Employee Training and Development Services-Sec	\$485.00	\$0.00	\$485.00	\$0.00	(\$485.00)	0.00
01-2-02320-382-000	EXECUTIVE ADMINISTRATION SERVICES	\$500.00	\$600.00	\$500.00	\$0.00	\$100.00	83.33
01-2-02320-580-000	Executive Administration-Travel	\$439.48	\$500.00	\$439.48	\$0.00	\$60.52	87.89
01-2-02320-580-001	Executive Administration-Travel-Sec	\$31.49	\$0.00	\$31.49	\$0.00	(\$31.49)	0.00
01-2-02320-610-000	Executive Administration-General Supplies	\$13.50	\$0.00	\$13.50	\$0.00	(\$13.50)	0.00
01-2-02320-733-000	Executive Administration-Furniture and Fixtures	\$0.00	\$100.00	\$0.00	\$0.00	\$100.00	0.00
01-2-02320-810-000	Executive Administration-Dues and Fees	\$89.00	\$90.00	\$89.00	\$0.00	\$1.00	98.88

01-2-02320-890-000	Executive Administration-Miscellaneous Expenditures	\$0.00	\$100.00	\$0.00	\$0.00	\$100.00	0.00
01-2-02330-317-000	District Legal Services-Contracted Legal Services	\$6,375.14	\$25,000.00	\$6,375.14	\$0.00	\$18,624.86	25.50
01-2-02410-110-000	OFFICE OF THE PRINCIPAL	\$0.00	\$33,694.15	\$0.00	\$0.00	\$33,694.15	0.00
01-2-02410-110-001	Office of the Principal-Salaries of Regular Employees Paid to Non-Instructional-Sec	\$17,107.01	\$0.00	\$17,107.01	\$0.00	(\$17,107.01)	0.00
01-2-02410-110-002	OFFICE OF THE PRINCIPAL	\$17,107.03	\$0.00	\$17,107.03	\$0.00	(\$17,107.03)	0.00
01-2-02410-111-001	Office of the Principal-Salaries of Regular Employees Paid to Teachers/Professional Staff-Sec	\$38,500.00	\$46,200.00	\$38,500.00	\$0.00	\$7,700.00	83.33
01-2-02410-111-002	Office of the Principal-Salaries of Regular Employees Paid to Teachers/Professional Staff-Elem	\$38,500.00	\$46,200.00	\$38,500.00	\$0.00	\$7,700.00	83.33
01-2-02410-211-001	Office of the Principal-Group Insurance for Teachers/Professional Staff-Sec	\$11,606.06	\$13,629.10	\$11,606.06	\$0.00	\$2,023.04	85.15
01-2-02410-211-002	Office of the Principal-Group Insurance for Teachers/Professional Staff-Elem	\$11,605.90	\$13,629.10	\$11,605.90	\$0.00	\$2,023.20	85.15
01-2-02410-220-000	OFFICE OF THE PRINCIPAL	\$0.00	\$2,577.60	\$0.00	\$0.00	\$2,577.60	0.00
01-2-02410-220-001	Office of the Principal-Social Security Payments for Non-Instructional-Sec	\$1,308.67	\$0.00	\$1,308.67	\$0.00	(\$1,308.67)	0.00
01-2-02410-220-002	OFFICE OF THE PRINCIPAL	\$1,308.69	\$0.00	\$1,308.69	\$0.00	(\$1,308.69)	0.00
01-2-02410-221-001	Office of the Principal-Social Security Payments for Teachers/Professional Staff-Sec	\$2,892.05	\$3,534.30	\$2,892.05	\$0.00	\$642.25	81.82
01-2-02410-221-002	Office of the Principal-Social Security Payments for Teachers/Professional Staff-Elem	\$2,892.22	\$3,534.30	\$2,892.22	\$0.00	\$642.08	81.83
01-2-02410-230-000	OFFICE OF THE PRINCIPAL	\$0.00	\$3,175.00	\$0.00	\$0.00	\$3,175.00	0.00
01-2-02410-230-001	Office of the Principal-Retirement Contributions for Non-Instructional-Sec	\$1,689.79	\$0.00	\$1,689.79	\$0.00	(\$1,689.79)	0.00
01-2-02410-230-002	Office of the Principal-Retirement Contributions for Non-Instructional-Elem	\$1,689.79	\$0.00	\$1,689.79	\$0.00	(\$1,689.79)	0.00
01-2-02410-231-001	Office of the Principal-Retirement Contributions for Teachers/Professional Staff-Sec	\$3,802.97	\$4,563.54	\$3,802.97	\$0.00	\$760.57	83.33
01-2-02410-231-002	Office of the Principal-Retirement Contributions for Teachers/Professional Staff-Elem	\$3,802.93	\$4,563.54	\$3,802.93	\$0.00	\$760.61	83.33
01-2-02410-330-000	Office of the Principal-Employee Training and Development Services	\$1,000.00	\$0.00	\$1,000.00	\$0.00	(\$1,000.00)	0.00
01-2-02410-330-001	Office of the Principal-Employee Training and Development Services-Sec	\$0.00	\$765.29	\$0.00	\$0.00	\$765.29	0.00
01-2-02410-330-002	Office of the Principal-Employee Training and Development Services-Elem	\$0.00	\$155.00	\$0.00	\$0.00	\$155.00	0.00
01-2-02410-382-000	OFFICE OF THE PRINCIPAL	\$500.00	\$600.00	\$500.00	\$0.00	\$100.00	83.33
01-2-02410-580-000	Office of the Principal-Travel	\$14.56	\$0.00	\$14.56	\$0.00	(\$14.56)	0.00
01-2-02410-580-001	Office of the Principal-Travel-Sec	\$0.00	\$1,250.00	\$0.00	\$0.00	\$1,250.00	0.00
01-2-02410-580-002	Office of the Principal-Travel-Elem	\$0.00	\$30.00	\$0.00	\$0.00	\$30.00	0.00
01-2-02410-810-000	Office of the Principal-Dues and Fees	\$385.00	\$0.00	\$385.00	\$0.00	(\$385.00)	0.00
01-2-02410-810-001	Office of the Principal-Dues and Fees-Sec	\$0.00	\$350.00	\$0.00	\$0.00	\$350.00	0.00
01-2-02510-110-000	SUPPORT SERVICES - BUSINESS	\$0.00	\$44,016.00	\$0.00	\$0.00	\$44,016.00	0.00
01-2-02510-110-001	Fiscal Services-Salaries of Regular Employees Paid to Non-Instructional-Sec	\$20,130.07	\$0.00	\$20,130.07	\$0.00	(\$20,130.07)	0.00
01-2-02510-110-002	Fiscal Services-Salaries of Regular Employees Paid to Non-Instructional-Elem	\$20,130.04	\$0.00	\$20,130.04	\$0.00	(\$20,130.04)	0.00
01-2-02510-210-000	SUPPORT SERVICES - BUSINESS	\$133.90	\$170.00	\$133.90	\$0.00	\$36.10	78.76
01-2-02510-220-000	SUPPORT SERVICES - BUSINESS	\$10.26	\$3,367.22	\$10.26	\$0.00	\$3,356.96	0.30
01-2-02510-220-001	Fiscal Services-Social Security Payments for Non-Instructional-Sec	\$1,515.95	\$0.00	\$1,515.95	\$0.00	(\$1,515.95)	0.00
01-2-02510-220-002	Fiscal Services-Social Security Payments for Non-Instructional-Elem	\$1,515.91	\$0.00	\$1,515.91	\$0.00	(\$1,515.91)	0.00
01-2-02510-230-000	SUPPORT SERVICES - BUSINESS	\$0.00	\$4,347.81	\$0.00	\$0.00	\$4,347.81	0.00
01-2-02510-230-001	Fiscal Services-Retirement Contributions for Non-Instructional-Sec	\$1,988.43	\$0.00	\$1,988.43	\$0.00	(\$1,988.43)	0.00
01-2-02510-230-002	Fiscal Services-Retirement Contributions for Non-Instructional-Elem	\$1,988.39	\$0.00	\$1,988.39	\$0.00	(\$1,988.39)	0.00
01-2-02510-310-000	Fiscal Services-Official/Administrative Services	\$3,456.62	\$0.00	\$3,456.62	\$0.00	(\$3,456.62)	0.00

01-2-02510-315-000	SUPPORT SERVICES - BUSINESS	\$15,682.22	\$16,866.20	\$15,682.22	\$0.00	\$1,183.98	92.98
01-2-02510-330-000	Fiscal Services-Employee Training and Development Services	\$0.00	\$150.00	\$0.00	\$0.00	\$150.00	0.00
01-2-02510-610-000	Fiscal Services-General Supplies	\$368.58	\$175.00	\$368.58	\$0.00	(\$193.58)	210.61
01-2-02510-643-000	Fiscal Services-Web/Cloud Based Software	\$0.00	\$3,500.00	\$0.00	\$0.00	\$3,500.00	0.00
01-2-02510-810-000	Fiscal Services-Dues and Fees	\$20.00	\$255.00	\$20.00	\$0.00	\$235.00	7.84
01-2-02510-890-000	Fiscal Services-Miscellaneous Expenditures	\$89.24	\$0.00	\$89.24	\$0.00	(\$89.24)	0.00
01-2-02520-734-000	Purchasing, Warehousing, and Distributing Services-Technology-Related Hardware	\$0.00	\$3,500.00	\$0.00	\$0.00	\$3,500.00	0.00
01-2-02530-550-000	Printing, Publishing, and Duplicating Services-Printing and Binding	\$10,659.14	\$11,500.00	\$10,659.14	\$0.00	\$840.86	92.68
01-2-02570-810-000	Personnel Services-Dues and Fees	\$220.00	\$230.00	\$220.00	\$0.00	\$10.00	95.65
01-2-02580-432-000	Administrative Technology Service-Technology-Related Repairs and Maintenance	\$0.00	\$19,000.00	\$0.00	\$0.00	\$19,000.00	0.00
01-2-02580-610-000	Administrative Technology Service-General Supplies	\$460.71	\$0.00	\$460.71	\$0.00	(\$460.71)	0.00
01-2-02580-643-000	Administrative Technology Service-Web/Cloud Based Software	\$17,367.95	\$20,687.02	\$17,367.95	\$1,809.96	\$1,509.11	83.95
01-2-02580-650-000	Administrative Technology Service-Supplies-Technology-Related	\$0.00	\$14,500.00	\$0.00	\$1,658.00	\$12,842.00	0.00
01-2-02580-734-000	Administrative Technology Service-Technology-Related Hardware	\$0.00	\$1,250.00	\$0.00	\$0.00	\$1,250.00	0.00
01-2-02580-735-000	Administrative Technology Service-Technology Software	\$941.60	\$800.00	\$941.60	\$0.00	(\$141.60)	117.70
01-2-02580-810-000	Administrative Technology Service-Dues and Fees	\$0.00	\$1,850.00	\$0.00	\$0.00	\$1,850.00	0.00
01-2-02610-110-000	SUPPORT SERVICES - OPERATION OF BUILDING	\$39,019.16	\$46,987.98	\$39,019.16	\$0.00	\$7,968.82	83.04
01-2-02610-210-000	Operation of Buildings-Group Insurance for Non-Instructional	\$0.00	\$1,250.00	\$0.00	\$0.00	\$1,250.00	0.00
01-2-02610-220-000	SUPPORT SERVICES - OPERATION OF BUILDING	\$2,898.15	\$3,594.58	\$2,898.15	\$0.00	\$696.43	80.62
01-2-02610-230-000	SUPPORT SERVICES - OPERATION OF BUILDING	\$3,611.87	\$4,641.38	\$3,611.87	\$0.00	\$1,029.51	77.81
01-2-02610-261-000	Operation of Buildings-Unemployment Compensation Paid for Teachers/Professional Staff	\$1,395.10	\$0.00	\$1,395.10	\$0.00	(\$1,395.10)	0.00
01-2-02610-382-000	SUPPORT SERVICES - OPERATION OF BUILDING	\$4,911.89	\$6,750.00	\$4,911.89	\$0.00	\$1,838.11	72.76
01-2-02610-410-000	SUPPORT SERVICES - OPERATION OF BUILDING	\$44,024.05	\$59,620.10	\$44,024.05	\$0.00	\$15,596.05	73.84
01-2-02610-431-000	Operation of Buildings-Non-Technology-Related Repairs and Maintenance	\$4,397.84	\$3,150.00	\$4,397.84	\$0.00	(\$1,247.84)	139.61
01-2-02610-441-000	Operation of Buildings-Rentals of Land and Buildings	\$5,383.40	\$6,000.00	\$5,383.40	\$0.00	\$616.60	89.72
01-2-02610-490-000	Operation of Buildings-Other Purchased Property Services	\$0.00	\$1,650.00	\$0.00	\$0.00	\$1,650.00	0.00
01-2-02610-520-000	Operation of Buildings-Insurance (Other Than Employee Benefits)	\$47,006.50	\$64,147.08	\$47,006.50	\$0.00	\$17,140.58	73.27
01-2-02610-580-000	Operation of Buildings-Travel	\$0.00	\$210.00	\$0.00	\$0.00	\$210.00	0.00
01-2-02610-610-000	Operation of Buildings-General Supplies	\$15,817.90	\$18,354.00	\$15,817.90	\$0.00	\$2,536.10	86.18
01-2-02610-621-000	Operation of Buildings-Natural Gas	\$15,522.87	\$50,195.25	\$15,522.87	\$0.00	\$34,672.38	30.92
01-2-02610-731-000	Operation of Buildings-Machinery	\$0.00	\$30,000.00	\$0.00	\$0.00	\$30,000.00	0.00
01-2-02610-890-000	Operation of Buildings-Miscellaneous Expenditures	\$571.42	\$0.00	\$571.42	\$0.00	(\$571.42)	0.00
01-2-02620-110-000	MAINTENANCE OF BUILDING	\$2,310.81	\$2,687.27	\$2,310.81	\$0.00	\$376.46	85.99
01-2-02620-220-000	Maintenance of Buildings-Social Security Payments for Non-Instructional	\$176.82	\$205.58	\$176.82	\$0.00	\$28.76	86.01
01-2-02620-230-000	Maintenance of Buildings-Retirement Contributions for Non-Instructional	\$228.30	\$265.44	\$228.30	\$0.00	\$37.14	86.00
01-2-02620-420-000	Maintenance of Buildings-Cleaning Services	\$0.00	\$250.00	\$0.00	\$0.00	\$250.00	0.00
01-2-02620-431-000	Maintenance of Buildings-Non-Technology-Related Repairs and Maintenance	\$4,879.81	\$5,235.83	\$4,879.81	\$0.00	\$356.02	93.20
01-2-02620-610-000	Maintenance of Buildings-General Supplies	\$0.00	\$2,000.00	\$0.00	\$0.00	\$2,000.00	0.00
01-2-02630-110-000	Care and Upkeep of Grounds-Salaries of Regular Employees Paid to Non-Instructional	\$5,029.49	\$7,731.19	\$5,029.49	\$0.00	\$2,701.70	65.05

01-2-02630-220-000	Care and Upkeep of Grounds-Social Security Payments for Non-Instructional	\$384.71	\$591.44	\$384.71	\$0.00	\$206.73	65.04
01-2-02630-230-000	Care and Upkeep of Grounds-Retirement Contributions for Non-Instructional	\$496.81	\$763.67	\$496.81	\$0.00	\$266.86	65.05
01-2-02630-431-000	Care and Upkeep of Grounds-Non-Technology-Related Repairs and Maintenance	\$5,354.75	\$3,200.00	\$5,354.75	\$0.00	(\$2,154.75)	167.33
01-2-02630-610-000	Care and Upkeep of Grounds-General Supplies	\$0.00	\$455.53	\$0.00	\$0.00	\$455.53	0.00
01-2-02630-626-000	Care and Upkeep of Grounds-Gasoline	\$296.65	\$1,500.00	\$296.65	\$0.00	\$1,203.35	19.77
01-2-02640-431-000	Care and Upkeep of Equipment-Non-Technology-Related Repairs and Maintenance	\$0.00	\$150.00	\$0.00	\$0.00	\$150.00	0.00
01-2-02650-732-000	Vehicle Operation and Maintenance (Other Than Student Transportation Vehicles)-Vehicles	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	0.00
01-2-02660-431-000	Security-Non-Technology-Related Repairs and Maintenance	\$0.00	\$400.00	\$0.00	\$0.00	\$400.00	0.00
01-2-02660-610-000	Security	\$0.00	\$400.00	\$0.00	\$0.00	\$400.00	0.00
01-2-02670-431-000	Safety-Non-Technology-Related Repairs and Maintenance	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	0.00
01-2-02670-610-000	Safety	\$0.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00
01-2-02710-110-000	REGULAR PUPIL TRANSPORTATION	\$28,485.61	\$21,386.48	\$28,485.61	\$0.00	(\$7,099.13)	133.19
01-2-02710-110-001	REGULAR PUPIL TRANSPORTATION	\$13,811.93	\$13,711.29	\$13,811.93	\$0.00	(\$100.64)	100.73
01-2-02710-110-002	REGULAR PUPIL TRANSPORTATION	\$14,490.00	\$15,598.67	\$14,490.00	\$0.00	\$1,108.67	92.89
01-2-02710-111-001	Vehicle Operation and Purchasing - Regular Education-Salaries of Regular Employees Paid to Teachers/Professional Staff Sec	\$6,217.50	\$7,736.14	\$6,217.50	\$0.00	\$1,518.64	80.36
01-2-02710-111-002	Vehicle Operation and Purchasing - Regular Education-Salaries of Regular Employees Paid to Teachers/Professional Staff Elem	\$9,107.50	\$8,736.00	\$9,107.50	\$0.00	(\$371.50)	104.25
01-2-02710-210-001	REGULAR PUPIL TRANSPORTATION	\$188.40	\$0.00	\$188.40	\$0.00	(\$188.40)	0.00
01-2-02710-211-001	Vehicle Operation and Purchasing - Regular Education-Group Insurance for Teachers/Professional Staff Sec	\$1,916.61	\$2,291.84	\$1,916.61	\$0.00	\$375.23	83.62
01-2-02710-211-002	Vehicle Operation and Purchasing - Regular Education-Group Insurance for Teachers/Professional Staff Elem	\$2,855.32	\$2,604.09	\$2,855.32	\$0.00	(\$251.23)	109.64
01-2-02710-220-000	REGULAR PUPIL TRANSPORTATION	\$1,521.32	\$1,636.02	\$1,521.32	\$0.00	\$114.70	92.98
01-2-02710-220-001	REGULAR PUPIL TRANSPORTATION	\$1,055.38	\$1,048.91	\$1,055.38	\$0.00	(\$6.47)	100.61
01-2-02710-220-002	REGULAR PUPIL TRANSPORTATION	\$1,108.46	\$1,193.28	\$1,108.46	\$0.00	\$84.82	92.89
01-2-02710-221-001	Vehicle Operation and Purchasing - Regular Education-Social Security Payments for Teachers/Professional Staff Sec	\$462.40	\$764.16	\$462.40	\$0.00	\$301.76	60.51
01-2-02710-221-002	Vehicle Operation and Purchasing - Regular Education-Social Security Payments for Teachers/Professional Staff Elem	\$677.05	\$862.92	\$677.05	\$0.00	\$185.87	78.46
01-2-02710-230-000	REGULAR PUPIL TRANSPORTATION	\$1,964.33	\$2,112.51	\$1,964.33	\$0.00	\$148.18	92.98
01-2-02710-230-001	Vehicle Operation and Purchasing - Regular Education-Retirement Contributions for Non-Instructional Sec	\$1,145.15	\$1,354.37	\$1,145.15	\$0.00	\$209.22	84.55
01-2-02710-230-002	REGULAR PUPIL TRANSPORTATION	\$1,211.15	\$1,540.81	\$1,211.15	\$0.00	\$329.66	78.60
01-2-02710-231-000	Vehicle Operation and Purchasing - Regular Education-Retirement Contributions for Teachers/Professional Staff	\$0.00	\$15.00	\$0.00	\$0.00	\$15.00	0.00
01-2-02710-231-001	Vehicle Operation and Purchasing - Regular Education-Retirement Contributions for Teachers/Professional Staff Sec	\$614.14	\$1,000.00	\$614.14	\$0.00	\$385.86	61.41
01-2-02710-231-002	Vehicle Operation and Purchasing - Regular Education-Retirement Contributions for Teachers/Professional Staff Elem	\$899.62	\$1,150.00	\$899.62	\$0.00	\$250.38	78.22
01-2-02710-340-000	Vehicle Operation and Purchasing - Regular Education-Other Professional Services	\$456.00	\$872.55	\$456.00	\$0.00	\$416.55	52.26
01-2-02710-382-000	REGULAR PUPIL TRANSPORTATION	\$1,250.00	\$1,365.00	\$1,250.00	\$0.00	\$115.00	91.57
01-2-02710-610-000	Vehicle Operation and Purchasing - Regular Education-General Supplies	\$3,064.23	\$700.00	\$3,064.23	\$0.00	(\$2,364.23)	437.74
01-2-02710-626-000	Vehicle Operation and Purchasing - Regular Education-Gasoline	\$23,716.55	\$50,000.00	\$23,716.55	\$0.00	\$26,283.45	47.43

01-2-02710-732-000	Vehicle Operation and Purchasing - Regular Education-Vehicles	\$0.00	\$50,000.00	\$0.00	\$0.00	\$50,000.00	0.00
01-2-02710-810-000	Vehicle Operation and Purchasing - Regular Education-Dues and Fees	\$510.00	\$0.00	\$510.00	\$0.00	(\$510.00)	0.00
01-2-02712-110-001	Vehicle Operation and Purchasing - School Age SPED-Salaries of Regular Employees Paid to Non-Instructional Sec	\$896.00	\$675.00	\$896.00	\$0.00	(\$221.00)	132.74
01-2-02712-110-002	SCHOOL AGE SPECIAL EDUCATION PUPIL TRANSPORTATION	\$896.00	\$675.00	\$896.00	\$0.00	(\$221.00)	132.74
01-2-02712-220-001	Vehicle Operation and Purchasing - School Age SPED-Social Security Payments for Non-Instructional Sec	\$68.54	\$51.64	\$68.54	\$0.00	(\$16.90)	132.72
01-2-02712-220-002	SCHOOL AGE SPECIAL EDUCATION PUPIL TRANSPORTATION	\$68.56	\$51.64	\$68.56	\$0.00	(\$16.92)	132.76
01-2-02712-230-001	Vehicle Operation and Purchasing - School Age SPED-Retirement Contributions for Non-Instructional-Sec	\$0.00	\$66.68	\$0.00	\$0.00	\$66.68	0.00
01-2-02712-230-002	Vehicle Operation and Purchasing - School Age SPED-Retirement Contributions for Non-Instructional- Elem	\$0.00	\$66.68	\$0.00	\$0.00	\$66.68	0.00
01-2-02712-333-001	Vehicle Operation and Purchasing - School Age SPED-Mileage Paid to Staff-Sec	\$0.00	\$150.00	\$0.00	\$0.00	\$150.00	0.00
01-2-02712-626-000	Vehicle Operation and Purchasing - School Age SPED-Gasoline	\$0.00	\$375.00	\$0.00	\$0.00	\$375.00	0.00
01-2-02730-431-000	Vehicle Servicing and Maintenance - Regular Education-Non-Technology-Related Repairs and Maintenance	\$28,287.49	\$31,515.61	\$28,287.49	\$0.00	\$3,228.12	89.75
01-2-02730-732-000	Vehicle Servicing and Maintenance - Regular Education-Vehicles	\$0.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00
01-2-02732-431-000	Vehicle Servicing and Maintenance - School Age SPED-Non-Technology-Related Repairs and Maintenance	\$222.00	\$0.00	\$222.00	\$0.00	(\$222.00)	0.00
01-2-02732-732-000	Vehicle Servicing and Maintenance - School Age SPED-Vehicles	\$0.00	\$400.00	\$0.00	\$0.00	\$400.00	0.00
01-2-02790-382-000	Other Student Transportation Services - Regular Students-Distance Education & Telecommunications	\$0.00	\$1,550.00	\$0.00	\$0.00	\$1,550.00	0.00
01-2-02792-580-001	Other Student Transportation Services - School Age SPED-Travel-Sec	\$0.00	\$555.00	\$0.00	\$0.00	\$555.00	0.00
01-2-02792-580-002	Other Student Transportation Services - School Age SPED-Travel-Elem	\$0.00	\$235.00	\$0.00	\$0.00	\$235.00	0.00
01-2-02793-580-002	Other Student Transportation Services - Below Age 3-5 SPED-Travel-Elem	\$0.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00
01-2-02900-810-000	Other Support Services-Dues and Fees	\$1,147.41	\$7,301.81	\$1,147.41	\$0.00	\$6,154.40	15.71
01-2-03300-122-002	Community Services Operations-Salaries of Temporary Employees Paid to Instructional Aides and Assistants- Elem	\$3,759.35	\$6,186.02	\$3,759.35	\$0.00	\$2,426.67	60.77
01-2-03300-222-002	Community Services Operations-Social Security Payments for Instructional Aides or Assistants- Elem	\$287.60	\$473.25	\$287.60	\$0.00	\$185.65	60.77
01-2-03300-232-002	Community Services Operations-Retirement Contributions for Instructional Aides or Assistants- Elem	\$0.00	\$49.53	\$0.00	\$0.00	\$49.53	0.00
01-2-03300-890-000	Community Services Operations-Miscellaneous Expenditures	\$0.00	\$3,000.00	\$0.00	\$0.00	\$3,000.00	0.00
01-2-03535-151-001	High Ability Learners-Additional Compensation Paid to Teachers/Professional Staff-Sec	\$0.00	\$929.25	\$0.00	\$0.00	\$929.25	0.00
01-2-03535-221-001	High Ability Learners-Social Security Payments for Teachers/Professional Staff-Sec	\$0.00	\$71.09	\$0.00	\$0.00	\$71.09	0.00
01-2-03535-231-001	High Ability Learners-Retirement Contributions for Teachers/Professional Staff-Sec	\$0.00	\$91.79	\$0.00	\$0.00	\$91.79	0.00
01-2-03535-340-001	High Ability Learners-Other Professional Services-Sec	\$0.00	\$2,000.00	\$0.00	\$0.00	\$2,000.00	0.00
01-2-03535-340-002	High Ability Learners-Other Professional Services- Elem	\$3,501.00	\$0.00	\$3,501.00	\$0.00	(\$3,501.00)	0.00
01-2-03535-610-001	High Ability Learners-General Supplies-Sec	\$0.00	\$2,000.00	\$0.00	\$0.00	\$2,000.00	0.00
01-2-06200-111-002	Federal Services - Title I, Part A ESSA Improving Basic Programs Operated by Local Educational Agencies-Salaries of Regular Employees Paid to Teachers/Professional Staff- Elem	\$55,650.00	\$66,780.00	\$55,650.00	\$0.00	\$11,130.00	83.33

01-2-06200-211-002	Federal Services - Title I, Part A ESSA Improving Basic Programs Operated by Local Educational Agencies-Group Insurance for Teachers/Professional Staff-Elem	\$23,199.20	\$27,499.00	\$23,199.20	\$0.00	\$4,299.80	84.36
01-2-06200-221-002	Federal Services - Title I, Part A ESSA Improving Basic Programs Operated by Local Educational Agencies-Social Security Payments for Teachers/Professional Staff-Elem	\$4,148.14	\$5,108.67	\$4,148.14	\$0.00	\$960.53	81.19
01-2-06200-231-002	Federal Services - Title I, Part A ESSA Improving Basic Programs Operated by Local Educational Agencies-Retirement Contributions for Teachers/Professional Staff-Elem	\$5,497.00	\$6,596.39	\$5,497.00	\$0.00	\$1,099.39	83.33
01-2-06200-330-002	Federal Services - Title I, Part A ESSA Improving Basic Programs Operated by Local Educational Agencies-Employee Training and Development Services-Elem	\$0.00	\$200.00	\$0.00	\$0.00	\$200.00	0.00
01-2-06200-580-002	Federal Services - Title I, Part A ESSA Improving Basic Programs Operated by Local Educational Agencies-Travel-Elem	\$0.00	\$280.00	\$0.00	\$0.00	\$280.00	0.00
01-2-06200-610-002	Federal Services - Title I, Part A ESSA Improving Basic Programs Operated by Local Educational Agencies-General Supplies-Elem	\$29.47	\$1,774.50	\$29.47	\$0.00	\$1,745.03	1.66
01-2-06406-591-002	Federal Services - IDEA Preschool (619) Base Allocation-Services Purchased From Another School District or Educational Services Agency Within the State-Elem	\$6,117.52	\$0.00	\$6,117.52	\$0.00	(\$6,117.52)	0.00
01-2-06408-112-002	IDEA Part B (611) Base & Enrollment Poverty Allocation Ages 0-21-Salaries of Regular Employees Paid to Instructional Aides and Assistants-Elem	\$0.00	\$1,035.78	\$0.00	\$0.00	\$1,035.78	0.00
01-2-06408-320-002	IDEA Part B (611) Base & Enrollment Poverty Allocation Ages 0-21-Professional Educational Services-Elem	\$10,540.80	\$0.00	\$10,540.80	\$0.00	(\$10,540.80)	0.00
01-2-06408-591-002	IDEA Part B (611) Base & Enrollment Poverty Allocation Ages 0-21-Services Purchased From Another School District or Educational Services Agency Within the State-Elem	\$21,777.10	\$30,079.08	\$21,777.10	\$0.00	\$8,301.98	72.39
01-2-06992-610-000	Federal Services - REAP-General Supplies	\$19,495.00	\$0.00	\$19,495.00	\$0.00	(\$19,495.00)	0.00
01-2-06992-734-001	Federal Services - REAP-Technology-Related Hardware-Sec	\$0.00	\$16,345.00	\$0.00	\$0.00	\$16,345.00	0.00
01-2-06997-610-000	ESSERS 2-General Supplies	\$48.00	\$0.00	\$48.00	\$0.00	(\$48.00)	0.00
01-2-06998-111-000	ESSERS 3-Salaries of Regular Employees Paid to Teachers/Professional Staff	\$3,300.00	\$0.00	\$3,300.00	\$0.00	(\$3,300.00)	0.00
01-2-06998-221-000	ESSERS 3-Social Security Payments for Teachers/Professional Staff	\$246.32	\$0.00	\$246.32	\$0.00	(\$246.32)	0.00
01-2-06998-231-000	ESSERS 3-Retirement Contributions for Teachers/Professional Staff	\$326.04	\$0.00	\$326.04	\$0.00	(\$326.04)	0.00
01-2-08000-900-001	Transfers (Outgoing)-Other Items-Sec	\$0.00	\$100,000.00	\$0.00	\$0.00	\$100,000.00	0.00
01-2-08000-900-002	Transfers (Outgoing)-Other Items-Elem	\$0.00	\$100,000.00	\$0.00	\$0.00	\$100,000.00	0.00
01-2-08000-911-000	Transfers (Outgoing)-Fund Transfers to General Fund	\$85,000.00	\$0.00	\$85,000.00	\$0.00	(\$85,000.00)	0.00
02-1-05500-000-000	TRANSFERS FROM FUNDS (INCOMING)	(\$75,000.00)	\$0.00	(\$75,000.00)	\$0.00	\$75,000.00	0.00
02-2-02610-410-000	Operation of Buildings-Utility Services	\$23,513.64	\$0.00	\$23,513.64	\$0.00	(\$23,513.64)	0.00
02-2-02710-732-000	Vehicle Operation and Purchasing - Regular Education-Vehicles	\$83,500.00	\$0.00	\$83,500.00	\$0.00	(\$83,500.00)	0.00
05-1-01510-000-000	Interest	(\$49.51)	\$0.00	(\$49.51)	\$0.00	\$49.51	0.00
05-1-01710-000-000	Admissions	(\$28,985.31)	\$0.00	(\$28,985.31)	\$0.00	\$28,985.31	0.00
05-1-01730-000-000	Dues	(\$21,380.51)	\$0.00	(\$21,380.51)	\$0.00	\$21,380.51	0.00
05-1-01740-000-000	Fees	(\$1,148.75)	\$0.00	(\$1,148.75)	\$0.00	\$1,148.75	0.00
05-1-01790-000-000	Misc.	(\$51,034.78)	\$0.00	(\$51,034.78)	\$0.00	\$51,034.78	0.00
05-1-01920-000-000	Donation	(\$19,922.35)	\$0.00	(\$19,922.35)	\$0.00	\$19,922.35	0.00
05-1-05200-000-000	Fund Transfers In	(\$10,000.00)	\$0.00	(\$10,000.00)	\$0.00	\$10,000.00	0.00
05-2-02900-352-001	Refs	\$8,072.50	\$0.00	\$8,072.50	\$0.00	(\$8,072.50)	0.00
05-2-02900-580-001	Travel Costs	\$4,332.86	\$0.00	\$4,332.86	\$0.00	(\$4,332.86)	0.00

05-2-02900-610-000	Other Support Services-General Supplies	\$14,755.09	\$0.00	\$14,755.09	\$0.00	(\$14,755.09)	0.00
05-2-02900-610-001	supplies	\$51,087.56	\$0.00	\$51,087.56	\$3,645.52	(\$54,733.08)	0.00
05-2-02900-810-000	Other Support Services-Dues and Fees	\$2,943.40	\$0.00	\$2,943.40	\$0.00	(\$2,943.40)	0.00
05-2-02900-810-001	Other Support Services-Dues and Fees-Sec	\$30,717.29	\$0.00	\$30,717.29	\$0.00	(\$30,717.29)	0.00
05-2-02900-810-002	Other Support Services-Dues and Fees-Elem	\$2,964.15	\$0.00	\$2,964.15	\$0.00	(\$2,964.15)	0.00
06-1-01611-000-000	Daily Sales?School Lunch Program	(\$51,852.46)	\$0.00	(\$51,852.46)	\$0.00	\$51,852.46	0.00
06-1-01990-000-000	OTHER LOCAL RECEIPTS	(\$24.50)	\$0.00	(\$24.50)	\$0.00	\$24.50	0.00
06-1-03100-630-000	Food Services Operations-School Nutrition Food	\$1,799.41	\$0.00	\$1,799.41	\$0.00	(\$1,799.41)	0.00
06-1-04210-000-000	Federal Nutrition Programs	(\$63,066.03)	\$0.00	(\$63,066.03)	\$0.00	\$63,066.03	0.00
06-2-02190-630-000	Support Services - Student - Other-School Nutrition Food	\$263.20	\$0.00	\$263.20	\$0.00	(\$263.20)	0.00
06-2-03100-110-000	Food Services Operations-Salaries of Regular Employees Paid to Non-Instructional	\$54,152.73	\$0.00	\$54,152.73	\$0.00	(\$54,152.73)	0.00
06-2-03100-220-000	Food Services Operations-Social Security Payments for Non-Instructional	\$4,124.14	\$0.00	\$4,124.14	\$0.00	(\$4,124.14)	0.00
06-2-03100-230-000	Food Services Operations-Retirement Contributions for Non-Instructional	\$4,724.89	\$0.00	\$4,724.89	\$0.00	(\$4,724.89)	0.00
06-2-03100-330-000	Food Services Operations-Employee Training and Development Services	\$105.00	\$0.00	\$105.00	\$0.00	(\$105.00)	0.00
06-2-03100-610-000	Food Services Operations-General Supplies	\$1,052.89	\$0.00	\$1,052.89	\$0.00	(\$1,052.89)	0.00
06-2-03100-630-000	Food Services Operations-School Nutrition Food	\$83,205.50	\$0.00	\$83,205.50	\$0.00	(\$83,205.50)	0.00
06-2-03100-733-000	Food Services Operations-Furniture and Fixtures	\$169.00	\$0.00	\$169.00	\$0.00	(\$169.00)	0.00
06-2-03100-810-000	Food Services Operations-Dues and Fees	\$58.00	\$0.00	\$58.00	\$0.00	(\$58.00)	0.00
07-1-01100-000-000	Taxes Levied/Assessed by the School District	(\$158,604.94)	\$0.00	(\$158,604.94)	\$0.00	\$158,604.94	0.00
07-1-01115-000-000	CARLINE TAXES	(\$275.86)	\$0.00	(\$275.86)	\$0.00	\$275.86	0.00
07-1-01120-000-000	PUBLIC POWER DISTRICT SALES TAX	(\$872.69)	\$0.00	(\$872.69)	\$0.00	\$872.69	0.00
07-1-01140-000-000	Penalties and Interest on Taxes	(\$402.07)	\$0.00	(\$402.07)	\$0.00	\$402.07	0.00
07-1-03130-000-000	HOMESTEAD EXEMPTION	(\$1,585.30)	\$0.00	(\$1,585.30)	\$0.00	\$1,585.30	0.00
07-1-03131-000-000	PROPERTY TAX CREDIT	(\$14,887.12)	\$0.00	(\$14,887.12)	\$0.00	\$14,887.12	0.00
07-1-03180-000-000	PRO-RATE MOTOR VEHICLE	(\$269.83)	\$0.00	(\$269.83)	\$0.00	\$269.83	0.00
07-2-05000-831-000	Debt Service-Redemption of Principal	\$160,000.00	\$0.00	\$160,000.00	\$0.00	(\$160,000.00)	0.00
07-2-05000-832-000	Debt Service-Interest on Long-Term Debt	\$9,575.00	\$0.00	\$9,575.00	\$0.00	(\$9,575.00)	0.00
08-1-01100-000-000	Taxes Levied/Assessed by the School District	(\$82,478.72)	\$0.00	(\$82,478.72)	\$0.00	\$82,478.72	0.00
08-1-01115-000-000	CARLINE TAXES	(\$142.83)	\$0.00	(\$142.83)	\$0.00	\$142.83	0.00
08-1-01120-000-000	PUBLIC POWER DISTRICT SALES TAX	(\$449.69)	\$0.00	(\$449.69)	\$0.00	\$449.69	0.00
08-1-01140-000-000	Penalties and Interest on Taxes	(\$221.66)	\$0.00	(\$221.66)	\$0.00	\$221.66	0.00
08-1-03130-000-000	HOMESTEAD EXEMPTION	(\$808.16)	\$0.00	(\$808.16)	\$0.00	\$808.16	0.00
08-1-03131-000-000	PROPERTY TAX CREDIT	(\$7,670.75)	\$0.00	(\$7,670.75)	\$0.00	\$7,670.75	0.00
08-1-03180-000-000	PRO-RATE MOTOR VEHICLE	(\$139.40)	\$0.00	(\$139.40)	\$0.00	\$139.40	0.00
08-2-02660-650-000	Security-Supplies-Technology Related	\$21,831.84	\$0.00	\$21,831.84	\$0.00	(\$21,831.84)	0.00
08-2-04300-720-000	Architecture and Engineering-Buildings	\$6,974.50	\$0.00	\$6,974.50	\$0.00	(\$6,974.50)	0.00
09-1-01100-000-000	Taxes Levied/Assessed by the School District	(\$52,453.14)	\$0.00	(\$52,453.14)	\$0.00	\$52,453.14	0.00
09-1-01115-000-000	CARLINE TAXES	(\$116.52)	\$0.00	(\$116.52)	\$0.00	\$116.52	0.00
09-1-01120-000-000	PUBLIC POWER DISTRICT SALES TAX	(\$369.11)	\$0.00	(\$369.11)	\$0.00	\$369.11	0.00
09-1-01125-000-000	MOTOR VEHICLE TAXES	(\$14,457.28)	\$0.00	(\$14,457.28)	\$0.00	\$14,457.28	0.00
09-1-01140-000-000	Penalties and Interest on Taxes	(\$176.03)	\$0.00	(\$176.03)	\$0.00	\$176.03	0.00
09-1-03130-000-000	HOMESTEAD EXEMPTION	(\$663.07)	\$0.00	(\$663.07)	\$0.00	\$663.07	0.00
09-1-03131-000-000	PROPERTY TAX CREDIT	(\$6,296.68)	\$0.00	(\$6,296.68)	\$0.00	\$6,296.68	0.00
09-1-03180-000-000	PRO-RATE MOTOR VEHICLE	(\$114.04)	\$0.00	(\$114.04)	\$0.00	\$114.04	0.00
09-2-05000-831-000	Debt Service-Redemption of Principal	\$70,000.00	\$0.00	\$70,000.00	\$0.00	(\$70,000.00)	0.00
09-2-05000-832-000	Debt Service-Interest on Long-Term Debt	\$3,182.50	\$0.00	\$3,182.50	\$0.00	(\$3,182.50)	0.00
12-1-01740-000-000	Fees	(\$3,531.80)	\$0.00	(\$3,531.80)	\$0.00	\$3,531.80	0.00
Sub Total		(\$693,405.86)	(\$133,680.70)	(\$693,405.86)	\$14,784.20	\$544,940.96	518.70

Sterling Public Schools

Account Summary Report

Cycle: FY24/25; Begin Date: 09/01/2024; End Date: 06/30/2025; Account Type: Expenditure,Revenue; Subtotal Elements: [None]; Account Expression: [All]; Subtotal By Account Type: No; Include Created On: 6/5/2025 10:30:05 AM

Account Code	Description	Actual (Date Range)	Budget (YTD)	Actual (YTD)	Encumbrance (YTD)	Available (YTD)
01-1-01100-000-000	Taxes Levied/Assessed by the School District	(\$2,030,549.09)	(\$3,404,540.00)	(\$2,030,549.09)	\$0.00	(\$1,373,990.91)
01-1-01115-000-000	CARLINE TAXES	(\$3,943.67)	(\$5,000.00)	(\$3,943.67)	\$0.00	(\$1,056.33)
01-1-01120-000-000	PUBLIC POWER DISTRICT SALES TAX	(\$13,402.08)	(\$500.00)	(\$13,402.08)	\$0.00	\$12,902.08
01-1-01125-000-000	MOTOR VEHICLE TAXES	(\$93,132.65)	(\$78,000.00)	(\$93,132.65)	\$0.00	\$15,132.65
01-1-01140-000-000	Penalties and Interest on Taxes	(\$9,856.63)	(\$10,000.00)	(\$9,856.63)	\$0.00	(\$143.37)
01-1-01190-000-000	Other Taxes	(\$249.83)	\$0.00	(\$249.83)	\$0.00	\$249.83
01-1-01315-000-000	TUITION RECEIVED FROM EDUCATIONAL ENTITIES	\$0.00	(\$27,000.00)	\$0.00	\$0.00	(\$27,000.00)
01-1-01370-000-000	PRESCHOOL TUITION	(\$9,450.00)	\$0.00	(\$9,450.00)	\$0.00	\$9,450.00
01-1-01421-000-000	Transportation Fees from Other School Districts Within the State	\$0.00	(\$147,363.00)	\$0.00	\$0.00	(\$147,363.00)
01-1-01510-000-000	INTEREST	(\$2,117.44)	(\$250.00)	(\$2,117.44)	\$0.00	\$1,867.44
01-1-01740-000-000	Fees	(\$3,170.00)	(\$1,000.00)	(\$3,170.00)	\$0.00	\$2,170.00
01-1-01800-000-000	COMMUNITY SERVICE ACTIVITIES	(\$8,473.20)	\$0.00	(\$8,473.20)	\$0.00	\$8,473.20
01-1-01911-000-000	LOCAL LICENSE FEES	(\$675.64)	(\$100.00)	(\$675.64)	\$0.00	\$575.64
01-1-01920-000-000	CONTRIBUTIONS AND DONATIONS	\$0.00	(\$1,300.00)	\$0.00	\$0.00	(\$1,300.00)
01-1-01941-000-000	Textbook Sales	(\$400.00)	\$0.00	(\$400.00)	\$0.00	\$400.00
01-1-01990-000-000	OTHER LOCAL RECEIPTS	(\$933.57)	\$0.00	(\$933.57)	\$0.00	\$933.57
01-1-02110-000-000	COUNTY FINES AND LICENSE FEES	(\$1,428.77)	(\$10,000.00)	(\$1,428.77)	\$0.00	(\$8,571.23)
01-1-02130-000-000	OTHER COUNTY RECEIPTS	(\$9,463.10)	\$0.00	(\$9,463.10)	\$0.00	\$9,463.10
01-1-02210-000-000	EDUCATIONAL SERVICE UNIT RECEIPTS	\$0.00	(\$1,000.00)	\$0.00	\$0.00	(\$1,000.00)
01-1-03110-000-000	STATE AID	(\$295,560.00)	(\$26,053.00)	(\$295,560.00)	\$0.00	\$269,507.00
01-1-03120-000-000	SPECIAL EDUCATION PROGRAMS	\$0.00	(\$200,000.00)	\$0.00	\$0.00	(\$200,000.00)
01-1-03125-000-000	SPECIAL EDUCATION TRANSPORTATION	\$0.00	(\$3,000.00)	\$0.00	\$0.00	(\$3,000.00)
01-1-03130-000-000	HOMESTEAD EXEMPTION	(\$20,244.78)	\$0.00	(\$20,244.78)	\$0.00	\$20,244.78
01-1-03131-000-000	PROPERTY TAX CREDIT	(\$1,128,089.46)	\$0.00	(\$1,128,089.46)	\$0.00	\$1,128,089.46
01-1-03132-000-000	Personal Property Tax Credit	\$0.00	(\$200,000.00)	\$0.00	\$0.00	(\$200,000.00)
01-1-03161-000-000	Payments Received for Wards of the State or Court (SPFD)	(\$208,741.00)	\$0.00	(\$208,741.00)	\$0.00	\$208,741.00
01-1-03180-000-000	PRO-RATE MOTOR VEHICLE	(\$5,230.43)	(\$5,000.00)	(\$5,230.43)	\$0.00	\$230.43
01-1-03400-000-000	STATE APPORTIONMENT	(\$63,250.58)	(\$20,000.00)	(\$63,250.58)	\$0.00	\$43,250.58
01-1-03535-000-000	PAYMENTS FOR HIGH ABILITY LEARNERS	(\$2,634.00)	(\$3,000.00)	(\$2,634.00)	\$0.00	(\$366.00)
01-1-04310-000-000	REAP	(\$24,734.00)	(\$26,000.00)	(\$24,734.00)	\$0.00	(\$1,266.00)
01-1-04505-000-000	TITLE I, PART A NCLB	(\$48,259.00)	\$0.00	(\$48,259.00)	\$0.00	\$48,259.00
01-1-04506-000-000	TITLE I NCLB IMPROVING BASIC PROGRAMS ACCOUNTABILITY	\$0.00	(\$48,000.00)	\$0.00	\$0.00	(\$48,000.00)
01-1-04509-000-000	TITLE II, PART A NCLB TEACHER QUALITY GRANTS	(\$9,832.30)	\$0.00	(\$9,832.30)	\$0.00	\$9,832.30
01-1-04512-000-000	IDEA PART B (611) BASE ALLOCATION	\$0.00	(\$61,000.00)	\$0.00	\$0.00	(\$61,000.00)
01-1-04518-000-000	IDEA Part B	(\$66,750.00)	\$0.00	(\$66,750.00)	\$0.00	\$66,750.00

01-1-04708-000-000	MEDICAID IN PUBLIC SCHOOLS	\$0.00	(\$1,000.00)	\$0.00	\$0.00	(\$1,000.00)
01-1-04709-000-000	MEDICAID ADMINISTRATIVE ACTIVITIES	(\$285.10)	\$0.00	(\$285.10)	\$0.00	\$285.10
01-1-04969-000-000	Title IV, Part A	(\$20,000.00)	\$0.00	(\$20,000.00)	\$0.00	\$20,000.00
01-1-04998-000-000	ARP	(\$30,441.00)	\$0.00	(\$30,441.00)	\$0.00	\$30,441.00
01-1-05301-000-000	INSURANCE ADJUSTMENTS	(\$500.00)	(\$7,500.00)	(\$500.00)	\$0.00	(\$7,000.00)
01-2-01100-111-001	REGULAR INSTRUCTIONAL PROGRAMS	\$490,756.10	\$561,166.20	\$490,756.10	\$0.00	\$70,410.10
01-2-01100-111-002	REGULAR INSTRUCTIONAL PROGRAMS	\$349,353.65	\$402,267.60	\$349,353.65	\$0.00	\$52,913.95
01-2-01100-112-001	REGULAR INSTRUCTIONAL PROGRAMS	\$0.00	\$6,314.88	\$0.00	\$0.00	\$6,314.88
01-2-01100-112-002	REGULAR INSTRUCTIONAL PROGRAMS	\$872.56	\$25,000.00	\$872.56	\$8,484.46	\$15,642.98
01-2-01100-123-001	REGULAR INSTRUCTIONAL PROGRAMS	\$27,096.82	\$33,076.39	\$27,096.82	\$0.00	\$5,979.57
01-2-01100-123-002	REGULAR INSTRUCTIONAL PROGRAMS	\$31,908.30	\$41,660.41	\$31,908.30	\$0.00	\$9,752.11
01-2-01100-151-000	REGULAR INSTRUCTIONAL PROGRAMS	\$866.00	\$0.00	\$866.00	\$0.00	(\$866.00)
01-2-01100-151-001	REGULAR INSTRUCTIONAL PROGRAMS	\$70,745.73	\$83,401.50	\$70,745.73	\$0.00	\$12,655.77
01-2-01100-151-002	REGULAR INSTRUCTIONAL PROGRAMS	\$1,275.00	\$1,498.35	\$1,275.00	\$0.00	\$223.35
01-2-01100-156-001	REGULAR INSTRUCTIONAL PROGRAMS	\$3,939.39	\$5,334.00	\$3,939.39	\$0.00	\$1,394.61
01-2-01100-211-001	REGULAR INSTRUCTIONAL PROGRAMS	\$200,592.00	\$209,000.00	\$200,592.00	\$0.00	\$8,408.00
01-2-01100-211-002	REGULAR INSTRUCTIONAL PROGRAMS	\$72,148.43	\$90,000.00	\$72,148.43	\$0.00	\$17,851.57
01-2-01100-221-000	REGULAR INSTRUCTIONAL PROGRAMS	\$66.26	\$0.00	\$66.26	\$0.00	(\$66.26)
01-2-01100-221-001	REGULAR INSTRUCTIONAL PROGRAMS	\$41,784.21	\$50,348.14	\$41,784.21	\$0.00	\$8,563.93
01-2-01100-221-002	REGULAR INSTRUCTIONAL PROGRAMS	\$26,345.62	\$30,773.47	\$26,345.62	\$0.00	\$4,427.85
01-2-01100-222-002	REGULAR INSTRUCTIONAL PROGRAMS	\$66.75	\$437.75	\$66.75	\$744.33	(\$373.33)
01-2-01100-223-001	REGULAR INSTRUCTIONAL PROGRAMS	\$2,062.39	\$2,651.22	\$2,062.39	\$0.00	\$588.83
01-2-01100-223-002	REGULAR INSTRUCTIONAL PROGRAMS	\$2,441.06	\$2,946.83	\$2,441.06	\$0.00	\$505.77
01-2-01100-226-001	REGULAR INSTRUCTIONAL PROGRAMS	\$301.38	\$500.00	\$301.38	\$0.00	\$198.62
01-2-01100-231-000	REGULAR INSTRUCTIONAL PROGRAMS	\$85.54	\$1,000.00	\$85.54	\$0.00	\$914.46
01-2-01100-231-001	REGULAR INSTRUCTIONAL PROGRAMS	\$54,314.37	\$57,647.04	\$54,314.37	\$0.00	\$3,332.67
01-2-01100-231-002	REGULAR INSTRUCTIONAL PROGRAMS	\$34,508.44	\$39,325.40	\$34,508.44	\$0.00	\$4,816.96
01-2-01100-232-002	REGULAR INSTRUCTIONAL PROGRAMS	\$0.00	\$1,800.00	\$0.00	\$0.00	\$1,800.00
01-2-01100-233-001	REGULAR INSTRUCTIONAL PROGRAMS	\$944.10	\$1,100.00	\$944.10	\$0.00	\$155.90
01-2-01100-233-002	REGULAR INSTRUCTIONAL PROGRAMS	\$944.20	\$2,800.00	\$944.20	\$0.00	\$1,855.80
01-2-01100-270-000	Regular Instruction-Worker?s Compensation Paid for Non-Instructional	\$3,966.00	\$16,750.00	\$3,966.00	\$0.00	\$12,784.00
01-2-01100-271-000	Regular Instruction-Worker?s Compensation Paid for Teachers/Professional Staff	\$6,610.00	\$13,000.00	\$6,610.00	\$0.00	\$6,390.00
01-2-01100-272-000	Regular Instruction-Worker?s Compensation Paid for Instructional Aides or Assistants	\$2,644.00	\$7,500.00	\$2,644.00	\$0.00	\$4,856.00
01-2-01100-275-000	Regular Instruction-Worker?s Compensation for Suerintendents	\$0.00	\$5,500.00	\$0.00	\$0.00	\$5,500.00
01-2-01100-281-001	REGULAR INSTRUCTIONAL PROGRAMS	\$23,602.55	\$35,416.93	\$23,602.55	\$0.00	\$11,814.38
01-2-01100-330-001	REGULAR INSTRUCTIONAL PROGRAMS	\$515.00	\$2,000.00	\$515.00	\$0.00	\$1,485.00
01-2-01100-330-002	REGULAR INSTRUCTIONAL PROGRAMS	\$255.00	\$5,000.00	\$255.00	\$0.00	\$4,745.00
01-2-01100-340-001	Regular Instruction-Other Professional Services-Sec	\$0.00	\$650.00	\$0.00	\$0.00	\$650.00
01-2-01100-340-002	Regular Instruction-Other Professional Services-Flem	\$0.00	\$175.00	\$0.00	\$0.00	\$175.00
01-2-01100-382-000	REGULAR INSTRUCTIONAL PROGRAMS	\$2,928.70	\$3,500.00	\$2,928.70	\$0.00	\$571.30
01-2-01100-580-000	REGULAR INSTRUCTIONAL PROGRAMS	\$155.57	\$550.00	\$155.57	\$0.00	\$394.43
01-2-01100-580-001	REGULAR INSTRUCTIONAL PROGRAMS	\$675.30	\$875.00	\$675.30	\$0.00	\$199.70

01-2-01100-610-000	REGULAR INSTRUCTIONAL PROGRAMS	\$13,067.35	\$30,000.00	\$13,067.35	\$0.00	\$16,932.65
01-2-01100-610-001	REGULAR INSTRUCTIONAL PROGRAMS	\$8,656.54	\$5,000.00	\$8,656.54	\$0.00	(\$3,656.54)
01-2-01100-610-002	REGULAR INSTRUCTIONAL PROGRAMS	\$1,497.09	\$2,500.00	\$1,497.09	\$0.00	\$1,002.91
01-2-01100-640-000	REGULAR INSTRUCTIONAL PROGRAMS	\$862.59	\$0.00	\$862.59	\$0.00	(\$862.59)
01-2-01100-640-001	REGULAR INSTRUCTIONAL PROGRAMS	\$771.98	\$8,000.00	\$771.98	\$0.00	\$7,228.02
01-2-01100-640-002	REGULAR INSTRUCTIONAL PROGRAMS	\$1,056.29	\$15,000.00	\$1,056.29	\$0.00	\$13,943.71
01-2-01100-641-001	REGULAR INSTRUCTIONAL PROGRAMS	\$952.80	\$0.00	\$952.80	\$0.00	(\$952.80)
01-2-01100-643-000	REGULAR INSTRUCTIONAL PROGRAMS	\$0.00	\$13,100.00	\$0.00	\$0.00	\$13,100.00
01-2-01100-643-001	REGULAR INSTRUCTIONAL PROGRAMS	\$109.85	\$11,000.00	\$109.85	\$0.00	\$10,890.15
01-2-01100-643-002	REGULAR INSTRUCTIONAL PROGRAMS	\$0.00	\$1,890.00	\$0.00	\$0.00	\$1,890.00
01-2-01100-730-001	Regular Instruction-Equipment-Sec	\$324.00	\$0.00	\$324.00	\$0.00	(\$324.00)
01-2-01100-733-000	Regular Instruction-Furniture and Fixtures	\$2,387.44	\$0.00	\$2,387.44	\$0.00	(\$2,387.44)
01-2-01100-733-001	Regular Instruction-Furniture and Fixtures-Sec	\$0.00	\$2,000.00	\$0.00	\$0.00	\$2,000.00
01-2-01100-733-002	Regular Instruction-Furniture and Fixtures-Elem	\$0.00	\$2,000.00	\$0.00	\$0.00	\$2,000.00
01-2-01100-734-000	Regular Instruction-Technology-Related Hardware	\$472.58	\$0.00	\$472.58	\$0.00	(\$472.58)
01-2-01100-734-001	Regular Instruction-Technology-Related Hardware-Sec	\$487.50	\$0.00	\$487.50	\$0.00	(\$487.50)
01-2-01100-734-002	Regular Instruction-Technology-Related Hardware-Elem	\$487.50	\$0.00	\$487.50	\$0.00	(\$487.50)
01-2-01100-810-000	Regular Instruction-Dues and Fees	\$97.87	\$200.00	\$97.87	\$0.00	\$102.13
01-2-01100-810-001	Regular Instruction-Dues and Fees-Sec	\$2,245.44	\$1,550.00	\$2,245.44	\$0.00	(\$695.44)
01-2-01100-810-002	Regular Instruction-Dues and Fees-Elem	\$100.00	\$0.00	\$100.00	\$0.00	(\$100.00)
01-2-01190-111-002	Early Childhood Educational Programs-Salaries of Regular Employees Paid to Teachers/Professional Staff-Elem	\$96,915.00	\$116,865.00	\$96,915.00	\$0.00	\$19,950.00
01-2-01190-211-002	Early Childhood Educational Programs-Group Insurance for Teachers/Professional Staff-Elem	\$47,399.70	\$51,767.00	\$47,399.70	\$0.00	\$4,367.30
01-2-01190-221-002	Early Childhood Educational Programs-Social Security Payments for Teachers/Professional Staff-Elem	\$7,355.80	\$8,940.17	\$7,355.80	\$0.00	\$1,584.37
01-2-01190-231-002	Early Childhood Educational Programs-Retirement Contributions for Teachers/Professional Staff-Elem	\$9,573.10	\$11,543.69	\$9,573.10	\$0.00	\$1,970.59
01-2-01190-330-002	Early Childhood Educational Programs-Employee Training and Development Services-Elem	\$30.00	\$150.00	\$30.00	\$0.00	\$120.00
01-2-01190-610-000	Early Childhood Educational Programs-General Supplies	\$27.03	\$0.00	\$27.03	\$0.00	(\$27.03)
01-2-01190-610-002	Early Childhood Educational Programs-General Supplies-Elem	\$5,770.53	\$2,750.00	\$5,770.53	\$0.00	(\$3,020.53)
01-2-01190-640-002	Early Childhood Educational Programs-Books and Periodical-Elem	\$188.00	\$0.00	\$188.00	\$0.00	(\$188.00)
01-2-01190-643-002	Early Childhood Educational Programs-Web/Cloud Based Software-Elem	\$10.00	\$0.00	\$10.00	\$0.00	(\$10.00)
01-2-01190-733-002	Early Childhood Educational Programs-Furniture and Fixtures-Elem	\$0.00	\$175.00	\$0.00	\$0.00	\$175.00
01-2-01200-111-001	Special Education Instructional Programs - School Age-Salaries of Regular Employees Paid to Teachers/Professional Staff-Sec	\$0.00	\$63,882.00	\$0.00	\$0.00	\$63,882.00
01-2-01200-111-002	Special Education Instructional Programs - School Age-Salaries of Regular Employees Paid to Teachers/Professional Staff-Elem	\$103,654.69	\$58,968.00	\$103,654.69	\$0.00	(\$44,686.69)
01-2-01200-112-001	Special Education Instructional Programs - School Age-Salaries of Regular Employees Paid to Instructional Aides and Assistants-Sec	\$17,910.69	\$18,018.00	\$17,910.69	\$0.00	\$107.31

01-2-01200-112-002	Special Education Instructional Programs - School Age-Salaries of Regular Employees Paid to Instructional Aides and Assistants-Flem	\$51,068.13	\$54,054.00	\$51,068.13	\$4,242.23	(\$1,256.36)
01-2-01200-211-001	Special Education Instructional Programs - School Age-Group Insurance for Teachers/Professional Staff-Sec	\$552.70	\$28,500.00	\$552.70	\$0.00	\$27,947.30
01-2-01200-211-002	Special Education Instructional Programs - School Age-Group Insurance for Teachers/Professional Staff-Flem	\$47,465.70	\$27,500.00	\$47,465.70	\$0.00	(\$19,965.70)
01-2-01200-221-001	Special Education Instructional Programs - School Age-Social Security Payments for Teachers/Professional Staff-Sec	\$41.40	\$4,886.97	\$41.40	\$0.00	\$4,845.57
01-2-01200-221-002	Special Education Instructional Programs - School Age-Social Security Payments for Teachers/Professional Staff-Flem	\$7,765.26	\$4,511.05	\$7,765.26	\$0.00	(\$3,254.21)
01-2-01200-222-001	Special Education Instructional Programs - School Age-Social Security Payments for Instructional Aides or Assistants-Sec	\$1,370.17	\$1,227.95	\$1,370.17	\$0.00	(\$142.22)
01-2-01200-222-002	Special Education Instructional Programs - School Age-Social Security Payments for Instructional Aides or Assistants-Flem	\$3,906.71	\$3,684.24	\$3,906.71	\$720.70	(\$943.17)
01-2-01200-231-001	Special Education Instructional Programs - School Age-Retirement Contributions for Teachers/Professional Staff-Sec	\$0.00	\$6,310.14	\$0.00	\$0.00	\$6,310.14
01-2-01200-231-002	Special Education Instructional Programs - School Age-Retirement Contributions for Teachers/Professional Staff-Flem	\$10,238.86	\$5,824.74	\$10,238.86	\$0.00	(\$4,414.12)
01-2-01200-232-001	Special Education Instructional Programs - School Age-Retirement Contributions for Instructional Aides or Assistants-Sec	\$1,732.71	\$1,585.55	\$1,732.71	\$0.00	(\$147.16)
01-2-01200-232-002	Special Education Instructional Programs - School Age-Retirement Contributions for Instructional Aides or Assistants-Flem	\$5,007.92	\$3,087.00	\$5,007.92	\$0.00	(\$1,920.92)
01-2-01200-330-001	Special Education Instructional Programs - School Age-Employee Training and Development Services-Sec	\$135.00	\$100.00	\$135.00	\$0.00	(\$35.00)
01-2-01200-330-002	Special Education Instructional Programs - School Age-Employee Training and Development Services-Flem	\$870.50	\$100.00	\$870.50	\$0.00	(\$770.50)
01-2-01200-580-001	Special Education Instructional Programs - School Age-Travel-Sec	\$334.42	\$0.00	\$334.42	\$0.00	(\$334.42)
01-2-01200-580-002	Special Education Instructional Programs - School Age-Travel-Flem	\$1,342.20	\$0.00	\$1,342.20	\$0.00	(\$1,342.20)
01-2-01200-591-001	Special Education Instructional Programs - School Age-Services Purchased From Another School District or Educational Services Agency Within the State-Sec	\$7,280.58	\$11,760.00	\$7,280.58	\$0.00	\$4,479.42
01-2-01200-591-002	Special Education Instructional Programs - School Age-Services Purchased From Another School District or Educational Services Agency Within the State-Flem	\$10,088.58	\$11,838.75	\$10,088.58	\$0.00	\$1,750.17
01-2-01200-610-000	Special Education Instructional Programs - School Age-General Sunnlies	\$152.85	\$0.00	\$152.85	\$0.00	(\$152.85)
01-2-01200-610-001	Special Education Instructional Programs - School Age-General Sunnlies-Sec	\$70.75	\$125.00	\$70.75	\$0.00	\$54.25
01-2-01200-610-002	Special Education Instructional Programs - School Age-General Sunnlies-Flem	\$0.00	\$275.00	\$0.00	\$0.00	\$275.00
01-2-01200-640-001	Special Education Instructional Programs - School Age-Books and Periodical-Sec	\$44.74	\$0.00	\$44.74	\$0.00	(\$44.74)
01-2-01200-640-002	Special Education Instructional Programs - School Age-Books and Periodical-Flem	\$311.69	\$0.00	\$311.69	\$0.00	(\$311.69)

01-2-01200-733-001	Special Education Instructional Programs - School Age-Furniture and Fixtures-Sec	\$0.00	\$100.00	\$0.00	\$0.00	\$100.00
01-2-01200-733-002	Special Education Instructional Programs - School Age-Furniture and Fixtures-Elem	\$0.00	\$100.00	\$0.00	\$0.00	\$100.00
01-2-01200-810-002	Special Education Instructional Programs - School Age-Dues and Fees-Elem	\$0.00	\$250.00	\$0.00	\$0.00	\$250.00
01-2-01300-111-002	Summer School-Salaries of Regular Employees Paid to Teachers/Professional Staff-Elem	\$0.00	\$8,859.38	\$0.00	\$0.00	\$8,859.38
01-2-01300-221-002	Summer School-Social Security Payments for Teachers/Professional Staff-Elem	\$0.00	\$95.00	\$0.00	\$0.00	\$95.00
01-2-01300-231-002	Summer School-Retirement Contributions for Teachers/Professional Staff-Elem	\$0.00	\$125.00	\$0.00	\$0.00	\$125.00
01-2-02120-111-001	Guidance Services-Salaries of Regular Employees Paid to Teachers/Professional Staff-Sec	\$29,346.90	\$35,217.00	\$29,346.90	\$0.00	\$5,870.10
01-2-02120-111-002	Guidance Services-Salaries of Regular Employees Paid to Teachers/Professional Staff-Elem	\$29,348.10	\$35,217.00	\$29,348.10	\$0.00	\$5,868.90
01-2-02120-151-001	Guidance Services-Additional Compensation Paid to Teachers/Professional Staff-Sec	\$1,586.30	\$1,957.38	\$1,586.30	\$0.00	\$371.08
01-2-02120-151-002	Guidance Services-Additional Compensation Paid to Teachers/Professional Staff-Elem	\$1,586.40	\$1,957.38	\$1,586.40	\$0.00	\$370.98
01-2-02120-211-001	Guidance Services-Group Insurance for Teachers/Professional Staff-Sec	\$12,176.67	\$13,750.00	\$12,176.67	\$0.00	\$1,573.33
01-2-02120-211-002	Guidance Services-Group Insurance for Teachers/Professional Staff-Elem	\$12,177.13	\$13,750.00	\$12,177.13	\$0.00	\$1,572.87
01-2-02120-221-001	Guidance Services-Social Security Payments for Teachers/Professional Staff-Sec	\$2,207.00	\$2,694.10	\$2,207.00	\$0.00	\$487.10
01-2-02120-221-002	Guidance Services-Social Security Payments for Teachers/Professional Staff-Elem	\$2,207.10	\$2,694.10	\$2,207.10	\$0.00	\$487.00
01-2-02120-231-001	Guidance Services-Retirement Contributions for Teachers/Professional Staff-Sec	\$3,055.50	\$3,478.66	\$3,055.50	\$0.00	\$423.16
01-2-02120-231-002	Guidance Services-Retirement Contributions for Teachers/Professional Staff-Elem	\$3,055.70	\$3,478.66	\$3,055.70	\$0.00	\$422.96
01-2-02120-330-000	Guidance Services-Employee Training and Development Services	\$240.00	\$0.00	\$240.00	\$0.00	(\$240.00)
01-2-02120-330-001	Guidance Services-Employee Training and Development Services-Sec	\$75.00	\$150.00	\$75.00	\$0.00	\$75.00
01-2-02120-565-000	Guidance Services-Tuition to Postsecondary Schools	\$0.00	\$400.00	\$0.00	\$0.00	\$400.00
01-2-02120-810-000	Guidance Services-Dues and Fees	\$0.00	\$130.00	\$0.00	\$0.00	\$130.00
01-2-02130-591-000	Health Services-Services Purchased From Another School District or Educational Services Agency Within the State	\$2,878.00	\$3,220.35	\$2,878.00	\$0.00	\$342.35
01-2-02140-320-001	Psychological Services-Professional Educational Services-Sec	\$0.00	\$4,794.83	\$0.00	\$0.00	\$4,794.83
01-2-02141-591-001	Psychological Services - SPED - School Age-Services Purchased From Another School District or Educational Services Agency Within the State-Sec	\$23,556.23	\$17,246.25	\$23,556.23	\$0.00	(\$6,309.98)
01-2-02141-591-002	Psychological Services - SPED - School Age-Services Purchased From Another School District or Educational Services Agency Within the State-Elem	\$23,556.27	\$17,246.25	\$23,556.27	\$0.00	(\$6,310.02)
01-2-02151-591-001	Speech Pathology and Audiology Services - SPED - School Age-Services Purchased From Another School District or Educational Services Agency Within the State-Sec	\$8,066.88	\$9,122.40	\$8,066.88	\$0.00	\$1,055.52
01-2-02151-591-002	Speech Pathology and Audiology Services - SPED - School Age-Services Purchased From Another School District or Educational Services Agency Within the State-Elem	\$41,010.56	\$41,501.25	\$41,010.56	\$0.00	\$490.69

01-2-02152-591-002	Speech Pathology and Audiology Services - SPED - Ages 3-5-Services Purchased From Another School District or Educational Services Agency Within the State-Flem	\$0.00	\$155.00	\$0.00	\$0.00	\$155.00
01-2-02161-340-000	Occupational Therapy-Related Services - SPED - School Age-Other Professional Services	\$0.00	\$18,097.80	\$0.00	\$0.00	\$18,097.80
01-2-02161-340-001	Occupational Therapy-Related Services - SPED - School Age-Other Professional Services-Sec	\$5,548.45	\$0.00	\$5,548.45	\$0.00	(\$5,548.45)
01-2-02161-340-002	Occupational Therapy-Related Services - SPED - School Age-Other Professional Services-Flem	\$9,290.67	\$0.00	\$9,290.67	\$0.00	(\$9,290.67)
01-2-02171-340-001	Physical Therapy-Related Services - SPED - School Age-Other Professional Services-Sec	\$566.95	\$125.00	\$566.95	\$0.00	(\$441.95)
01-2-02171-340-002	Physical Therapy-Related Services - SPED - School Age-Other Professional Services-Flem	\$3,351.69	\$5,400.00	\$3,351.69	\$0.00	\$2,048.31
01-2-02171-591-002	Physical Therapy-Related Services - SPED - School Age-Services Purchased From Another School District or Educational Services Agency Within the State-Flem	\$0.00	\$1,500.00	\$0.00	\$0.00	\$1,500.00
01-2-02181-591-001	Visually Impaired or Vision Services - SPED - School Age-Services Purchased From Another School District or Educational Services Agency Within the State-Sec	\$4,922.00	\$0.00	\$4,922.00	\$0.00	(\$4,922.00)
01-2-02181-591-002	Visually Impaired or Vision Services - SPED - School Age-Services Purchased From Another School District or Educational Services Agency Within the State-Flem	\$0.00	\$7,000.00	\$0.00	\$0.00	\$7,000.00
01-2-02190-110-000	OTHER PUPIL SUPPORT SERVICES	\$0.00	\$575.00	\$0.00	\$0.00	\$575.00
01-2-02190-340-000	Support Services - Student - Other-Other Professional Services	\$505.00	\$0.00	\$505.00	\$0.00	(\$505.00)
01-2-02213-330-000	Instructional Staff Training-Employee Training and Development Services	\$1,270.00	\$0.00	\$1,270.00	\$0.00	(\$1,270.00)
01-2-02213-330-001	Instructional Staff Training-Employee Training and Development Services-Sec	\$0.00	\$550.00	\$0.00	\$0.00	\$550.00
01-2-02220-111-002	Library or Media Services-Salaries of Regular Employees Paid to Teachers/Professional Staff-Elem	\$39,175.50	\$47,011.00	\$39,175.50	\$0.00	\$7,835.50
01-2-02220-211-002	SCHOOL LIBRARY SERVICES	\$0.00	\$4,200.00	\$0.00	\$0.00	\$4,200.00
01-2-02220-221-002	Library or Media Services-Social Security Payments for Teachers/Professional Staff-Flem	\$2,996.90	\$4,185.22	\$2,996.90	\$0.00	\$1,188.32
01-2-02220-231-002	SCHOOL LIBRARY SERVICES	\$3,869.70	\$3,596.34	\$3,869.70	\$0.00	(\$273.36)
01-2-02220-330-001	Library or Media Services-Employee Training and Development Services-Sec	\$3,646.30	\$0.00	\$3,646.30	\$0.00	(\$3,646.30)
01-2-02220-330-002	Library or Media Services-Employee Training and Development Services-Flem	\$2,422.93	\$0.00	\$2,422.93	\$0.00	(\$2,422.93)
01-2-02220-610-000	Library or Media Services-General Supplies	\$15.47	\$0.00	\$15.47	\$0.00	(\$15.47)
01-2-02220-610-001	Library or Media Services-General Supplies-Sec	\$441.51	\$750.00	\$441.51	\$0.00	\$308.49
01-2-02220-610-002	Library or Media Services-General Supplies-Elem	\$146.01	\$750.00	\$146.01	\$0.00	\$603.99
01-2-02220-640-000	Library or Media Services-Books and Periodical	\$567.66	\$0.00	\$567.66	\$0.00	(\$567.66)
01-2-02220-640-001	Library or Media Services-Books and Periodical-Sec	\$0.00	\$540.75	\$0.00	\$0.00	\$540.75
01-2-02220-640-002	Library or Media Services-Books and Periodical-Flem	\$605.71	\$1,030.00	\$605.71	\$0.00	\$424.29
01-2-02220-643-000	Library or Media Services-Web/Cloud Based Software	\$375.00	\$0.00	\$375.00	\$0.00	(\$375.00)
01-2-02220-643-001	Library or Media Services-Web/Cloud Based Software-Sec	\$0.00	\$775.00	\$0.00	\$0.00	\$775.00
01-2-02220-643-002	Library or Media Services-Web/Cloud Based Software-Flem	\$0.00	\$5,000.00	\$0.00	\$0.00	\$5,000.00
01-2-02230-530-000	Instruction-Related Technology-Communications	\$8,219.34	\$5,201.50	\$8,219.34	\$0.00	(\$3,017.84)

01-2-02230-591-000	Instruction-Related Technology-Services Purchased From Another School District or Educational Services Agency Within the State	\$49,100.00	\$45,500.00	\$49,100.00	\$0.00	(\$3,600.00)
01-2-02230-643-000	Instruction-Related Technology-Web/Cloud Based Software	\$14,247.80	\$12,000.00	\$14,247.80	\$0.00	(\$2,247.80)
01-2-02230-730-000	Instruction-Related Technology-Equipment	\$0.00	\$100.00	\$0.00	\$0.00	\$100.00
01-2-02310-310-000	BOARD OF EDUCATION	\$0.00	\$80.00	\$0.00	\$0.00	\$80.00
01-2-02310-330-000	Board of Education-Employee Training and Development Services	\$0.00	\$150.00	\$0.00	\$0.00	\$150.00
01-2-02310-520-000	Board of Education-Insurance (Other Than Employee Benefits)	\$1,792.05	\$0.00	\$1,792.05	\$0.00	(\$1,792.05)
01-2-02310-531-000	Board of Education-Postage	\$0.00	\$1,500.00	\$0.00	\$0.00	\$1,500.00
01-2-02310-540-000	Board of Education-Advertising	\$2,406.09	\$5,750.00	\$2,406.09	\$0.00	\$3,343.91
01-2-02310-580-000	Board of Education-Travel	\$0.00	\$125.00	\$0.00	\$0.00	\$125.00
01-2-02310-810-000	Board of Education-Dues and Fees	\$14,565.50	\$8,300.00	\$14,565.50	\$0.00	(\$6,265.50)
01-2-02320-105-000	EXECUTIVE ADMINISTRATION SERVICES	\$110,416.70	\$132,500.00	\$110,416.70	\$0.00	\$22,083.30
01-2-02320-151-000	Executive Administration-Additional Compensation Paid to Teachers/Professional Staff	\$5,000.00	\$0.00	\$5,000.00	\$0.00	(\$5,000.00)
01-2-02320-215-000	Executive Administration-Group Insurance for Superintendents	\$24,494.40	\$30,244.49	\$24,494.40	\$0.00	\$5,750.09
01-2-02320-225-000	Executive Administration-Social Security Payments for Superintendents	\$8,264.40	\$10,136.25	\$8,264.40	\$0.00	\$1,871.85
01-2-02320-235-000	Executive Administration-Retirement Contributions for Superintendents	\$10,906.70	\$13,099.09	\$10,906.70	\$0.00	\$2,192.39
01-2-02320-275-000	Executive Administration-Worker's Compensation for Superintendents	\$696.00	\$0.00	\$696.00	\$0.00	(\$696.00)
01-2-02320-310-000	EXECUTIVE ADMINISTRATION SERVICES	\$242.50	\$235.00	\$242.50	\$0.00	(\$7.50)
01-2-02320-330-000	Executive Administration-Employee Training and Development Services	\$900.00	\$400.00	\$900.00	\$0.00	(\$500.00)
01-2-02320-382-000	EXECUTIVE ADMINISTRATION SERVICES	\$500.00	\$525.00	\$500.00	\$0.00	\$25.00
01-2-02320-580-000	Executive Administration-Travel	\$48.62	\$575.00	\$48.62	\$0.00	\$526.38
01-2-02320-580-001	Executive Administration-Travel-Sec	\$304.34	\$0.00	\$304.34	\$0.00	(\$304.34)
01-2-02320-733-000	Executive Administration-Furniture and Fixtures	\$0.00	\$100.00	\$0.00	\$0.00	\$100.00
01-2-02320-810-000	Executive Administration-Dues and Fees	\$160.00	\$90.00	\$160.00	\$0.00	(\$70.00)
01-2-02330-317-000	District Legal Services-Contracted Legal Services	\$3,524.50	\$25,000.00	\$3,524.50	\$0.00	\$21,475.50
01-2-02410-110-000	OFFICE OF THE PRINCIPAL	\$0.00	\$42,792.08	\$0.00	\$0.00	\$42,792.08
01-2-02410-110-001	Office of the Principal-Salaries of Regular Employees Paid to Non-Instructional-Sec	\$18,090.17	\$0.00	\$18,090.17	\$0.00	(\$18,090.17)
01-2-02410-110-002	OFFICE OF THE PRINCIPAL	\$18,090.22	\$0.00	\$18,090.22	\$0.00	(\$18,090.22)
01-2-02410-111-001	Office of the Principal-Salaries of Regular Employees Paid to Teachers/Professional Staff-Sec	\$40,000.00	\$48,000.00	\$40,000.00	\$0.00	\$8,000.00
01-2-02410-111-002	Office of the Principal-Salaries of Regular Employees Paid to Teachers/Professional Staff-Elem	\$40,000.00	\$48,000.00	\$40,000.00	\$0.00	\$8,000.00
01-2-02410-211-001	Office of the Principal-Group Insurance for Teachers/Professional Staff-Sec	\$11,861.80	\$13,629.10	\$11,861.80	\$0.00	\$1,767.30
01-2-02410-211-002	Office of the Principal-Group Insurance for Teachers/Professional Staff-Elem	\$11,861.90	\$13,629.10	\$11,861.90	\$0.00	\$1,767.20
01-2-02410-220-000	OFFICE OF THE PRINCIPAL	\$0.00	\$3,273.59	\$0.00	\$0.00	\$3,273.59
01-2-02410-220-001	Office of the Principal-Social Security Payments for Non-Instructional-Sec	\$1,383.89	\$0.00	\$1,383.89	\$0.00	(\$1,383.89)
01-2-02410-220-002	OFFICE OF THE PRINCIPAL	\$1,383.89	\$0.00	\$1,383.89	\$0.00	(\$1,383.89)
01-2-02410-221-001	Office of the Principal-Social Security Payments for Teachers/Professional Staff-Sec	\$3,000.04	\$3,672.00	\$3,000.04	\$0.00	\$671.96

01-2-02410-221-002	Office of the Principal-Social Security Payments for Teachers/Professional Staff-Elem	\$2,999.79	\$3,672.00	\$2,999.79	\$0.00	\$672.21
01-2-02410-230-000	OFFICE OF THE PRINCIPAL	\$0.00	\$3,175.00	\$0.00	\$0.00	\$3,175.00
01-2-02410-230-001	Office of the Principal-Retirement Contributions for Non-Instructional-Sec	\$1,786.89	\$0.00	\$1,786.89	\$0.00	(\$1,786.89)
01-2-02410-230-002	Office of the Principal-Retirement Contributions for Non-Instructional-Elem	\$1,786.92	\$0.00	\$1,786.92	\$0.00	(\$1,786.92)
01-2-02410-231-001	Office of the Principal-Retirement Contributions for Teachers/Professional Staff-Sec	\$3,951.10	\$4,741.34	\$3,951.10	\$0.00	\$790.24
01-2-02410-231-002	Office of the Principal-Retirement Contributions for Teachers/Professional Staff-Elem	\$3,951.10	\$4,741.34	\$3,951.10	\$0.00	\$790.24
01-2-02410-330-000	Office of the Principal-Employee Training and Development Services	\$30.00	\$0.00	\$30.00	\$0.00	(\$30.00)
01-2-02410-330-001	Office of the Principal-Employee Training and Development Services-Sec	\$0.00	\$765.29	\$0.00	\$0.00	\$765.29
01-2-02410-330-002	Office of the Principal-Employee Training and Development Services-Elem	\$15.00	\$155.00	\$15.00	\$0.00	\$140.00
01-2-02410-382-000	OFFICE OF THE PRINCIPAL	\$450.00	\$600.00	\$450.00	\$0.00	\$150.00
01-2-02410-580-000	Office of the Principal-Travel	\$80.99	\$0.00	\$80.99	\$0.00	(\$80.99)
01-2-02410-580-001	Office of the Principal-Travel-Sec	\$0.00	\$1,250.00	\$0.00	\$0.00	\$1,250.00
01-2-02410-580-002	Office of the Principal-Travel-Elem	\$0.00	\$30.00	\$0.00	\$0.00	\$30.00
01-2-02410-610-000	Office of the Principal-General Supplies	\$444.90	\$0.00	\$444.90	\$0.00	(\$444.90)
01-2-02410-734-000	Office of the Principal-Technology-Related Hardware	\$16.48	\$0.00	\$16.48	\$0.00	(\$16.48)
01-2-02410-810-001	Office of the Principal-Dues and Fees-Sec	\$0.00	\$350.00	\$0.00	\$0.00	\$350.00
01-2-02410-810-002	Office of the Principal-Dues and Fees-Elem	\$435.00	\$0.00	\$435.00	\$0.00	(\$435.00)
01-2-02510-110-000	SUPPORT SERVICES - BUSINESS	\$38,912.92	\$50,002.92	\$38,912.92	\$0.00	\$11,090.00
01-2-02510-110-001	Fiscal Services-Salaries of Regular Employees Paid to Non-Instructional-Sec	\$2,157.34	\$0.00	\$2,157.34	\$0.00	(\$2,157.34)
01-2-02510-110-002	Fiscal Services-Salaries of Regular Employees Paid to Non-Instructional-Elem	\$2,157.35	\$0.00	\$2,157.35	\$0.00	(\$2,157.35)
01-2-02510-210-000	SUPPORT SERVICES - BUSINESS	\$137.30	\$170.00	\$137.30	\$0.00	\$32.70
01-2-02510-220-000	SUPPORT SERVICES - BUSINESS	\$2,896.33	\$3,825.22	\$2,896.33	\$0.00	\$928.89
01-2-02510-220-001	Fiscal Services-Social Security Payments for Non-Instructional-Sec	\$160.41	\$0.00	\$160.41	\$0.00	(\$160.41)
01-2-02510-220-002	Fiscal Services-Social Security Payments for Non-Instructional-Elem	\$160.43	\$0.00	\$160.43	\$0.00	(\$160.43)
01-2-02510-230-000	SUPPORT SERVICES - BUSINESS	\$3,843.75	\$4,939.19	\$3,843.75	\$0.00	\$1,095.44
01-2-02510-230-001	Fiscal Services-Retirement Contributions for Non-Instructional-Sec	\$213.10	\$0.00	\$213.10	\$0.00	(\$213.10)
01-2-02510-230-002	Fiscal Services-Retirement Contributions for Non-Instructional-Elem	\$213.10	\$0.00	\$213.10	\$0.00	(\$213.10)
01-2-02510-310-000	Fiscal Services-Official/Administrative Services	\$1,728.89	\$0.00	\$1,728.89	\$0.00	(\$1,728.89)
01-2-02510-315-000	SUPPORT SERVICES - BUSINESS	\$17,155.43	\$16,152.69	\$17,155.43	\$0.00	(\$1,002.74)
01-2-02510-330-000	Fiscal Services-Employee Training and Development Services	\$0.00	\$150.00	\$0.00	\$0.00	\$150.00
01-2-02510-610-000	Fiscal Services-General Supplies	\$0.00	\$175.00	\$0.00	\$0.00	\$175.00
01-2-02510-643-000	Fiscal Services-Web/Cloud Based Software	\$0.00	\$3,500.00	\$0.00	\$0.00	\$3,500.00
01-2-02510-810-000	Fiscal Services-Dues and Fees	\$104.42	\$255.00	\$104.42	\$0.00	\$150.58
01-2-02520-734-000	Purchasing, Warehousing, and Distributing Services-Technology-Related Hardware	\$0.00	\$3,500.00	\$0.00	\$0.00	\$3,500.00
01-2-02530-550-000	Printing, Publishing, and Duplicating Services-Printing and Binding	\$11,225.92	\$12,800.00	\$11,225.92	\$0.00	\$1,574.08
01-2-02570-810-000	Personnel Services-Dues and Fees	\$0.00	\$250.00	\$0.00	\$0.00	\$250.00

01-2-02580-432-000	Administrative Technology Service-Technology-Related Repairs and Maintenance	\$0.00	\$10,000.00	\$0.00	\$0.00	\$10,000.00
01-2-02580-610-000	Administrative Technology Service-General Supplies	\$705.45	\$0.00	\$705.45	\$0.00	(\$705.45)
01-2-02580-642-002	Administrative Technology Service-Audio-Visual Materials-Flem	\$347.00	\$0.00	\$347.00	\$0.00	(\$347.00)
01-2-02580-643-000	Administrative Technology Service-Web/Cloud Based Software	\$14,243.63	\$29,820.00	\$14,243.63	\$0.00	\$15,576.37
01-2-02580-650-000	Administrative Technology Service-Supplies-Technology Related	\$0.00	\$14,500.00	\$0.00	\$0.00	\$14,500.00
01-2-02580-734-000	Administrative Technology Service-Technology-Related Hardware	\$26,435.53	\$1,250.00	\$26,435.53	\$0.00	(\$25,185.53)
01-2-02580-735-000	Administrative Technology Service-Technology Software	\$963.20	\$800.00	\$963.20	\$0.00	(\$163.20)
01-2-02580-810-000	Administrative Technology Service-Dues and Fees	\$0.00	\$1,800.00	\$0.00	\$0.00	\$1,800.00
01-2-02610-110-000	SUPPORT SERVICES - OPERATION OF BUILDING	\$59,782.93	\$49,174.65	\$59,782.93	\$0.00	(\$10,608.28)
01-2-02610-210-000	Operation of Buildings-Group Insurance for Non-Instructional	\$0.00	\$3,500.00	\$0.00	\$0.00	\$3,500.00
01-2-02610-220-000	SUPPORT SERVICES - OPERATION OF BUILDING	\$4,508.73	\$3,761.86	\$4,508.73	\$0.00	(\$746.87)
01-2-02610-230-000	SUPPORT SERVICES - OPERATION OF BUILDING	\$5,905.23	\$4,857.37	\$5,905.23	\$0.00	(\$1,047.86)
01-2-02610-261-000	Operation of Buildings-Unemployment Compensation Paid for Teachers/Professional Staff	\$19,986.65	\$0.00	\$19,986.65	\$0.00	(\$19,986.65)
01-2-02610-382-000	SUPPORT SERVICES - OPERATION OF BUILDING	\$4,275.52	\$6,750.00	\$4,275.52	\$0.00	\$2,474.48
01-2-02610-410-000	SUPPORT SERVICES - OPERATION OF BUILDING	\$46,690.56	\$60,000.00	\$46,690.56	\$0.00	\$13,309.44
01-2-02610-431-000	Operation of Buildings-Non-Technology-Related Repairs and Maintenance	\$6,650.90	\$3,150.00	\$6,650.90	\$0.00	(\$3,500.90)
01-2-02610-441-000	Operation of Buildings-Rentals of Land and Buildings	\$5,383.40	\$6,500.00	\$5,383.40	\$0.00	\$1,116.60
01-2-02610-520-000	Operation of Buildings-Insurance (Other Than Employee Benefits)	\$49,559.65	\$59,227.35	\$49,559.65	\$0.00	\$9,667.70
01-2-02610-580-000	Operation of Buildings-Travel	\$0.00	\$210.00	\$0.00	\$0.00	\$210.00
01-2-02610-610-000	Operation of Buildings-General Supplies	\$28,093.71	\$19,930.05	\$28,093.71	\$0.00	(\$8,163.66)
01-2-02610-621-000	Operation of Buildings-Natural Gas	\$0.00	\$19,558.35	\$0.00	\$0.00	\$19,558.35
01-2-02610-720-000	Operation of Buildings-Buildings	\$33.00	\$0.00	\$33.00	\$0.00	(\$33.00)
01-2-02610-731-000	Operation of Buildings-Machinery	\$3,800.00	\$30,000.00	\$3,800.00	\$0.00	\$26,200.00
01-2-02620-110-000	MAINTENANCE OF BUILDING	\$2,389.60	\$2,858.25	\$2,389.60	\$0.00	\$468.65
01-2-02620-220-000	Maintenance of Buildings-Social Security Payments for Non-Instructional	\$182.84	\$218.66	\$182.84	\$0.00	\$35.82
01-2-02620-230-000	Maintenance of Buildings-Retirement Contributions for Non-Instructional	\$236.00	\$282.33	\$236.00	\$0.00	\$46.33
01-2-02620-431-000	Maintenance of Buildings-Non-Technology-Related Repairs and Maintenance	\$14,663.75	\$6,148.80	\$14,663.75	\$0.00	(\$8,514.95)
01-2-02620-610-000	Maintenance of Buildings-General Supplies	\$0.00	\$2,000.00	\$0.00	\$0.00	\$2,000.00
01-2-02630-110-000	Care and Upkeep of Grounds-Salaries of Regular Employees Paid to Non-Instructional	\$5,396.56	\$7,731.19	\$5,396.56	\$0.00	\$2,334.63
01-2-02630-220-000	Care and Upkeep of Grounds-Social Security Payments for Non-Instructional	\$412.84	\$591.44	\$412.84	\$0.00	\$178.60
01-2-02630-230-000	Care and Upkeep of Grounds-Retirement Contributions for Non-Instructional	\$533.07	\$763.67	\$533.07	\$0.00	\$230.60
01-2-02630-431-000	Care and Upkeep of Grounds-Non-Technology-Related Repairs and Maintenance	\$3,981.75	\$6,500.00	\$3,981.75	\$0.00	\$2,518.25
01-2-02630-610-000	Care and Upkeep of Grounds-General Supplies	\$88.48	\$455.53	\$88.48	\$0.00	\$367.05

01-2-02630-626-000	Care and Upkeep of Grounds-Gasoline	\$133.34	\$500.00	\$133.34	\$0.00	\$366.66
01-2-02630-733-000	Care and Upkeep of Grounds-Furniture and Fixtures	\$3,010.00	\$0.00	\$3,010.00	\$0.00	(\$3,010.00)
01-2-02640-431-000	Care and Upkeep of Equipment-Non-Technology-Related Repairs and Maintenance	\$84.32	\$150.00	\$84.32	\$0.00	\$65.68
01-2-02650-732-000	Vehicle Operation and Maintenance (Other Than Student Transportation Vehicles)-Vehicles	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00
01-2-02660-431-000	Security-Non-Technology-Related Repairs and Maintenance	\$1,058.62	\$400.00	\$1,058.62	\$0.00	(\$658.62)
01-2-02660-610-000	Security	\$0.00	\$400.00	\$0.00	\$0.00	\$400.00
01-2-02670-431-000	Safety-Non-Technology-Related Repairs and Maintenance	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00
01-2-02670-610-000	Safety	\$0.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00
01-2-02710-110-000	REGULAR PUPIL TRANSPORTATION	\$30,033.66	\$29,925.00	\$30,033.66	\$0.00	(\$108.66)
01-2-02710-110-001	REGULAR PUPIL TRANSPORTATION	\$12,874.72	\$17,403.75	\$12,874.72	\$0.00	\$4,529.03
01-2-02710-110-002	REGULAR PUPIL TRANSPORTATION	\$13,920.00	\$15,225.00	\$13,920.00	\$0.00	\$1,305.00
01-2-02710-111-001	Vehicle Operation and Purchasing - Regular Education-Salaries of Regular Employees Paid to Teachers/Professional Staff, Sec	\$5,642.50	\$7,736.14	\$5,642.50	\$0.00	\$2,093.64
01-2-02710-111-002	Vehicle Operation and Purchasing - Regular Education-Salaries of Regular Employees Paid to Teachers/Professional Staff, Elem	\$8,282.50	\$8,736.00	\$8,282.50	\$0.00	\$453.50
01-2-02710-210-001	REGULAR PUPIL TRANSPORTATION	\$140.37	\$0.00	\$140.37	\$0.00	(\$140.37)
01-2-02710-211-001	Vehicle Operation and Purchasing - Regular Education-Group Insurance for Teachers/Professional Staff, Sec	\$1,740.61	\$2,291.84	\$1,740.61	\$0.00	\$551.23
01-2-02710-211-002	Vehicle Operation and Purchasing - Regular Education-Group Insurance for Teachers/Professional Staff, Elem	\$2,610.90	\$2,604.09	\$2,610.90	\$0.00	(\$6.81)
01-2-02710-220-000	REGULAR PUPIL TRANSPORTATION	\$1,475.00	\$1,636.02	\$1,475.00	\$0.00	\$161.02
01-2-02710-220-001	REGULAR PUPIL TRANSPORTATION	\$984.03	\$1,048.91	\$984.03	\$0.00	\$64.88
01-2-02710-220-002	REGULAR PUPIL TRANSPORTATION	\$1,064.88	\$1,193.28	\$1,064.88	\$0.00	\$128.40
01-2-02710-221-001	Vehicle Operation and Purchasing - Regular Education-Social Security Payments for Teachers/Professional Staff, Sec	\$420.23	\$764.16	\$420.23	\$0.00	\$343.93
01-2-02710-221-002	Vehicle Operation and Purchasing - Regular Education-Social Security Payments for Teachers/Professional Staff, Elem	\$616.44	\$862.92	\$616.44	\$0.00	\$246.48
01-2-02710-230-000	REGULAR PUPIL TRANSPORTATION	\$1,904.64	\$2,955.93	\$1,904.64	\$0.00	\$1,051.29
01-2-02710-230-001	Vehicle Operation and Purchasing - Regular Education-Retirement Contributions for Non-Instructional Sec	\$699.83	\$1,719.11	\$699.83	\$0.00	\$1,019.28
01-2-02710-230-002	REGULAR PUPIL TRANSPORTATION	\$989.76	\$1,503.90	\$989.76	\$0.00	\$514.14
01-2-02710-231-000	Vehicle Operation and Purchasing - Regular Education-Retirement Contributions for Teachers/Professional Staff	\$0.00	\$15.00	\$0.00	\$0.00	\$15.00
01-2-02710-231-001	Vehicle Operation and Purchasing - Regular Education-Retirement Contributions for Teachers/Professional Staff, Sec	\$557.36	\$1,000.00	\$557.36	\$0.00	\$442.64
01-2-02710-231-002	Vehicle Operation and Purchasing - Regular Education-Retirement Contributions for Teachers/Professional Staff, Elem	\$818.13	\$1,150.00	\$818.13	\$0.00	\$331.87
01-2-02710-330-000	Vehicle Operation and Purchasing - Regular Education-Employee Training and Development Services	\$180.25	\$0.00	\$180.25	\$0.00	(\$180.25)
01-2-02710-340-000	Vehicle Operation and Purchasing - Regular Education-Other Professional Services	\$1,016.00	\$872.55	\$1,016.00	\$0.00	(\$143.45)

01-2-02710-382-000	REGULAR PUPIL TRANSPORTATION	\$1,250.00	\$1,365.00	\$1,250.00	\$0.00	\$115.00
01-2-02710-610-000	Vehicle Operation and Purchasing - Regular Education-General Supplies	\$278.10	\$700.00	\$278.10	\$0.00	\$421.90
01-2-02710-626-000	Vehicle Operation and Purchasing - Regular Education-Gasoline	\$19,704.44	\$50,000.00	\$19,704.44	\$0.00	\$30,295.56
01-2-02710-732-000	Vehicle Operation and Purchasing - Regular Education-Vehicles	\$0.00	\$50,000.00	\$0.00	\$0.00	\$50,000.00
01-2-02710-810-000	Vehicle Operation and Purchasing - Regular Education-Dues and Fees	\$3,480.00	\$0.00	\$3,480.00	\$0.00	(\$3,480.00)
01-2-02712-110-001	Vehicle Operation and Purchasing - School Age SPED-Salaries of Regular Employees Paid to Non-Instructional Sec	\$210.00	\$2,500.00	\$210.00	\$0.00	\$2,290.00
01-2-02712-110-002	SCHOOL AGE SPECIAL EDUCATION PUPIL TRANSPORTATION	\$210.00	\$1,000.00	\$210.00	\$0.00	\$790.00
01-2-02712-220-001	Vehicle Operation and Purchasing - School Age SPED-Social Security Payments for Non-Instructional Sec	\$16.07	\$191.25	\$16.07	\$0.00	\$175.18
01-2-02712-220-002	SCHOOL AGE SPECIAL EDUCATION PUPIL TRANSPORTATION	\$16.06	\$76.50	\$16.06	\$0.00	\$60.44
01-2-02712-230-001	Vehicle Operation and Purchasing - School Age SPED-Retirement Contributions for Non-Instructional-Sec	\$0.00	\$246.95	\$0.00	\$0.00	\$246.95
01-2-02712-230-002	Vehicle Operation and Purchasing - School Age SPED-Retirement Contributions for Non-Instructional-Elem	\$0.00	\$98.78	\$0.00	\$0.00	\$98.78
01-2-02712-333-001	Vehicle Operation and Purchasing - School Age SPED-Mileage Paid to Staff-Sec	\$0.00	\$150.00	\$0.00	\$0.00	\$150.00
01-2-02712-626-000	Vehicle Operation and Purchasing - School Age SPED-Gasoline	\$0.00	\$375.00	\$0.00	\$0.00	\$375.00
01-2-02730-431-000	Vehicle Servicing and Maintenance - Regular Education-Non-Technology-Related Repairs and Maintenance	\$32,500.67	\$35,595.00	\$32,500.67	\$0.00	\$3,094.33
01-2-02730-732-000	Vehicle Servicing and Maintenance - Regular Education-Vehicles	\$0.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00
01-2-02732-732-000	Vehicle Servicing and Maintenance - School Age SPED-Vehicles	\$0.00	\$275.00	\$0.00	\$0.00	\$275.00
01-2-02790-382-000	Other Student Transportation Services - Regular Students-Distance Education & Telecommunications	\$0.00	\$1,550.00	\$0.00	\$0.00	\$1,550.00
01-2-02792-580-001	Other Student Transportation Services - School Age SPED-Travel-Sec	\$0.00	\$555.00	\$0.00	\$0.00	\$555.00
01-2-02792-580-002	Other Student Transportation Services - School Age SPED-Travel-Elem	\$0.00	\$235.00	\$0.00	\$0.00	\$235.00
01-2-02793-580-002	Other Student Transportation Services - Below Age 3-5 SPED-Travel-Elem	\$0.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00
01-2-02900-810-000	Other Support Services-Dues and Fees	\$767.75	\$1,400.00	\$767.75	\$0.00	\$632.25
01-2-03300-122-002	Community Services Operations-Salaries of Temporary Employees Paid to Instructional Aides and Assistants-Elem	\$3,271.85	\$4,737.60	\$3,271.85	\$0.00	\$1,465.75
01-2-03300-222-002	Community Services Operations-Social Security Payments for Instructional Aides or Assistants-Elem	\$250.31	\$473.25	\$250.31	\$0.00	\$222.94
01-2-03300-232-002	Community Services Operations-Retirement Contributions for Instructional Aides or Assistants-Elem	\$0.00	\$49.53	\$0.00	\$0.00	\$49.53
01-2-03300-890-000	Community Services Operations-Miscellaneous Expenditures	\$0.00	\$3,000.00	\$0.00	\$0.00	\$3,000.00
01-2-03535-151-001	High Ability Learners-Additional Compensation Paid to Teachers/Professional Staff-Sec	\$0.00	\$929.25	\$0.00	\$0.00	\$929.25
01-2-03535-221-001	High Ability Learners-Social Security Payments for Teachers/Professional Staff-Sec	\$0.00	\$71.09	\$0.00	\$0.00	\$71.09

01-2-03535-231-001	High Ability Learners-Retirement Contributions for Teachers/Professional Staff-Sec	\$0.00	\$91.79	\$0.00	\$0.00	\$91.79
01-2-03535-340-001	High Ability Learners-Other Professional Services-Sec	\$0.00	\$3,500.00	\$0.00	\$0.00	\$3,500.00
01-2-03535-610-001	High Ability Learners-General Supplies-Sec	\$2,408.29	\$1,000.00	\$2,408.29	\$0.00	(\$1,408.29)
01-2-03551-610-000	Career Education-General Supplies	\$7,500.00	\$0.00	\$7,500.00	\$0.00	(\$7,500.00)
01-2-06200-111-002	Federal Services - Title I, Part A ESSA Improving Basic Programs Operated by Local Educational Agencies-Salaries of Regular Employees Paid to Teachers/Professional Staff-Elem	\$28,951.65	\$66,780.00	\$28,951.65	\$0.00	\$37,828.35
01-2-06200-211-002	Federal Services - Title I, Part A ESSA Improving Basic Programs Operated by Local Educational Agencies-Group Insurance for Teachers/Professional Staff-Elem	\$12,094.47	\$27,499.00	\$12,094.47	\$0.00	\$15,404.53
01-2-06200-221-002	Federal Services - Title I, Part A ESSA Improving Basic Programs Operated by Local Educational Agencies-Social Security Payments for Teachers/Professional Staff-Elem	\$2,147.10	\$5,108.67	\$2,147.10	\$0.00	\$2,961.57
01-2-06200-231-002	Federal Services - Title I, Part A ESSA Improving Basic Programs Operated by Local Educational Agencies-Retirement Contributions for Teachers/Professional Staff-Elem	\$2,859.76	\$6,596.39	\$2,859.76	\$0.00	\$3,736.63
01-2-06200-330-002	Federal Services - Title I, Part A ESSA Improving Basic Programs Operated by Local Educational Agencies-Employee Training and Development Services-Elem	\$45.00	\$200.00	\$45.00	\$0.00	\$155.00
01-2-06200-580-002	Federal Services - Title I, Part A ESSA Improving Basic Programs Operated by Local Educational Agencies-Travel-Elem	\$0.00	\$280.00	\$0.00	\$0.00	\$280.00
01-2-06200-610-002	Federal Services - Title I, Part A ESSA Improving Basic Programs Operated by Local Educational Agencies-General Supplies-Elem	\$16.34	\$1,774.50	\$16.34	\$0.00	\$1,758.16
01-2-06408-112-002	IDEA Part B (611) Base & Enrollment Poverty Allocation Ages 0-21-Salaries of Regular Employees Paid to Instructional Aides and Assistants-Elem	\$0.00	\$7,708.05	\$0.00	\$0.00	\$7,708.05
01-2-06408-591-002	IDEA Part B (611) Base & Enrollment Poverty Allocation Ages 0-21-Services Purchased From Another School District or Educational Services Agency-Within the State-Elem	\$26,520.73	\$27,438.60	\$26,520.73	\$0.00	\$917.87
01-2-06992-610-000	Federal Services - REAP-General Supplies	\$2,182.97	\$0.00	\$2,182.97	\$0.00	(\$2,182.97)
01-2-06992-734-000	Federal Services - REAP-Technology-Related Hardware	\$829.00	\$0.00	\$829.00	\$0.00	(\$829.00)
01-2-06992-734-001	Federal Services - REAP-Technology-Related Hardware-Sec	\$0.00	\$24,375.00	\$0.00	\$0.00	\$24,375.00
01-2-08000-900-001	Transfers (Outgoing)-Other Items-Sec	\$0.00	\$100,000.00	\$0.00	\$0.00	\$100,000.00
01-2-08000-900-002	Transfers (Outgoing)-Other Items-Elem	\$0.00	\$100,000.00	\$0.00	\$0.00	\$100,000.00
01-2-08000-911-000	Transfers (Outgoing)-Fund Transfers to General Fund	\$110,000.00	\$0.00	\$110,000.00	\$0.00	(\$110,000.00)
02-1-05500-000-000	TRANSFERS FROM FUNDS (INCOMING)	(\$100,000.00)	\$0.00	(\$100,000.00)	\$0.00	\$100,000.00
02-1-05690-000-000	Other Non-Revenue Receipts	(\$30,333.33)	\$0.00	(\$30,333.33)	\$0.00	\$30,333.33
02-2-01100-733-001	Regular Instruction-Furniture and Fixtures-Sec	\$0.00	\$4,000.00	\$0.00	\$0.00	\$4,000.00
02-2-01100-733-002	Regular Instruction-Furniture and Fixtures-Elem	\$0.00	\$4,000.00	\$0.00	\$0.00	\$4,000.00
02-2-01100-734-000	Regular Instruction-Technology-Related Hardware	\$16,098.23	\$0.00	\$16,098.23	\$0.00	(\$16,098.23)
02-2-02580-734-000	Administrative Technology Service-Technology-Related Hardware	\$3,933.45	\$0.00	\$3,933.45	\$0.00	(\$3,933.45)
02-2-02610-410-000	Operation of Buildings-Utility Services	\$46,318.06	\$30,000.00	\$46,318.06	\$0.00	(\$16,318.06)

02-2-02610-610-000	Operation of Buildings-General Supplies	\$530.67	\$0.00	\$530.67	\$0.00	(\$530.67)
02-2-02710-732-000	Vehicle Operation and Purchasing - Regular Education-Vehicles	\$64,750.00	\$75,000.00	\$64,750.00	\$0.00	\$10,250.00
02-2-02900-732-000	Other Support Services-Vehicles	\$100,496.00	\$0.00	\$100,496.00	\$0.00	(\$100,496.00)
05-1-01510-000-000	Interest	(\$1,586.84)	\$0.00	(\$1,586.84)	\$0.00	\$1,586.84
05-1-01710-000-000	Admissions	(\$37,049.88)	\$0.00	(\$37,049.88)	\$0.00	\$37,049.88
05-1-01730-000-000	Dues	(\$8,771.62)	\$0.00	(\$8,771.62)	\$0.00	\$8,771.62
05-1-01740-000-000	Fees	(\$820.00)	\$0.00	(\$820.00)	\$0.00	\$820.00
05-1-01790-000-000	Misc.	(\$61,852.00)	\$0.00	(\$61,852.00)	\$0.00	\$61,852.00
05-1-01920-000-000	Donation	(\$26,671.87)	\$0.00	(\$26,671.87)	\$0.00	\$26,671.87
05-2-01100-340-001	Regular Instruction-Other Professional Services-Sec	\$296.00	\$0.00	\$296.00	\$0.00	(\$296.00)
05-2-02900-352-001	Refs	\$9,947.50	\$11,200.00	\$9,947.50	\$0.00	\$1,252.50
05-2-02900-431-001	Other Support Services-Non-Technology-Related Repairs and Maintenance-Sec	\$0.00	\$725.00	\$0.00	\$0.00	\$725.00
05-2-02900-580-000	Other Support Services-Travel	\$40.20	\$0.00	\$40.20	\$0.00	(\$40.20)
05-2-02900-580-001	Travel Costs	\$2,703.49	\$5,000.00	\$2,703.49	\$0.00	\$2,296.51
05-2-02900-610-000	Other Support Services-General Supplies	\$36,890.83	\$15,750.00	\$36,890.83	\$0.00	(\$21,140.83)
05-2-02900-610-001	supplies	\$32,144.98	\$0.00	\$32,144.98	\$0.00	(\$32,144.98)
05-2-02900-610-002	Other Support Services-General Supplies-Elem	\$639.00	\$0.00	\$639.00	\$0.00	(\$639.00)
05-2-02900-630-001	Food	\$0.00	\$175.00	\$0.00	\$0.00	\$175.00
05-2-02900-810-000	Other Support Services-Dues and Fees	\$7,192.36	\$3,000.00	\$7,192.36	\$0.00	(\$4,192.36)
05-2-02900-810-001	Other Support Services-Dues and Fees-Sec	\$24,908.56	\$41,000.00	\$24,908.56	\$0.00	\$16,091.44
05-2-02900-810-002	Other Support Services-Dues and Fees-Elem	\$500.00	\$3,000.00	\$500.00	\$0.00	\$2,500.00
06-1-01611-000-000	Daily Sales?School Lunch Program	(\$51,936.33)	\$0.00	(\$51,936.33)	\$0.00	\$51,936.33
06-1-03150-000-000	STATE REIMBURSEMENT	\$1,794.64	\$0.00	\$1,794.64	\$0.00	(\$1,794.64)
06-1-04210-000-000	Federal Nutrition Programs	(\$58,114.22)	\$0.00	(\$58,114.22)	\$0.00	\$58,114.22
06-1-05500-000-000	TRANSFERS FROM FUNDS (INCOMING)	(\$10,000.00)	\$0.00	(\$10,000.00)	\$0.00	\$10,000.00
06-2-02190-630-000	Support Services - Student - Other-School Nutrition Food	\$63.50	\$275.00	\$63.50	\$0.00	\$211.50
06-2-03100-110-000	Food Services Operations-Salaries of Regular Employees Paid to Non-Instructional	\$50,214.66	\$56,860.37	\$50,214.66	\$0.00	\$6,645.71
06-2-03100-220-000	Food Services Operations-Social Security Payments for Non-Instructional	\$3,820.91	\$4,330.35	\$3,820.91	\$0.00	\$509.44
06-2-03100-230-000	Food Services Operations-Retirement Contributions for Non-Instructional	\$4,945.53	\$4,961.13	\$4,945.53	\$0.00	\$15.60
06-2-03100-330-000	Food Services Operations-Employee Training and Development Services	\$0.00	\$110.00	\$0.00	\$0.00	\$110.00
06-2-03100-580-000	Food Services Operations-Travel	\$21.44	\$0.00	\$21.44	\$0.00	(\$21.44)
06-2-03100-610-000	Food Services Operations-General Supplies	\$183.93	\$1,100.00	\$183.93	\$0.00	\$916.07
06-2-03100-610-001	Food Services Operations-General Supplies-Sec	\$42.00	\$0.00	\$42.00	\$0.00	(\$42.00)
06-2-03100-630-000	Food Services Operations-School Nutrition Food	\$95,813.07	\$87,365.78	\$95,813.07	\$0.00	(\$8,447.29)
06-2-03100-733-000	Food Services Operations-Furniture and Fixtures	\$0.00	\$175.00	\$0.00	\$0.00	\$175.00
06-2-03100-810-000	Food Services Operations-Dues and Fees	\$62.50	\$60.00	\$62.50	\$0.00	(\$2.50)
07-1-01100-000-000	Taxes Levied/Assessed by the School District	(\$148,037.79)	\$0.00	(\$148,037.79)	\$0.00	\$148,037.79
07-1-01115-000-000	CARLINE TAXES	(\$233.61)	\$0.00	(\$233.61)	\$0.00	\$233.61
07-1-01120-000-000	PUBLIC POWER DISTRICT SALES TAX	(\$790.92)	\$0.00	(\$790.92)	\$0.00	\$790.92
07-1-01140-000-000	Penalties and Interest on Taxes	(\$583.79)	\$0.00	(\$583.79)	\$0.00	\$583.79
07-1-03130-000-000	HOMESTEAD EXEMPTION	(\$1,194.72)	\$0.00	(\$1,194.72)	\$0.00	\$1,194.72

07-1-03131-000-000	PROPERTY TAX CREDIT	(\$18,346.16)	\$0.00	(\$18,346.16)	\$0.00	\$18,346.16
07-1-03180-000-000	PRO-RATE MOTOR VEHICLE	(\$311.02)	\$0.00	(\$311.02)	\$0.00	\$311.02
07-2-05000-831-000	Debt Service-Redemption of Principal	\$165,000.00	\$0.00	\$165,000.00	\$0.00	(\$165,000.00)
07-2-05000-832-000	Debt Service-Interest on Long-Term Debt	\$5,755.00	\$0.00	\$5,755.00	\$0.00	(\$5,755.00)
08-1-01100-000-000	Taxes Levied/Assessed by the School District	(\$65,000.51)	\$0.00	(\$65,000.51)	\$0.00	\$65,000.51
08-1-01115-000-000	CARLINE TAXES	(\$131.63)	\$0.00	(\$131.63)	\$0.00	\$131.63
08-1-01120-000-000	PUBLIC POWER DISTRICT SALES TAX	(\$450.73)	\$0.00	(\$450.73)	\$0.00	\$450.73
08-1-01140-000-000	Penalties and Interest on Taxes	(\$303.32)	\$0.00	(\$303.32)	\$0.00	\$303.32
08-1-03130-000-000	HOMESTEAD EXEMPTION	(\$672.32)	\$0.00	(\$672.32)	\$0.00	\$672.32
08-1-03131-000-000	PROPERTY TAX CREDIT	(\$37,939.32)	\$0.00	(\$37,939.32)	\$0.00	\$37,939.32
08-1-03180-000-000	PRO-RATE MOTOR VEHICLE	(\$173.22)	\$0.00	(\$173.22)	\$0.00	\$173.22
08-2-04300-720-000	Architecture and Engineering-Buildings	\$450.00	\$0.00	\$450.00	\$0.00	(\$450.00)
09-1-01100-000-000	Taxes Levied/Assessed by the School District	(\$41,277.23)	\$0.00	(\$41,277.23)	\$0.00	\$41,277.23
09-1-01115-000-000	CARLINE TAXES	(\$63.68)	\$0.00	(\$63.68)	\$0.00	\$63.68
09-1-01120-000-000	PUBLIC POWER DISTRICT SALES TAX	(\$199.72)	\$0.00	(\$199.72)	\$0.00	\$199.72
09-1-01140-000-000	Penalties and Interest on Taxes	(\$246.37)	\$0.00	(\$246.37)	\$0.00	\$246.37
09-1-02110-000-000	County Fines & License Fees	(\$24.76)	\$0.00	(\$24.76)	\$0.00	\$24.76
09-1-03130-000-000	HOMESTEAD EXEMPTION	(\$276.92)	\$0.00	(\$276.92)	\$0.00	\$276.92
09-1-03131-000-000	PROPERTY TAX CREDIT	(\$16,810.70)	\$0.00	(\$16,810.70)	\$0.00	\$16,810.70
09-1-03180-000-000	PRO-RATE MOTOR VEHICLE	(\$91.12)	\$0.00	(\$91.12)	\$0.00	\$91.12
09-2-05000-831-000	Debt Service-Redemption of Principal	\$70,000.00	\$0.00	\$70,000.00	\$0.00	(\$70,000.00)
09-2-05000-832-000	Debt Service-Interest on Long-Term Debt	\$1,145.00	\$0.00	\$1,145.00	\$0.00	(\$1,145.00)
12-1-01740-000-000	Fees	(\$3,603.39)	\$0.00	(\$3,603.39)	\$0.00	\$3,603.39
Sub Total		(\$734,690.67)	\$276,059.58	(\$734,690.67)	\$14,191.72	\$996,558.53

≥ Unposted Transactions: Yes;

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Sterling Public Schools

Cash Summary Report

Accounting Cycle: FY24/25; Beginning Period: Period 01 (09/01/2024 - 09/30/2024) ; Ending Period: Period 10 (06/01/2025 - 06/30/2025) ; Show Prior Year Expense/Encumbrance: No; Prior Year Ending Balance for Beginning Balance: Yes; Include Transactions after the Last Period: None; Exclude Closing Entries: No; Include Unposted Transactions: Yes; Created On: 6/5/2025 10:28:12 AM

Fund	Description	Beginning Balance	Revenue	Expenditure	Other	Ending Balance	Encumbrances	Liabilities	Available
01	General Fund	\$531,108.04	\$4,111,797.32	(\$3,354,304.18)	\$0.00	\$1,288,601.18	(\$14,191.72)	\$0.00	\$1,274,409.46
02	Depreciation Fund	\$342,887.48	\$130,333.33	(\$232,126.41)	\$0.00	\$241,094.40	\$0.00	\$0.00	\$241,094.40
05	Activity Fund	\$8,919.91	\$136,752.21	(\$115,262.92)	\$0.00	\$30,409.20	\$0.00	\$0.00	\$30,409.20
06	School Nutrition Fund	\$1,561.67	\$118,255.91	(\$155,167.54)	\$0.00	(\$35,349.96)	\$0.00	\$0.00	(\$35,349.96)
07	Bond Fund	\$134,935.52	\$169,498.01	(\$170,755.00)	\$0.00	\$133,678.53	\$0.00	\$0.00	\$133,678.53
08	Special Building Fund	\$699,618.77	\$104,671.05	(\$450.00)	\$0.00	\$803,839.82	\$0.00	\$0.00	\$803,839.82
09	QCPUF Fund	\$91,112.15	\$58,990.50	(\$71,145.00)	\$0.00	\$78,957.65	\$0.00	\$0.00	\$78,957.65
10	Cooperative Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
12	Student Fees Fund	\$19,932.24	\$3,603.39	\$0.00	\$0.00	\$23,535.63	\$0.00	\$0.00	\$23,535.63
Sub Total		\$1,830,075.78	\$4,833,901.72	(\$4,099,211.05)	\$0.00	\$2,564,766.45	(\$14,191.72)	\$0.00	\$2,550,574.73

Sterling Public Schools

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Fund	Description	Liabilities (Beginning)	Liabilities (Ending)	Cash Journal Entries	Other Total
01	General Fund	\$0.00	\$0.00	\$0.00	\$0.00
02	Depreciation Fund	\$0.00	\$0.00	\$0.00	\$0.00
05	Activity Fund	\$0.00	\$0.00	\$0.00	\$0.00
06	School Nutrition Fund	\$0.00	\$0.00	\$0.00	\$0.00
07	Bond Fund	\$0.00	\$0.00	\$0.00	\$0.00
08	Special Building Fund	\$0.00	\$0.00	\$0.00	\$0.00
09	QCPUF Fund	\$0.00	\$0.00	\$0.00	\$0.00
12	Student Fees Fund	\$0.00	\$0.00	\$0.00	\$0.00
Sub Total		\$0.00	\$0.00	\$0.00	\$0.00

Sterling Public Schools

Cash Summary Report

Accounting Cycle: FY23/24; Beginning Period: Period 01 (09/01/2023 - 09/30/2023) ; Ending Period: Period 10 (06/01/2024 - 06/30/2024) ; Show Prior Year Expense/Encumbrance: No; Prior Year Ending Balance for Beginning Balance: Yes; Include Transactions after the Last Period: None; Exclude Closing Entries: No; Include Unposted Transactions: Yes; Created On: 6/5/2025 10:29:07 AM

Fund	Description	Beginning Balance	Revenue	Expenditure	Other	Ending Balance	Encumbrances	Liabilities	Available
01	General Fund	\$303,419.45	\$3,898,369.98	(\$3,222,348.92)	\$0.00	\$979,440.51	(\$11,138.68)	\$0.00	\$968,301.83
02	Depreciation Fund	\$382,051.97	\$75,000.00	(\$107,013.64)	\$0.00	\$350,038.33	\$0.00	\$0.00	\$350,038.33
05	Activity Fund	\$8,408.33	\$132,521.21	(\$114,872.85)	\$0.00	\$26,056.69	(\$3,645.52)	\$0.00	\$22,411.17
06	School Nutrition Fund	\$29,347.68	\$114,942.99	(\$149,654.76)	\$0.00	(\$5,364.09)	\$0.00	\$0.00	(\$5,364.09)
07	Bond Fund	\$123,746.51	\$176,897.81	(\$169,575.00)	\$0.00	\$131,069.32	\$0.00	\$0.00	\$131,069.32
08	Special Building Fund	\$634,518.89	\$91,911.21	(\$28,806.34)	\$0.00	\$697,623.76	\$0.00	\$0.00	\$697,623.76
09	QCPUF Fund	\$88,014.21	\$74,645.87	(\$73,182.50)	\$0.00	\$89,477.58	\$0.00	\$0.00	\$89,477.58
10	Cooperative Fund	(\$5,579.58)	\$0.00	\$0.00	\$0.00	(\$5,579.58)	\$0.00	\$0.00	(\$5,579.58)
12	Student Fees Fund	\$16,170.44	\$3,531.80	\$0.00	\$0.00	\$19,702.24	\$0.00	\$0.00	\$19,702.24
Sub Total		\$1,580,097.90	\$4,567,820.87	(\$3,865,454.01)	\$0.00	\$2,282,464.76	(\$14,784.20)	\$0.00	\$2,267,680.56

Sterling Public Schools

Cash Summary Report

Accounting Cycle: FY23/24; Beginning Period: Period 01 (09/01/2023 - 09/30/2023) ; Ending Period: Period 10 (06/01/2024 - 06/30/2024) ; Show Prior Year Expense/Encumbrance: No; Prior Year Ending Balance for Beginning Balance: Yes; Include Transactions after the Last Period: None; Exclude Closing Entries: No; Include Unposted Transactions: Yes; Created On: 6/5/2025 10:29:07 AM

Fund	Description	Liabilities (Beginning)	Liabilities (Ending)	Cash Journal Entries	Other Total
01	General Fund	\$0.00	\$0.00	\$0.00	\$0.00
02	Depreciation Fund	\$0.00	\$0.00	\$0.00	\$0.00
05	Activity Fund	\$0.00	\$0.00	\$0.00	\$0.00
06	School Nutrition Fund	\$0.00	\$0.00	\$0.00	\$0.00
07	Bond Fund	\$0.00	\$0.00	\$0.00	\$0.00
08	Special Building Fund	\$0.00	\$0.00	\$0.00	\$0.00
09	QCPUF Fund	\$0.00	\$0.00	\$0.00	\$0.00
10	Cooperative Fund	\$0.00	\$0.00	\$0.00	\$0.00
12	Student Fees Fund	\$0.00	\$0.00	\$0.00	\$0.00
Sub Total		\$0.00	\$0.00	\$0.00	\$0.00

Sterling Public Schools

Check Listing Report

Accounting Cycle: FY24/25; Begin Date: 05/14/2025; End Date: 06/04/2025; Bank: [All]; Sort By Element: Rev_Exp; Account Expression: [All]; Created On: 6/5/2025 10:35:17

Voucher Number	Bank Name	Account Number	Check Number
1043	FirstBank of Nebraska	8065050	16128
Vendor	PO Number	Invoice #	Account Code
Alm, Kim L		Carnival Reimbursement	05-2-02900-610-002
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
1043	FirstBank of Nebraska	8065050	16129
Vendor	PO Number	Invoice #	Account Code
ARTF/X		272454	05-2-02900-610-001
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
1043	FirstBank of Nebraska	8065050	16130
Vendor	PO Number	Invoice #	Account Code
CORPORATE PAYMENT SYSTEMS		Activity CC 05.2025	05-2-02900-610-001
CORPORATE PAYMENT SYSTEMS		Activity CC 05.2025	05-2-02900-610-001
CORPORATE PAYMENT SYSTEMS		Activity CC 05.2025	05-2-02900-610-001
CORPORATE PAYMENT SYSTEMS		Activity CC 05.2025	05-2-02900-610-001
CORPORATE PAYMENT SYSTEMS		Activity CC 05.2025	05-2-02900-610-001
CORPORATE PAYMENT SYSTEMS		Activity CC 05.2025	05-2-02900-610-001
CORPORATE PAYMENT SYSTEMS		Activity CC 05.2025	05-2-02900-610-001
CORPORATE PAYMENT SYSTEMS		Activity CC 05.2025	05-2-02900-810-001
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
1043	FirstBank of Nebraska	8065050	16131
Vendor	PO Number	Invoice #	Account Code
Crossroad Designs LLC		856, 853	05-2-02900-610-001
Crossroad Designs LLC		856, 853	05-2-02900-610-001
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
1043	FirstBank of Nebraska	8065050	16132
Vendor	PO Number	Invoice #	Account Code
First Bank of Nebraska		State Track meal fund	05-2-02900-580-001
Sub Total			

Voucher Number 1043	Bank Name FirstBank of Nebraska	Account Number 8065050	Check Number 16133
Vendor	PO Number	Invoice #	Account Code
Gossard, Derrick J		HSStuCO dances	05-2-02900-810-001
Gossard, Derrick J		Prom DJ	05-2-02900-810-001
Sub Total			
Voucher Number 1043	Bank Name FirstBank of Nebraska	Account Number 8065050	Check Number 16134
Vendor	PO Number	Invoice #	Account Code
Heusman, Addie M		reimbursement-activity account	05-2-02900-610-001
Sub Total			
Voucher Number 1043	Bank Name FirstBank of Nebraska	Account Number 8065050	Check Number 16135
Vendor	PO Number	Invoice #	Account Code
Heusy's Meat LLC		369576-Activity	05-2-02900-610-000
Sub Total			
Voucher Number 1043	Bank Name FirstBank of Nebraska	Account Number 8065050	Check Number 16136
Vendor	PO Number	Invoice #	Account Code
University of NE-Lincoln		1686	05-2-02900-810-001
Sub Total			
Voucher Number 1044	Bank Name FirstBank of Nebraska	Account Number 8065050	Check Number 16137
Vendor	PO Number	Invoice #	Account Code
ARTF/X		272874	05-2-02900-610-001
Sub Total			
Voucher Number 1044	Bank Name FirstBank of Nebraska	Account Number 8065050	Check Number 16138
Vendor	PO Number	Invoice #	Account Code
Noah Williams		Track Miliage	05-2-02900-580-001
Sub Total			
Voucher Number 1046	Bank Name FirstBank of Nebraska	Account Number 8065050	Check Number 16139
Vendor	PO Number	Invoice #	Account Code
LEMPKA, ZACHARY S		college world series	05-2-02900-810-001
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number

May Bills 2025	FirstBank of Nebraska	8059655	34364
Vendor	PO Number	Invoice #	Account Code
Allen, Adrian W		April Cell Phone 2025	01-2-02320-382-000
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
May Bills 2025	FirstBank of Nebraska	8059655	34365
Vendor	PO Number	Invoice #	Account Code
BODEN, RON		April Cellphone 2025	01-2-02710-382-000
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
May Bills 2025	FirstBank of Nebraska	8059655	34366
Vendor	PO Number	Invoice #	Account Code
Boldt, Luke M		April Cellphone 2025	01-2-02710-382-000
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
May Bills 2025	FirstBank of Nebraska	8059655	34367
Vendor	PO Number	Invoice #	Account Code
Boslau, Dennis R		April cellphone 2025	01-2-02710-382-000
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
May Bills 2025	FirstBank of Nebraska	8059655	34368
Vendor	PO Number	Invoice #	Account Code
DAVENPORT, JACOB M		April cellphone 2025	01-2-02410-382-000
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
May Bills 2025	FirstBank of Nebraska	8059655	34369
Vendor	PO Number	Invoice #	Account Code
EBBERS, JASON		02.02.25/05.19.25	01-2-02730-431-000
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
May Bills 2025	FirstBank of Nebraska	8059655	34370
Vendor	PO Number	Invoice #	Account Code
Heusman, Brent J		April Cellphone 2025	01-2-02710-382-000
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
May Bills 2025	FirstBank of Nebraska	8059655	34371
Vendor	PO Number	Invoice #	Account Code

JOHNSON COUNTY CENTRAL		2025 District Music Fees	01-2-01100-810-001
Sub Total			
Voucher Number May Bills 2025	Bank Name FirstBank of Nebraska	Account Number 8059655	Check Number 34372
Vendor	PO Number	Invoice #	Account Code
WASTE CONNECTIONS OF NEBRASKA		1847242T059-2	01-2-02610-410-000
Sub Total			
Voucher Number May Bills 2025	Bank Name FirstBank of Nebraska	Account Number 8059655	Check Number 34373
Vendor	PO Number	Invoice #	Account Code
WaterLink, lic		39338	01-2-02630-431-000
Sub Total			
Voucher Number May Bills 2025	Bank Name FirstBank of Nebraska	Account Number 8059655	Check Number 34374
Vendor	PO Number	Invoice #	Account Code
Wirthele, Cheri J		April cellphone 2025	01-2-02710-382-000
Sub Total			
Voucher Number Credit Card 5.2025	Bank Name FirstBank of Nebraska	Account Number 8059655	Check Number 34375
Vendor	PO Number	Invoice #	Account Code
CORPORATE PAYMENT SYSTEMS		05/07/2025	01-2-01100-330-001
CORPORATE PAYMENT SYSTEMS		05/07/2025	01-2-01100-610-000
CORPORATE PAYMENT SYSTEMS		05/07/2025	01-2-01100-610-000
CORPORATE PAYMENT SYSTEMS		05/07/2025	01-2-01100-610-000
CORPORATE PAYMENT SYSTEMS		05/07/2025	01-2-01100-610-000
CORPORATE PAYMENT SYSTEMS		05/07/2025	01-2-01100-610-001
CORPORATE PAYMENT SYSTEMS		05/07/2025	01-2-01100-610-001
CORPORATE PAYMENT SYSTEMS		05/07/2025	01-2-01100-610-001
CORPORATE PAYMENT SYSTEMS		05/07/2025	01-2-01100-610-002
CORPORATE PAYMENT SYSTEMS		05/07/2025	01-2-01100-733-000
CORPORATE PAYMENT SYSTEMS		05/07/2025	01-2-01100-734-000
CORPORATE PAYMENT SYSTEMS		05/07/2025	01-2-01190-610-002
CORPORATE PAYMENT SYSTEMS		05/07/2025	01-2-01190-610-002
CORPORATE PAYMENT SYSTEMS		05/07/2025	01-2-02220-330-001
CORPORATE PAYMENT SYSTEMS		05/07/2025	01-2-02220-640-002
CORPORATE PAYMENT SYSTEMS		05/07/2025	01-2-02320-580-000
CORPORATE PAYMENT SYSTEMS		05/07/2025	01-2-02610-610-000
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number

June 9th Financials	FirstBank of Nebraska	8059655	34376
Vendor	PO Number	Invoice #	Account Code
Allen, Adrian W		Leave payout	01-2-02320-151-000
Allen, Adrian W		May cellphone 2025	01-2-02320-382-000
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
June 9th Financials	FirstBank of Nebraska	8059655	34377
Vendor	PO Number	Invoice #	Account Code
Boden, Ronald R		may cellphone 2025	01-2-02710-382-000
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
June 9th Financials	FirstBank of Nebraska	8059655	34378
Vendor	PO Number	Invoice #	Account Code
Boldt, Luke M		Bank payout	01-2-01100-151-001
Boldt, Luke M		May cellphone 2025	01-2-02710-382-000
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
June 9th Financials	FirstBank of Nebraska	8059655	34379
Vendor	PO Number	Invoice #	Account Code
Boslau, Dennis R		may cellphone 2025	01-2-02710-382-000
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
June 9th Financials	FirstBank of Nebraska	8059655	34380
Vendor	PO Number	Invoice #	Account Code
Buss Pest Control		06-04-2025	01-2-02610-431-000
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
June 9th Financials	FirstBank of Nebraska	8059655	34381
Vendor	PO Number	Invoice #	Account Code
CAPITAL BUSINESS SYSTEMS, INC		39270676	01-2-02530-550-000
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
June 9th Financials	FirstBank of Nebraska	8059655	34382
Vendor	PO Number	Invoice #	Account Code
Capital City Carnivals		000014	01-2-03535-610-001
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number

June 9th Financials	FirstBank of Nebraska	8059655	34383
Vendor	PO Number	Invoice #	Account Code
Cash-wa Distribution		14622859, CM3819531	06-2-03100-630-000
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
June 9th Financials	FirstBank of Nebraska	8059655	34384
Vendor	PO Number	Invoice #	Account Code
DAS State Accounting - Central Finance		1478092	01-2-01100-382-000
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
June 9th Financials	FirstBank of Nebraska	8059655	34385
Vendor	PO Number	Invoice #	Account Code
DAVENPORT, JACOB M		May cellphone 2025	01-2-02410-382-000
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
June 9th Financials	FirstBank of Nebraska	8059655	34386
Vendor	PO Number	Invoice #	Account Code
Dietze Music House		05-25-2025	01-2-01100-610-000
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
June 9th Financials	FirstBank of Nebraska	8059655	34387
Vendor	PO Number	Invoice #	Account Code
Eakes		650825	01-2-02610-610-000
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
June 9th Financials	FirstBank of Nebraska	8059655	34388
Vendor	PO Number	Invoice #	Account Code
EGAN SUPPLY CO		401602	01-2-02610-610-000
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
June 9th Financials	FirstBank of Nebraska	8059655	34389
Vendor	PO Number	Invoice #	Account Code
ELECTRONIC CONTRACTING COMPANY		73360	01-2-02620-431-000
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
June 9th Financials	FirstBank of Nebraska	8059655	34390
Vendor	PO Number	Invoice #	Account Code

ESU #4		11083	01-2-01100-810-002
ESU #4		05-15-2025	01-2-01200-591-001
ESU #4		05-15-2025	01-2-01200-591-002
ESU #4		05-15-2025	01-2-01200-591-002
ESU #4		11074	01-2-02130-591-000
ESU #4		11089	01-2-02130-591-000
ESU #4		11090	01-2-02130-591-000
ESU #4		05-15-2025	01-2-02141-591-001
ESU #4		05-15-2025	01-2-02141-591-002
ESU #4		05-15-2025	01-2-02151-591-001
ESU #4		05-15-2025	01-2-02151-591-002
ESU #4		05-15-2025	01-2-02151-591-002
ESU #4		05-15-2025	01-2-02151-591-002
ESU #4		11063	01-2-02580-734-000
ESU #4		05-15-2025	01-2-06408-591-002
ESU #4		05-15-2025	01-2-06408-591-002
ESU #4		05-15-2025	01-2-06408-591-002
ESU #4		05-15-2025	01-2-06408-591-002
ESU #4		05-15-2025	01-2-06408-591-002
Sub Total			

Voucher Number	Bank Name	Account Number	Check Number
June 9th Financials	FirstBank of Nebraska	8059655	34391
Vendor	PO Number	Invoice #	Account Code
ESU #6		21928	01-2-02230-643-000
ESU #6		22003	01-2-02230-643-000
Sub Total			

Voucher Number	Bank Name	Account Number	Check Number
June 9th Financials	FirstBank of Nebraska	8059655	34392
Vendor	PO Number	Invoice #	Account Code
Heusman, Brent J		May Cellphone payout	01-2-02710-382-000
Sub Total			

Voucher Number	Bank Name	Account Number	Check Number
June 9th Financials	FirstBank of Nebraska	8059655	34393
Vendor	PO Number	Invoice #	Account Code
Heusy's Meat LLC		369576 farm to table	06-2-03100-630-000
Sub Total			

Voucher Number	Bank Name	Account Number	Check Number
June 9th Financials	FirstBank of Nebraska	8059655	34394
Vendor	PO Number	Invoice #	Account Code
Hollman, Kathrine Nicole		Hollman Reimbursement	01-2-01100-580-000

Sub Total			
Voucher Number June 9th Financials	Bank Name FirstBank of Nebraska	Account Number 8059655	Check Number 34395
Vendor JET STOP INC.	PO Number	Invoice # 6185	Account Code 01-2-02710-626-000
Sub Total			
Voucher Number June 9th Financials	Bank Name FirstBank of Nebraska	Account Number 8059655	Check Number 34396
Vendor Johnson County Hospital	PO Number	Invoice # May-25	Account Code 01-2-02161-340-001
Johnson County Hospital		May-25	01-2-02161-340-002
Johnson County Hospital		May-25	01-2-02171-340-002
Sub Total			
Voucher Number June 9th Financials	Bank Name FirstBank of Nebraska	Account Number 8059655	Check Number 34397
Vendor JW PEPPER & SON, INC	PO Number	Invoice # 367557043	Account Code 01-2-01100-610-000
Sub Total			
Voucher Number June 9th Financials	Bank Name FirstBank of Nebraska	Account Number 8059655	Check Number 34398
Vendor KSB SCHOOL LAW	PO Number	Invoice # 19060	Account Code 01-2-02330-317-000
Sub Total			
Voucher Number June 9th Financials	Bank Name FirstBank of Nebraska	Account Number 8059655	Check Number 34399
Vendor Lampton Welding Supply	PO Number	Invoice # 1128445	Account Code 01-2-02610-610-000
Sub Total			
Voucher Number June 9th Financials	Bank Name FirstBank of Nebraska	Account Number 8059655	Check Number 34400
Vendor NASB Alicap	PO Number	Invoice # N-53364	Account Code 01-2-02310-810-000
Sub Total			
Voucher Number June 9th Financials	Bank Name FirstBank of Nebraska	Account Number 8059655	Check Number 34401
Vendor NCECBVI	PO Number	Invoice # O-2321	Account Code 01-2-02181-591-001

Sub Total			
Voucher Number June 9th Financials	Bank Name FirstBank of Nebraska	Account Number 8059655	Check Number 34402
Vendor Nebraska Public Power Distric	PO Number	Invoice # May 15, 2025	Account Code 01-2-02610-410-000
Sub Total			
Voucher Number June 9th Financials	Bank Name FirstBank of Nebraska	Account Number 8059655	Check Number 34403
Vendor Nebraska/Central Equipment, Inc.	PO Number	Invoice # 0174131-IN	Account Code 02-2-02900-732-000
Sub Total			
Voucher Number June 9th Financials	Bank Name FirstBank of Nebraska	Account Number 8059655	Check Number 34404
Vendor Omaha Neon Sign Company	PO Number	Invoice # 136803	Account Code 01-2-02610-610-000
Sub Total			
Voucher Number June 9th Financials	Bank Name FirstBank of Nebraska	Account Number 8059655	Check Number 34405
Vendor PowerSchool	PO Number	Invoice # 446558	Account Code 01-2-02230-643-000
Sub Total			
Voucher Number June 9th Financials	Bank Name FirstBank of Nebraska	Account Number 8059655	Check Number 34406
Vendor ROBINSON-STEELE, FREEDOM D	PO Number	Invoice # Leave payout	Account Code 01-2-01100-151-001
Sub Total			
Voucher Number June 9th Financials	Bank Name FirstBank of Nebraska	Account Number 8059655	Check Number 34407
Vendor Salberg, Michelle R	PO Number	Invoice # Bank payout	Account Code 01-2-01100-151-002
Sub Total			
Voucher Number June 9th Financials	Bank Name FirstBank of Nebraska	Account Number 8059655	Check Number 34408
Vendor SEDIVY, JENNA	PO Number	Invoice # Preschool reimbursement	Account Code 01-2-01190-610-002
Sub Total			

Voucher Number	Bank Name	Account Number	Check Number
June 9th Financials	FirstBank of Nebraska	8059655	34409
Vendor	PO Number	Invoice #	Account Code
Sterling Community Association		06.03.2025	01-2-02610-441-000
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
June 9th Financials	FirstBank of Nebraska	8059655	34410
Vendor	PO Number	Invoice #	Account Code
Student Assurance Services In		2025-2026 Invoice	01-2-02190-340-000
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
June 9th Financials	FirstBank of Nebraska	8059655	34411
Vendor	PO Number	Invoice #	Account Code
SYSCO OF LINCOLN		may payments	06-2-03100-630-000
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
June 9th Financials	FirstBank of Nebraska	8059655	34412
Vendor	PO Number	Invoice #	Account Code
Tecumseh Chieftain		7991	01-2-02310-540-000
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
June 9th Financials	FirstBank of Nebraska	8059655	34413
Vendor	PO Number	Invoice #	Account Code
The Home Depot Pro		863268116	01-2-02610-610-000
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
June 9th Financials	FirstBank of Nebraska	8059655	34414
Vendor	PO Number	Invoice #	Account Code
U.S. Cellular		0732024300	01-2-02610-382-000
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
June 9th Financials	FirstBank of Nebraska	8059655	34415
Vendor	PO Number	Invoice #	Account Code
Village Of Sterling		05/25/2025	01-2-02610-410-000
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
June 9th Financials	FirstBank of Nebraska	8059655	34416

Vendor	PO Number	Invoice #	Account Code
VOICE NEWS		38004887	01-2-02310-540-000
VOICE NEWS		38005218	01-2-02310-540-000
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
June 9th Financials	FirstBank of Nebraska	8059655	34417
Vendor	PO Number	Invoice #	Account Code
WageWorks, Inc		7863711	01-2-02900-810-000
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
June 9th Financials	FirstBank of Nebraska	8059655	34418
Vendor	PO Number	Invoice #	Account Code
Wirthele, Cheri J		may cellphone 2025	01-2-02710-382-000
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
June 9th Financials	FirstBank of Nebraska	8059655	34419
Vendor	PO Number	Invoice #	Account Code
WoodRiver Energy		447523	01-2-02610-261-000
Sub Total			
Grand Total			

AM

Payee	Amount	Type
Alm, Kim L	\$55.00	Accounts Payable
Description	Issue Date	Amount
		\$55.00
		\$55.00
Payee	Amount	Type
ARTF/X	\$636.00	Accounts Payable
Description	Issue Date	Amount
Girls BB Camp shirts		\$636.00
		\$636.00
Payee	Amount	Type
CORPORATE PAYMENT SYSTEMS	\$1,929.04	Accounts Payable
Description	Issue Date	Amount
BBB		\$74.99
FFA		\$766.00
general athletics banquet boys crown		\$90.50
general athletics banquet crown		\$10.64
hs football		\$27.07
HS StuCo		\$836.42
hsstuco		\$23.42
class of 2025 top golf		\$100.00
		\$1,929.04
Payee	Amount	Type
Crossroad Designs LLC	\$373.00	Accounts Payable
Description	Issue Date	Amount
Athletic Banquet Gen athletics		\$126.00
Class of 2025		\$247.00
		\$373.00
Payee	Amount	Type
First Bank of Nebraska	\$360.00	Accounts Payable
Description	Issue Date	Amount
		\$360.00
		\$360.00

Payee	Amount	Type
Gossard, Derrick J	\$250.00	Accounts Payable
Description	Issue Date	Amount
		\$200.00
		\$50.00
		\$250.00
Payee	Amount	Type
Heusman, Addie M	\$91.77	Accounts Payable
Description	Issue Date	Amount
		\$91.77
		\$91.77
Payee	Amount	Type
Heusy's Meat LLC	\$302.14	Accounts Payable
Description	Issue Date	Amount
Class of 2026 Brisket		\$302.14
		\$302.14
Payee	Amount	Type
University of NE-Lincoln	\$125.00	Accounts Payable
Description	Issue Date	Amount
Lunch College Access		\$125.00
		\$125.00
Payee	Amount	Type
ARTF/X	\$514.50	Accounts Payable
Description	Issue Date	Amount
		\$514.50
		\$514.50
Payee	Amount	Type
Noah Williams	\$382.20	Accounts Payable
Description	Issue Date	Amount
		\$382.20
		\$382.20
Payee	Amount	Type
LEMPKA, ZACHARY S	\$359.25	Accounts Payable
Description	Issue Date	Amount
		\$359.25
		\$359.25
Payee	Amount	Type

Allen, Adrian W	\$50.00	Accounts Payable
Description	Issue Date	Amount
		\$50.00
		\$50.00
Payee	Amount	Type
BODEN, RON	\$25.00	Accounts Payable
Description	Issue Date	Amount
		\$25.00
		\$25.00
Payee	Amount	Type
Boldt, Luke M	\$25.00	Accounts Payable
Description	Issue Date	Amount
		\$25.00
		\$25.00
Payee	Amount	Type
Boslau, Dennis R	\$25.00	Accounts Payable
Description	Issue Date	Amount
		\$25.00
		\$25.00
Payee	Amount	Type
DAVENPORT, JACOB M	\$50.00	Accounts Payable
Description	Issue Date	Amount
		\$50.00
		\$50.00
Payee	Amount	Type
EBBERS, JASON	\$1,008.00	Accounts Payable
Description	Issue Date	Amount
		\$1,008.00
		\$1,008.00
Payee	Amount	Type
Heusman, Brent J	\$25.00	Accounts Payable
Description	Issue Date	Amount
		\$25.00
		\$25.00
Payee	Amount	Type
JOHNSON COUNTY CENTRAL	\$374.76	Accounts Payable
Description	Issue Date	Amount

		\$374.76
		\$374.76
Payee	Amount	Type
WASTE CONNECTIONS OF NEBRASKA	\$778.43	Accounts Payable
Description	Issue Date	Amount
		\$778.43
		\$778.43
Payee	Amount	Type
WaterLink, lic	\$330.75	Accounts Payable
Description	Issue Date	Amount
		\$330.75
		\$330.75
Payee	Amount	Type
Wirthele, Cheri J	\$25.00	Accounts Payable
Description	Issue Date	Amount
		\$25.00
		\$25.00
Payee	Amount	Type
CORPORATE PAYMENT SYSTEMS	\$8,818.69	Accounts Payable
Description	Issue Date	Amount
kims card, ag conference		\$300.00
Kim's Card office supplies		\$469.89
Kims card		\$320.79
kims card office supplies		\$15.94
kims card-flowers for pots out front		\$314.59
		\$95.39
Kims card art room ceramics		\$425.23
kims card science lab cadavers		\$562.42
		\$27.97
		\$2,387.44
		\$129.31
		\$12.33
kims card-preschool supplies		\$117.10
Kims card, training for Kendra		\$2,420.87
Kims card Library books		\$88.21
Ade's card		\$31.85
Steves Card		\$1,099.36
		\$8,818.69
Payee	Amount	Type

Allen, Adrian W	\$5,050.00	Accounts Payable
Description	Issue Date	Amount
		\$5,000.00
		\$50.00
		\$5,050.00
Payee	Amount	Type
Boden, Ronald R	\$25.00	Accounts Payable
Description	Issue Date	Amount
		\$25.00
		\$25.00
Payee	Amount	Type
Boldt, Luke M	\$484.75	Accounts Payable
Description	Issue Date	Amount
		\$459.75
		\$25.00
		\$484.75
Payee	Amount	Type
Boslau, Dennis R	\$25.00	Accounts Payable
Description	Issue Date	Amount
		\$25.00
		\$25.00
Payee	Amount	Type
Buss Pest Control	\$78.00	Accounts Payable
Description	Issue Date	Amount
		\$78.00
		\$78.00
Payee	Amount	Type
CAPITAL BUSINESS SYSTEMS, INC	\$1,256.60	Accounts Payable
Description	Issue Date	Amount
		\$1,256.60
		\$1,256.60
Payee	Amount	Type
Capital City Carnivals	\$325.00	Accounts Payable
Description	Issue Date	Amount
		\$325.00
		\$325.00
Payee	Amount	Type

Cash-wa Distribution	\$368.26	Accounts Payable
Description	Issue Date	Amount
		\$368.26
		\$368.26
Payee	Amount	Type
DAS State Accounting - Central Finance	\$292.87	Accounts Payable
Description	Issue Date	Amount
		\$292.87
		\$292.87
Payee	Amount	Type
DAVENPORT, JACOB M	\$50.00	Accounts Payable
Description	Issue Date	Amount
		\$50.00
		\$50.00
Payee	Amount	Type
Dietze Music House	\$4.80	Accounts Payable
Description	Issue Date	Amount
		\$4.80
		\$4.80
Payee	Amount	Type
Eakes	\$71.00	Accounts Payable
Description	Issue Date	Amount
		\$71.00
		\$71.00
Payee	Amount	Type
EGAN SUPPLY CO	\$327.75	Accounts Payable
Description	Issue Date	Amount
		\$327.75
		\$327.75
Payee	Amount	Type
ELECTRONIC CONTRACTING COMPANY	\$460.95	Accounts Payable
Description	Issue Date	Amount
		\$460.95
		\$460.95
Payee	Amount	Type
ESU #4	\$27,120.33	Accounts Payable
Description	Issue Date	Amount

		\$100.00
		\$400.00
behavior		\$696.00
special ed director		\$400.00
		\$1,908.00
		\$65.00
		\$260.00
		\$4,112.50
psychology/counseling		\$4,112.50
		\$1,164.60
audiology		\$228.60
Deaf educator		\$177.60
speech therapy		\$5,616.00
		\$4,262.40
Audiology		\$50.80
Early childhood		\$300.00
Early childhood consultant		\$258.33
special ed director		\$200.00
speech therapy		\$2,808.00
		\$27,120.33
Payee	Amount	Type
ESU #6	\$141.80	Accounts Payable
Description	Issue Date	Amount
		\$70.90
		\$70.90
		\$141.80
Payee	Amount	Type
Heusman, Brent J	\$25.00	Accounts Payable
Description	Issue Date	Amount
		\$25.00
		\$25.00
Payee	Amount	Type
Heusy's Meat LLC	\$639.99	Accounts Payable
Description	Issue Date	Amount
		\$639.99
		\$639.99
Payee	Amount	Type
Hollman, Kathrine Nicole	\$39.20	Accounts Payable
Description	Issue Date	Amount
		\$39.20

		\$39.20
Payee	Amount	Type
JET STOP INC.	\$38.40	Accounts Payable
Description	Issue Date	Amount
		\$38.40
		\$38.40
Payee	Amount	Type
Johnson County Hospital	\$472.88	Accounts Payable
Description	Issue Date	Amount
		\$40.50
		\$312.93
		\$119.45
		\$472.88
Payee	Amount	Type
JW PEPPER & SON, INC	\$68.99	Accounts Payable
Description	Issue Date	Amount
		\$68.99
		\$68.99
Payee	Amount	Type
KSB SCHOOL LAW	\$1,500.00	Accounts Payable
Description	Issue Date	Amount
		\$1,500.00
		\$1,500.00
Payee	Amount	Type
Lampton Welding Supply	\$29.60	Accounts Payable
Description	Issue Date	Amount
		\$29.60
		\$29.60
Payee	Amount	Type
NASB Alicap	\$2,710.27	Accounts Payable
Description	Issue Date	Amount
		\$2,710.27
		\$2,710.27
Payee	Amount	Type
NCECBVI	\$492.20	Accounts Payable
Description	Issue Date	Amount
		\$492.20

		\$492.20
Payee	Amount	Type
Nebraska Public Power Distric	\$2,615.73	Accounts Payable
Description	Issue Date	Amount
		\$2,615.73
		\$2,615.73
Payee	Amount	Type
Nebraska/Central Equipment, Inc.	\$100,496.00	Accounts Payable
Description	Issue Date	Amount
		\$100,496.00
		\$100,496.00
Payee	Amount	Type
Omaha Neon Sign Company	\$2,250.00	Accounts Payable
Description	Issue Date	Amount
		\$2,250.00
		\$2,250.00
Payee	Amount	Type
PowerSchool	\$1,337.50	Accounts Payable
Description	Issue Date	Amount
		\$1,337.50
		\$1,337.50
Payee	Amount	Type
ROBINSON-STEELE, FREEDOM D	\$3,984.75	Accounts Payable
Description	Issue Date	Amount
		\$3,984.75
		\$3,984.75
Payee	Amount	Type
Salberg, Michelle R	\$225.00	Accounts Payable
Description	Issue Date	Amount
		\$225.00
		\$225.00
Payee	Amount	Type
SEDIVY, JENNA	\$33.48	Accounts Payable
Description	Issue Date	Amount
		\$33.48
		\$33.48

Payee	Amount	Type
Sterling Community Association	\$500.00	Accounts Payable
Description	Issue Date	Amount
		\$500.00
		\$500.00
Payee	Amount	Type
Student Assurance Services In	\$505.00	Accounts Payable
Description	Issue Date	Amount
		\$505.00
		\$505.00
Payee	Amount	Type
SYSCO OF LINCOLN	\$4,970.25	Accounts Payable
Description	Issue Date	Amount
		\$4,970.25
		\$4,970.25
Payee	Amount	Type
Tecumseh Chieftain	\$46.87	Accounts Payable
Description	Issue Date	Amount
		\$46.87
		\$46.87
Payee	Amount	Type
The Home Depot Pro	\$471.19	Accounts Payable
Description	Issue Date	Amount
		\$471.19
		\$471.19
Payee	Amount	Type
U.S. Cellular	\$44.09	Accounts Payable
Description	Issue Date	Amount
		\$44.09
		\$44.09
Payee	Amount	Type
Village Of Sterling	\$350.93	Accounts Payable
Description	Issue Date	Amount
		\$350.93
		\$350.93
Payee	Amount	Type
VOICE NEWS	\$392.13	Accounts Payable

Description	Issue Date	Amount
		\$326.25
		\$65.88
		\$392.13
Payee	Amount	Type
WageWorks, Inc	\$76.25	Accounts Payable
Description	Issue Date	Amount
		\$76.25
		\$76.25
Payee	Amount	Type
Wirthele, Cheri J	\$25.00	Accounts Payable
Description	Issue Date	Amount
		\$25.00
		\$25.00
Payee	Amount	Type
WoodRiver Energy	\$1,043.80	Accounts Payable
Description	Issue Date	Amount
		\$1,043.80
		\$1,043.80
		\$178,380.14

Sterling Public Schools

Check Listing Report

Accounting Cycle: FY24/25; Begin Date: 05/14/2025; End Date: 06/04/2025; Bank: [All]; Sort By Element: Rev_Exp; Account Expression: [All]; Created On: 6/5/2025 10:35:18 AM

Check Date	Check Number	Payee	Type	Amount
05/20/2025	16128	Alm, Kim L	Accounts Payable	\$55.00
05/20/2025	16129	ARTF/X	Accounts Payable	\$636.00
05/20/2025	16130	CORPORATE PAYMENT SYSTEMS	Accounts Payable	\$1,929.04
05/20/2025	16131	Crossroad Designs LLC	Accounts Payable	\$373.00
05/20/2025	16132	First Bank of Nebraska	Accounts Payable	\$360.00
05/20/2025	16133	Gossard, Derrick J	Accounts Payable	\$250.00
05/20/2025	16134	Heusman, Addie M	Accounts Payable	\$91.77
05/20/2025	16135	Heusy's Meat LLC	Accounts Payable	\$302.14
05/20/2025	16136	University of NE-Lincoln	Accounts Payable	\$125.00
05/20/2025	34364	Allen, Adrian W	Accounts Payable	\$50.00
05/20/2025	34365	BODEN, RON	Accounts Payable	\$25.00
05/20/2025	34366	Boldt, Luke M	Accounts Payable	\$25.00
05/20/2025	34367	Boslau, Dennis R	Accounts Payable	\$25.00
05/20/2025	34368	DAVENPORT, JACOB M	Accounts Payable	\$50.00
05/20/2025	34369	EBBERS, JASON	Accounts Payable	\$1,008.00
05/20/2025	34370	Heusman, Brent J	Accounts Payable	\$25.00
05/20/2025	34371	JOHNSON COUNTY CENTRAL	Accounts Payable	\$374.76
05/20/2025	34372	WASTE CONNECTIONS OF NEBRASKA	Accounts Payable	\$778.43
05/20/2025	34373	WaterLink, lic	Accounts Payable	\$330.75
05/20/2025	34374	Wirthele, Cheri J	Accounts Payable	\$25.00
05/27/2025	16137	ARTF/X	Accounts Payable	\$514.50
05/27/2025	16138	Noah Williams	Accounts Payable	\$382.20
05/30/2025	34375	CORPORATE PAYMENT SYSTEMS	Accounts Payable	\$8,818.69
06/03/2025	16139	LEMPKA, ZACHARY S	Accounts Payable	\$359.25
06/04/2025	34376	Allen, Adrian W	Accounts Payable	\$5,050.00
06/04/2025	34377	Boden, Ronald R	Accounts Payable	\$25.00
06/04/2025	34378	Boldt, Luke M	Accounts Payable	\$484.75
06/04/2025	34379	Boslau, Dennis R	Accounts Payable	\$25.00
06/04/2025	34380	Buss Pest Control	Accounts Payable	\$78.00
06/04/2025	34381	CAPITAL BUSINESS SYSTEMS, INC	Accounts Payable	\$1,256.60
06/04/2025	34382	Capital City Carnivals	Accounts Payable	\$325.00
06/04/2025	34383	Cash-wa Distribution	Accounts Payable	\$368.26
06/04/2025	34384	DAS State Accounting - Central Finance	Accounts Payable	\$292.87
06/04/2025	34385	DAVENPORT, JACOB M	Accounts Payable	\$50.00
06/04/2025	34386	Dietze Music House	Accounts Payable	\$4.80
06/04/2025	34387	Eakes	Accounts Payable	\$71.00
06/04/2025	34388	EGAN SUPPLY CO	Accounts Payable	\$327.75
06/04/2025	34389	ELECTRONIC CONTRACTING COMPANY	Accounts Payable	\$460.95

06/04/2025	34390	ESU #4	Accounts Payable	\$27,120.33
06/04/2025	34391	ESU #6	Accounts Payable	\$141.80
06/04/2025	34392	Heusman, Brent J	Accounts Payable	\$25.00
06/04/2025	34393	Heusy's Meat LLC	Accounts Payable	\$639.99
06/04/2025	34394	Hollman, Kathrine Nicole	Accounts Payable	\$39.20
06/04/2025	34395	JET STOP INC.	Accounts Payable	\$38.40
06/04/2025	34396	Johnson County Hospital	Accounts Payable	\$472.88
06/04/2025	34397	JW PEPPER & SON, INC	Accounts Payable	\$68.99
06/04/2025	34398	KSB SCHOOL LAW	Accounts Payable	\$1,500.00
06/04/2025	34399	Lampton Welding Supply	Accounts Payable	\$29.60
06/04/2025	34400	NASB Alicap	Accounts Payable	\$2,710.27
06/04/2025	34401	NCECBVI	Accounts Payable	\$492.20
06/04/2025	34402	Nebraska Public Power Distric	Accounts Payable	\$2,615.73
06/04/2025	34403	Nebraska/Central Equipment, Inc.	Accounts Payable	\$100,496.00
06/04/2025	34404	Omaha Neon Sign Company	Accounts Payable	\$2,250.00
06/04/2025	34405	PowerSchool	Accounts Payable	\$1,337.50
06/04/2025	34406	ROBINSON-STEELE, FREEDOM D	Accounts Payable	\$3,984.75
06/04/2025	34407	Salberg, Michelle R	Accounts Payable	\$225.00
06/04/2025	34408	SEDIVY, JENNA	Accounts Payable	\$33.48
06/04/2025	34409	Sterling Community Association	Accounts Payable	\$500.00
06/04/2025	34410	Student Assurance Services In	Accounts Payable	\$505.00
06/04/2025	34411	SYSCO OF LINCOLN	Accounts Payable	\$4,970.25
06/04/2025	34412	Tecumseh Chieftain	Accounts Payable	\$46.87
06/04/2025	34413	The Home Depot Pro	Accounts Payable	\$471.19
06/04/2025	34414	U.S. Cellular	Accounts Payable	\$44.09
06/04/2025	34415	Village Of Sterling	Accounts Payable	\$350.93
06/04/2025	34416	VOICE NEWS	Accounts Payable	\$392.13
06/04/2025	34417	WageWorks, Inc	Accounts Payable	\$76.25
06/04/2025	34418	Wirthele, Cheri J	Accounts Payable	\$25.00
06/04/2025	34419	WoodRiver Energy	Accounts Payable	\$1,043.80
Sub Total				\$178,380.14

Sterling Public Schools

Check Listing Report

Accounting Cycle: FY24/25; Begin Date: 05/14/2025; End Date: 06/04/2025; Bank: [All]; Sort By Element: Rev_Exp; Account Expression: [All]; Created On: 6/5/2025 10:35:18 AM

Check Date	Check Number	Payee	Description	Type
05/20/2025	34364	Allen, Adrian W	Inv: April Cell Phone 2025	Accounts Payable
06/04/2025	34376	Allen, Adrian W	Leave payout for 24/25	Accounts Payable
06/04/2025	34376	Allen, Adrian W	Inv: May cellphone 2025	Accounts Payable
05/20/2025	16128	Alm, Kim L	Inv: Carnival Reimbursement	Accounts Payable
05/20/2025	16129	ARTF/X	Inv: 272454	Accounts Payable
05/27/2025	16137	ARTF/X	State Track Shirts	Accounts Payable
05/20/2025	34365	BODEN, RON	Inv: April Cellphone 2025	Accounts Payable
06/04/2025	34377	Boden, Ronald R	Inv: may cellphone 2025	Accounts Payable
05/20/2025	34366	Boldt, Luke M	Inv: April Cellphone 2025	Accounts Payable
06/04/2025	34378	Boldt, Luke M	Overrun on bank payout	Accounts Payable
06/04/2025	34378	Boldt, Luke M	Inv: May cellphone 2025	Accounts Payable
05/20/2025	34367	Boslau, Dennis R	Inv: April cellphone 2025	Accounts Payable
06/04/2025	34379	Boslau, Dennis R	Inv: may cellphone 2025	Accounts Payable
06/04/2025	34380	Buss Pest Control	Inv: 06-04-2025	Accounts Payable
06/04/2025	34381	CAPITAL BUSINESS SYSTEMS, INC	Inv: 39270676	Accounts Payable
06/04/2025	34382	Capital City Carnivals	Inv: 000014	Accounts Payable
06/04/2025	34383	Cash-wa Distribution	Inv: 14622859, CM3819531	Accounts Payable
05/20/2025	16130	CORPORATE PAYMENT SYSTEMS	Inv: Activity CC 05.2025	Accounts Payable
05/30/2025	34375	CORPORATE PAYMENT SYSTEMS	Inv: 05/07/2025	Accounts Payable
05/20/2025	16131	Crossroad Designs LLC	Inv: 856, 853	Accounts Payable
06/04/2025	34384	DAS State Accounting - Central Finance	Inv: 1478092	Accounts Payable
05/20/2025	34368	DAVENPORT, JACOB M	Inv: April cellphone 2025	Accounts Payable
06/04/2025	34385	DAVENPORT, JACOB M	Inv: May cellphone 2025	Accounts Payable
06/04/2025	34386	Dietze Music House	Inv: 05-25-2025	Accounts Payable
06/04/2025	34387	Eakes	Inv: 650825	Accounts Payable
05/20/2025	34369	EBBERS, JASON	Inv: 02.02.25/05.19.25	Accounts Payable
06/04/2025	34388	EGAN SUPPLY CO	Inv: 401602	Accounts Payable
06/04/2025	34389	ELECTRONIC CONTRACTING COMPANY	Inv: 73360	Accounts Payable
06/04/2025	34390	ESU #4	Inv: 05-15-2025	Accounts Payable
06/04/2025	34390	ESU #4	Zoom Phone License	Accounts Payable
06/04/2025	34390	ESU #4	Health Screenings	Accounts Payable
06/04/2025	34390	ESU #4	Golden Readers	Accounts Payable
06/04/2025	34390	ESU #4	Puberty Presentation	Accounts Payable
06/04/2025	34390	ESU #4	Cardiac Emergency Response Plan	Accounts Payable
06/04/2025	34391	ESU #6	Inv: 21928	Accounts Payable
06/04/2025	34391	ESU #6	Inv: 22003	Accounts Payable
05/20/2025	16132	First Bank of Nebraska	Inv: State Track meal fund	Accounts Payable
05/20/2025	16133	Gossard, Derrick J	Inv: HSSuCO dances	Accounts Payable

05/20/2025	16133	Gossard, Derrick J	Inv: Prom DJ	Accounts Payable
05/20/2025	16134	Heusman, Addie M	Inv: reimbursement-activity account	Accounts Payable
05/20/2025	34370	Heusman, Brent J	Inv: April Cellphone 2025	Accounts Payable
06/04/2025	34392	Heusman, Brent J	Inv: May Cellphone payout	Accounts Payable
05/20/2025	16135	Heusy's Meat LLC	Inv: 369576-Activity	Accounts Payable
06/04/2025	34393	Heusy's Meat LLC	Inv: 369576 farm to table	Accounts Payable
06/04/2025	34394	Hollman, Kathrine Nicole	Inv: Hollman Reimbursement	Accounts Payable
06/04/2025	34395	JET STOP INC.	Inv: 6185	Accounts Payable
05/20/2025	34371	JOHNSON COUNTY CENTRAL	Inv: 2025 District Music Fees	Accounts Payable
06/04/2025	34396	Johnson County Hospital	Inv: May-25	Accounts Payable
06/04/2025	34397	JW PEPPER & SON, INC	Inv: 367557043	Accounts Payable
06/04/2025	34398	KSB SCHOOL LAW	Inv: 19060	Accounts Payable
06/04/2025	34399	Lampton Welding Supply	Inv: 1128445	Accounts Payable
06/03/2025	16139	LEMPKA, ZACHARY S	Inv: college world series	Accounts Payable
06/04/2025	34400	NASB Alicap	Superintendent Search	Accounts Payable
06/04/2025	34401	NCECBVI	Inv: O-2321	Accounts Payable
06/04/2025	34402	Nebraska Public Power Distric	Inv: May 15, 2025	Accounts Payable
06/04/2025	34403	Nebraska/Central Equipment, Inc.	BUS	Accounts Payable
05/27/2025	16138	Noah Williams	Inv: Track Miliage	Accounts Payable
06/04/2025	34404	Omaha Neon Sign Company	Inv: 136803	Accounts Payable
06/04/2025	34405	PowerSchool	school messenger communicate	Accounts Payable
06/04/2025	34406	ROBINSON-STEELE, FREEDOM D	Leave Pay Out	Accounts Payable
06/04/2025	34407	Salberg, Michelle R	Overrun on bank payout	Accounts Payable
06/04/2025	34408	SEDIVY, JENNA	Inv: Preschool reimbursement	Accounts Payable
06/04/2025	34409	Sterling Community Association	Inv: 06.03.2025	Accounts Payable
06/04/2025	34410	Student Assurance Services In	Inv: 2025-2026 Invoice	Accounts Payable
06/04/2025	34411	SYSCO OF LINCOLN	Inv: may payments	Accounts Payable
06/04/2025	34412	Tecumseh Chieftain	Inv: 7991	Accounts Payable
06/04/2025	34413	The Home Depot Pro	Inv: 863268116	Accounts Payable
06/04/2025	34414	U.S. Cellular	Inv: 0732024300	Accounts Payable
05/20/2025	16136	University of NE-Lincoln	Inv: 1686	Accounts Payable
06/04/2025	34415	Village Of Sterling	Inv: 05/25/2025	Accounts Payable
06/04/2025	34416	VOICE NEWS	Inv: 38004887	Accounts Payable
06/04/2025	34416	VOICE NEWS	Inv: 38005218	Accounts Payable
06/04/2025	34417	WageWorks, Inc	Inv: 7863711	Accounts Payable
05/20/2025	34372	WASTE CONNECTIONS OF NEBRASKA	Inv: 1847242T059-2	Accounts Payable
05/20/2025	34373	WaterLink, lic	Inv: 39338	Accounts Payable
05/20/2025	34374	Wirthele, Cheri J	Inv: April cellphone 2025	Accounts Payable
06/04/2025	34418	Wirthele, Cheri J	Inv: may cellphone 2025	Accounts Payable
06/04/2025	34419	WoodRiver Energy	Inv: 447523	Accounts Payable
Sub Total				

Amount
\$50.00
\$5,000.00
\$50.00
\$55.00
\$636.00
\$514.50
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\$78.00
\$1,256.60
\$325.00
\$368.26
\$1,929.04
\$8,818.69
\$373.00
\$292.87
\$50.00
\$50.00
\$4.80
\$71.00
\$1,008.00
\$327.75
\$460.95
\$20,524.93
\$4,262.40
\$1,908.00
\$100.00
\$65.00
\$260.00
\$70.90
\$70.90
\$360.00
\$200.00

\$50.00
\$91.77
\$25.00
\$25.00
\$302.14
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\$472.88
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\$505.00
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\$44.09
\$125.00
\$350.93
\$326.25
\$65.88
\$76.25
\$778.43
\$330.75
\$25.00
\$25.00
\$1,043.80
\$178,380.14

Sterling Public Schools

Check Listing Report

Accounting Cycle: FY23/24; Begin Date: 05/14/2024; End Date: 06/11/2024; Bank: [All]; Sort By Element: Rev_Exp; Account Expression: [All]; Created On: 6/5/2025 10:36:22

Voucher Number	Bank Name	Account Number	Check Number
912	FirstBank of Nebraska	8065050	15792
Vendor	PO Number	Invoice #	Account Code
First Bank of Nebraska		State track 2024	05-2-02900-580-001
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
913	FirstBank of Nebraska	8065050	15793
Vendor	PO Number	Invoice #	Account Code
ARTF/X		256890	05-2-02900-810-001
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
913	FirstBank of Nebraska	8065050	15794
Vendor	PO Number	Invoice #	Account Code
Crossroad Designs LLC		719	05-2-02900-610-001
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
913	FirstBank of Nebraska	8065050	15795
Vendor	PO Number	Invoice #	Account Code
Dietze Music House		FE3550	05-2-02900-610-001
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
913	FirstBank of Nebraska	8065050	15796
Vendor	PO Number	Invoice #	Account Code
Gossard, Derrick J		HS StuCo dances	05-2-02900-610-001
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
913	FirstBank of Nebraska	8065050	15797
Vendor	PO Number	Invoice #	Account Code
JET STOP INC.		5830 actvity	05-2-02900-610-001
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
913	FirstBank of Nebraska	8065050	15798

Vendor	PO Number	Invoice #	Account Code
Lisa Martin		spring concert	05-2-02900-610-000
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
913	FirstBank of Nebraska	8065050	15799
Vendor	PO Number	Invoice #	Account Code
Matkins, Kendra		class of 2025-2	05-2-02900-610-001
Matkins, Kendra		Prom 2025	05-2-02900-610-001
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
913	FirstBank of Nebraska	8065050	15800
Vendor	PO Number	Invoice #	Account Code
Palmers		2334889 missed amount	05-2-02900-610-001
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
914	FirstBank of Nebraska	8065050	15801
Vendor	PO Number	Invoice #	Account Code
CORPORATE PAYMENT SYSTEMS		Credit Card 05.07.24 Activity	05-2-02900-610-001
CORPORATE PAYMENT SYSTEMS		Credit Card 05.07.24 Activity	05-2-02900-610-001
CORPORATE PAYMENT SYSTEMS		Credit Card 05.07.24 Activity	05-2-02900-610-001
CORPORATE PAYMENT SYSTEMS		Credit Card 05.07.24 Activity	05-2-02900-610-001
CORPORATE PAYMENT SYSTEMS		Credit Card 05.07.24 Activity	05-2-02900-610-001
CORPORATE PAYMENT SYSTEMS		Credit Card 05.07.24 Activity	05-2-02900-610-001
CORPORATE PAYMENT SYSTEMS		Credit Card 05.07.24 Activity	05-2-02900-610-001
CORPORATE PAYMENT SYSTEMS		Credit Card 05.07.24 Activity	05-2-02900-610-001
CORPORATE PAYMENT SYSTEMS		Credit Card 05.07.24 Activity	05-2-02900-610-001
CORPORATE PAYMENT SYSTEMS		Credit Card 05.07.24 Activity	05-2-02900-610-001
CORPORATE PAYMENT SYSTEMS		Credit Card 05.07.24 Activity	05-2-02900-810-001
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
914	FirstBank of Nebraska	8065050	15802
Vendor	PO Number	Invoice #	Account Code
Scholastic Book Fairs		W5745801BF	05-2-02900-810-002
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
915	FirstBank of Nebraska	8065050	15803
Vendor	PO Number	Invoice #	Account Code
FREEMAN PUBLIC SCHOOL		BBB camp fee	05-2-02900-810-001

Sub Total			
Voucher Number 915	Bank Name FirstBank of Nebraska	Account Number 8065050	Check Number 15804
Vendor Lauren Harms	PO Number	Invoice # Kiwanis girls	Account Code 05-2-02900-810-001
Sub Total			
Voucher Number 915	Bank Name FirstBank of Nebraska	Account Number 8065050	Check Number 15805
Vendor LEMPKA, ZACHARY S	PO Number	Invoice # BBB dues Norris	Account Code 05-2-02900-810-001
Sub Total			
Voucher Number 915	Bank Name FirstBank of Nebraska	Account Number 8065050	Check Number 15806
Vendor Wyatt Rathe	PO Number	Invoice # Kiwanis Boys	Account Code 05-2-02900-810-001
Sub Total			
Voucher Number June 17th Board Meeting	Bank Name FirstBank of Nebraska	Account Number 8059655	Check Number 33393
Vendor Adams Repair	PO Number	Invoice # 18251	Account Code 01-2-02730-431-000
Sub Total			
Voucher Number June 17th Board Meeting	Bank Name FirstBank of Nebraska	Account Number 8059655	Check Number 33394
Vendor Allen, Adrian W	PO Number	Invoice # May 2024 cellphone	Account Code 01-2-02320-382-000
Sub Total			
Voucher Number June 17th Board Meeting	Bank Name FirstBank of Nebraska	Account Number 8059655	Check Number 33395
Vendor Alm, Kim L	PO Number	Invoice # 06.11.24 mileage	Account Code 01-2-02510-890-000
Sub Total			
Voucher Number June 17th Board Meeting	Bank Name FirstBank of Nebraska	Account Number 8059655	Check Number 33396
Vendor Berniklau Education Solutions Team	PO Number	Invoice # 05.28.24	Account Code 01-2-06408-320-002
Sub Total			

Voucher Number	Bank Name	Account Number	Check Number
June 17th Board Meeting	FirstBank of Nebraska	8059655	33397
Vendor	PO Number	Invoice #	Account Code
Boden, Ronald R		May 2024 cellphone	01-2-02710-382-000
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
June 17th Board Meeting	FirstBank of Nebraska	8059655	33398
Vendor	PO Number	Invoice #	Account Code
Boldt, Luke M		May 2024 cellphone	01-2-02710-382-000
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
June 17th Board Meeting	FirstBank of Nebraska	8059655	33399
Vendor	PO Number	Invoice #	Account Code
Boslau, Dennis R		May 2024 cellphone	01-2-02710-382-000
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
June 17th Board Meeting	FirstBank of Nebraska	8059655	33400
Vendor	PO Number	Invoice #	Account Code
Buss Pest Control		05.15.24	01-2-02610-431-000
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
June 17th Board Meeting	FirstBank of Nebraska	8059655	33401
Vendor	PO Number	Invoice #	Account Code
CAPITAL BUSINESS SYSTEMS, INC		36610893	01-2-02530-550-000
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
June 17th Board Meeting	FirstBank of Nebraska	8059655	33402
Vendor	PO Number	Invoice #	Account Code
CMBA Architects		64186	08-2-04300-720-000
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
June 17th Board Meeting	FirstBank of Nebraska	8059655	33403
Vendor	PO Number	Invoice #	Account Code
CORPORATE PAYMENT SYSTEMS		05.07.2024 Credit Card General	01-2-01100-330-001
CORPORATE PAYMENT SYSTEMS		05.07.2024 Credit Card General	01-2-01100-580-001
CORPORATE PAYMENT SYSTEMS		05.07.2024 Credit Card General	01-2-01100-610-000
CORPORATE PAYMENT SYSTEMS		05.07.2024 Credit Card General	01-2-01100-610-000
CORPORATE PAYMENT SYSTEMS		05.07.2024 Credit Card General	01-2-01100-610-001

CORPORATE PAYMENT SYSTEMS		05.07.2024 Credit Card General	01-2-01100-610-001
CORPORATE PAYMENT SYSTEMS		05.07.2024 Credit Card General	01-2-01100-610-001
CORPORATE PAYMENT SYSTEMS		05.07.2024 Credit Card General	01-2-01100-610-001
CORPORATE PAYMENT SYSTEMS		05.07.2024 Credit Card General	01-2-01100-610-002
CORPORATE PAYMENT SYSTEMS		05.07.2024 Credit Card General	01-2-01190-610-002
CORPORATE PAYMENT SYSTEMS		05.07.2024 Credit Card General	01-2-01190-610-002
CORPORATE PAYMENT SYSTEMS		05.07.2024 Credit Card General	01-2-02320-330-000
CORPORATE PAYMENT SYSTEMS		05.07.2024 Credit Card General	01-2-02580-610-000
CORPORATE PAYMENT SYSTEMS		05.07.2024 Credit Card General	01-2-02610-610-000
Sub Total			
Voucher Number June 17th Board Meeting	Bank Name FirstBank of Nebraska	Account Number 8059655	Check Number 33404
Vendor CULLIGAN OF LINCOLN	PO Number	Invoice # 216491	Account Code 01-2-02610-410-000
Sub Total			
Voucher Number June 17th Board Meeting	Bank Name FirstBank of Nebraska	Account Number 8059655	Check Number 33405
Vendor DAS State Accounting - Central Finance	PO Number	Invoice # 1425895	Account Code 01-2-01100-382-000
Sub Total			
Voucher Number June 17th Board Meeting	Bank Name FirstBank of Nebraska	Account Number 8059655	Check Number 33406
Vendor DAVENPORT, JACOB M	PO Number	Invoice # May 2024 cellphone	Account Code 01-2-02410-382-000
Sub Total			
Voucher Number June 17th Board Meeting	Bank Name FirstBank of Nebraska	Account Number 8059655	Check Number 33407
Vendor ELECTRONIC CONTRACTING COMPANY	PO Number	Invoice # 58043	Account Code 01-2-02620-431-000
ELECTRONIC CONTRACTING COMPANY		58094	01-2-02620-431-000
ELECTRONIC CONTRACTING COMPANY		58379	01-2-02620-431-000
Sub Total			
Voucher Number June 17th Board Meeting	Bank Name FirstBank of Nebraska	Account Number 8059655	Check Number 33408
Vendor ESU #4	PO Number	Invoice # 05.15.24	Account Code 01-2-01200-591-001
ESU #4		05.15.24	01-2-01200-591-002
ESU #4		10708	01-2-01200-810-001
ESU #4		10695	01-2-02130-591-000

ESU #4		05.15.24	01-2-02151-591-001
ESU #4		05.15.24	01-2-02151-591-002
ESU #4		05.15.24	01-2-02151-591-002
ESU #4		05.15.24	01-2-06408-591-002
ESU #4		05.15.24	01-2-06408-591-002
ESU #4		05.15.24	01-2-06408-591-002
ESU #4		05.15.24	01-2-06408-591-002
ESU #4		05.15.24	01-2-06408-591-002
Sub Total			
Voucher Number June 17th Board Meeting	Bank Name FirstBank of Nebraska	Account Number 8059655	Check Number 33409
Vendor	PO Number	Invoice #	Account Code
ESU #6		20342	01-2-02230-643-000
Sub Total			
Voucher Number June 17th Board Meeting	Bank Name FirstBank of Nebraska	Account Number 8059655	Check Number 33410
Vendor	PO Number	Invoice #	Account Code
Gossard, Derrick J		preschool prom DJ	01-2-01190-610-002
Sub Total			
Voucher Number June 17th Board Meeting	Bank Name FirstBank of Nebraska	Account Number 8059655	Check Number 33411
Vendor	PO Number	Invoice #	Account Code
Hancock Lumber, LLC		2400/2416	01-2-01100-610-000
Hancock Lumber, LLC		2400/2416	01-2-02610-610-000
Sub Total			
Voucher Number June 17th Board Meeting	Bank Name FirstBank of Nebraska	Account Number 8059655	Check Number 33412
Vendor	PO Number	Invoice #	Account Code
Heusman, Addie M		act food	01-2-01100-610-001
Sub Total			
Voucher Number June 17th Board Meeting	Bank Name FirstBank of Nebraska	Account Number 8059655	Check Number 33413
Vendor	PO Number	Invoice #	Account Code
Heusman, Brent J		May 2024 cellphone	01-2-02710-382-000
Sub Total			
Voucher Number June 17th Board Meeting	Bank Name FirstBank of Nebraska	Account Number 8059655	Check Number 33414
Vendor	PO Number	Invoice #	Account Code

JET STOP INC.		5851	01-2-02630-626-000
JET STOP INC.		5830	01-2-02630-626-000
JET STOP INC.		5851	01-2-02710-626-000
JET STOP INC.		5830	01-2-02710-626-000
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
June 17th Board Meeting	FirstBank of Nebraska	8059655	33415
Vendor	PO Number	Invoice #	Account Code
Johnson County Hospital		May 2024 PT/OT	01-2-02161-340-001
Johnson County Hospital		May 2024 PT/OT	01-2-02161-340-002
Johnson County Hospital		May 2024 PT/OT	01-2-02171-340-002
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
June 17th Board Meeting	FirstBank of Nebraska	8059655	33416
Vendor	PO Number	Invoice #	Account Code
Kinney, Renae A		06.11.24 mileage	01-2-02510-890-000
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
June 17th Board Meeting	FirstBank of Nebraska	8059655	33417
Vendor	PO Number	Invoice #	Account Code
KSB SCHOOL LAW		16560	01-2-02330-317-000
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
June 17th Board Meeting	FirstBank of Nebraska	8059655	33418
Vendor	PO Number	Invoice #	Account Code
KUDU LAWN CARE		100052924	01-2-02630-431-000
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
June 17th Board Meeting	FirstBank of Nebraska	8059655	33419
Vendor	PO Number	Invoice #	Account Code
Logston, Steven		06.11.24 mileage	01-2-02610-890-000
Logston, Steven		mileage reimbursement 05/28/24	01-2-02610-890-000
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
June 17th Board Meeting	FirstBank of Nebraska	8059655	33420
Vendor	PO Number	Invoice #	Account Code
Lundeen, Shalen		reimbursement from efunds lunch	06-2-02190-630-000
Sub Total			

Voucher Number	Bank Name	Account Number	Check Number
June 17th Board Meeting	FirstBank of Nebraska	8059655	33421
Vendor	PO Number	Invoice #	Account Code
Matheson Trigas DBA Linweld		52349596	01-2-02610-610-000
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
June 17th Board Meeting	FirstBank of Nebraska	8059655	33422
Vendor	PO Number	Invoice #	Account Code
NCECBVI		O-2158	01-2-02181-591-002
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
June 17th Board Meeting	FirstBank of Nebraska	8059655	33423
Vendor	PO Number	Invoice #	Account Code
Nebraska Public Power Distric		05.15.24	01-2-02610-410-000
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
June 17th Board Meeting	FirstBank of Nebraska	8059655	33424
Vendor	PO Number	Invoice #	Account Code
PANKO		16535	01-2-02730-431-000
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
June 17th Board Meeting	FirstBank of Nebraska	8059655	33425
Vendor	PO Number	Invoice #	Account Code
ROBINSON-STEELE, FREEDOM D		Taco meet for banquet	06-2-03100-630-000
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
June 17th Board Meeting	FirstBank of Nebraska	8059655	33426
Vendor	PO Number	Invoice #	Account Code
Sterling Community Association		06.10.24	01-2-02610-441-000
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
June 17th Board Meeting	FirstBank of Nebraska	8059655	33428
Vendor	PO Number	Invoice #	Account Code
Tecumseh Chieftain		7031	01-2-02310-540-000
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number

June 17th Board Meeting	FirstBank of Nebraska	8059655	33429
Vendor	PO Number	Invoice #	Account Code
The Home Depot Pro		803350073	01-2-02610-610-000
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
June 17th Board Meeting	FirstBank of Nebraska	8059655	33430
Vendor	PO Number	Invoice #	Account Code
TK Elevator Corporation		8004847	01-2-02620-431-000
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
June 17th Board Meeting	FirstBank of Nebraska	8059655	33431
Vendor	PO Number	Invoice #	Account Code
U.S. Cellular		0655983590	01-2-02610-382-000
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
June 17th Board Meeting	FirstBank of Nebraska	8059655	33432
Vendor	PO Number	Invoice #	Account Code
UNITE PRIVATE NETWORKS, LLC		si-24-020431	01-2-02230-530-000
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
June 17th Board Meeting	FirstBank of Nebraska	8059655	33433
Vendor	PO Number	Invoice #	Account Code
Village Of Sterling		26046	01-2-02610-410-000
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
June 17th Board Meeting	FirstBank of Nebraska	8059655	33434
Vendor	PO Number	Invoice #	Account Code
VOICE NEWS		30405733	01-2-02310-540-000
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
June 17th Board Meeting	FirstBank of Nebraska	8059655	33435
Vendor	PO Number	Invoice #	Account Code
WageWorks, Inc		6584025	01-2-02900-810-000
Sub Total			
Voucher Number	Bank Name	Account Number	Check Number
June 17th Board Meeting	FirstBank of Nebraska	8059655	33436
Vendor	PO Number	Invoice #	Account Code

WASTE CONNECTIONS OF NEBRASKA		1821347T059	01-2-02610-410-000
Sub Total			
Voucher Number June 17th Board Meeting	Bank Name FirstBank of Nebraska	Account Number 8059655	Check Number 33437
Vendor WaterLink, llc	PO Number	Invoice # 37110	Account Code 01-2-02630-431-000
Sub Total			
Voucher Number June 17th Board Meeting	Bank Name FirstBank of Nebraska	Account Number 8059655	Check Number 33438
Vendor WINDSTREAM COMMUNICATIONS, INC	PO Number	Invoice # 05/30/2024	Account Code 01-2-02610-382-000
Sub Total			
Voucher Number June 17th Board Meeting	Bank Name FirstBank of Nebraska	Account Number 8059655	Check Number 33439
Vendor Wirthele, Cheri J	PO Number	Invoice # May 2024 cellphone	Account Code 01-2-02710-382-000
Sub Total			
Voucher Number June 17th Board Meeting	Bank Name FirstBank of Nebraska	Account Number 8059655	Check Number 33440
Vendor Wusk Power Equipment & Repair	PO Number	Invoice # 102308	Account Code 01-2-02610-431-000
Sub Total			
Grand Total			

AM

Payee	Amount	Type
First Bank of Nebraska	\$400.00	Accounts Payable
Description	Issue Date	Amount
		\$400.00
		\$400.00
Payee	Amount	Type
ARTF/X	\$497.00	Accounts Payable
Description	Issue Date	Amount
		\$497.00
		\$497.00
Payee	Amount	Type
Crossroad Designs LLC	\$318.00	Accounts Payable
Description	Issue Date	Amount
		\$318.00
		\$318.00
Payee	Amount	Type
Dietze Music House	\$621.94	Accounts Payable
Description	Issue Date	Amount
		\$621.94
		\$621.94
Payee	Amount	Type
Gossard, Derrick J	\$250.00	Accounts Payable
Description	Issue Date	Amount
		\$250.00
		\$250.00
Payee	Amount	Type
JET STOP INC.	\$51.09	Accounts Payable
Description	Issue Date	Amount
HS Stuco		\$51.09
		\$51.09
Payee	Amount	Type
Lisa Martin	\$100.00	Accounts Payable

Description	Issue Date	Amount
		\$100.00
		\$100.00
Payee	Amount	Type
Matkins, Kendra	\$197.26	Accounts Payable
Description	Issue Date	Amount
		\$122.26
		\$75.00
		\$197.26
Payee	Amount	Type
Palmers	\$1,365.00	Accounts Payable
Description	Issue Date	Amount
		\$1,365.00
		\$1,365.00
Payee	Amount	Type
CORPORATE PAYMENT SYSTEMS	\$1,830.79	Accounts Payable
Description	Issue Date	Amount
Brent's card HS Stuco		\$273.96
Brent's card Knockerball hs stuco		\$520.91
Brent's card randy's donuts hs stuco		\$33.00
concessions sams club Kim's card		\$153.99
FFA banquet Kim's Card		\$56.27
FFA Kim's Card		\$75.00
FFA-Kim's card		\$50.00
HS StuCo-Kim's card		\$381.42
refund on track supplies- Kim's card		(\$19.99)
Track Supplies-Kim's Card		\$130.14
Track-Kim's card		\$107.94
Jake's Card NHS membership dues		\$68.15
		\$1,830.79
Payee	Amount	Type
Scholastic Book Fairs	\$1,320.60	Accounts Payable
Description	Issue Date	Amount
		\$1,320.60
		\$1,320.60
Payee	Amount	Type
FREEMAN PUBLIC SCHOOL	\$175.00	Accounts Payable
Description	Issue Date	Amount
		\$175.00

		\$175.00
Payee Lauren Harms	Amount \$100.00	Type Accounts Payable
Description	Issue Date	Amount
		\$100.00
		\$100.00
Payee LEMPKA, ZACHARY S	Amount \$70.00	Type Accounts Payable
Description	Issue Date	Amount
		\$70.00
		\$70.00
Payee Wyatt Rathe	Amount \$100.00	Type Accounts Payable
Description	Issue Date	Amount
		\$100.00
		\$100.00
Payee Adams Repair	Amount \$2,469.19	Type Accounts Payable
Description	Issue Date	Amount
		\$2,469.19
		\$2,469.19
Payee Allen, Adrian W	Amount \$50.00	Type Accounts Payable
Description	Issue Date	Amount
		\$50.00
		\$50.00
Payee Alm, Kim L	Amount \$44.62	Type Accounts Payable
Description	Issue Date	Amount
		\$44.62
		\$44.62
Payee Berniklau Education Solutions Team	Amount \$10,540.80	Type Accounts Payable
Description	Issue Date	Amount
Christiano		\$10,540.80
		\$10,540.80

Payee	Amount	Type
Boden, Ronald R	\$25.00	Accounts Payable
Description	Issue Date	Amount
		\$25.00
		\$25.00
Payee	Amount	Type
Boldt, Luke M	\$25.00	Accounts Payable
Description	Issue Date	Amount
		\$25.00
		\$25.00
Payee	Amount	Type
Boslau, Dennis R	\$25.00	Accounts Payable
Description	Issue Date	Amount
		\$25.00
		\$25.00
Payee	Amount	Type
Buss Pest Control	\$78.00	Accounts Payable
Description	Issue Date	Amount
		\$78.00
		\$78.00
Payee	Amount	Type
CAPITAL BUSINESS SYSTEMS, INC	\$1,130.31	Accounts Payable
Description	Issue Date	Amount
		\$1,130.31
		\$1,130.31
Payee	Amount	Type
CMBA Architects	\$1,969.00	Accounts Payable
Description	Issue Date	Amount
		\$1,969.00
		\$1,969.00
Payee	Amount	Type
CORPORATE PAYMENT SYSTEMS	\$3,476.82	Accounts Payable
Description	Issue Date	Amount
Kim's Card HS Science classes		\$530.67
Brent's Card meal		\$13.98
Kim's card gift cards for staff		\$100.00
Kim's card office supplies		\$1,249.37
jakes card jets stop		\$8.96

jakes card kesler science		\$33.99
kims card		\$134.94
kims card-shop		\$51.97
kims card elementary supplies		\$128.98
Kim's card preschool		\$537.74
kims card preschool		\$101.79
Ade's card 2024 Administrators' Day		\$225.00
Kim's Card Tech supplies chargers and adapters		\$114.54
Steve's card...maintenance		\$244.89
		\$3,476.82
Payee	Amount	Type
CULLIGAN OF LINCOLN	\$150.05	Accounts Payable
Description	Issue Date	Amount
		\$150.05
		\$150.05
Payee	Amount	Type
DAS State Accounting - Central Finance	\$267.63	Accounts Payable
Description	Issue Date	Amount
		\$267.63
		\$267.63
Payee	Amount	Type
DAVENPORT, JACOB M	\$50.00	Accounts Payable
Description	Issue Date	Amount
		\$50.00
		\$50.00
Payee	Amount	Type
ELECTRONIC CONTRACTING COMPANY	\$913.50	Accounts Payable
Description	Issue Date	Amount
		\$367.50
		\$460.95
		\$85.05
		\$913.50
Payee	Amount	Type
ESU #4	\$14,561.98	Accounts Payable
Description	Issue Date	Amount
		\$1,093.06
Special Education Director		\$1,093.06
		\$499.00
		\$1,962.00

		\$1,039.80
Audiology		\$199.80
speech therapy		\$5,040.00
Audiology		\$44.40
Early Childhood		\$266.00
Early Childhood Consultant		\$258.33
special education director		\$546.53
Speech Therapy		\$2,520.00
		\$14,561.98
Payee	Amount	Type
ESU #6	\$70.90	Accounts Payable
Description	Issue Date	Amount
		\$70.90
		\$70.90
Payee	Amount	Type
Gossard, Derrick J	\$100.00	Accounts Payable
Description	Issue Date	Amount
		\$100.00
		\$100.00
Payee	Amount	Type
Hancock Lumber, LLC	\$118.81	Accounts Payable
Description	Issue Date	Amount
shop class		\$11.70
supplies		\$107.11
		\$118.81
Payee	Amount	Type
Heusman, Addie M	\$106.33	Accounts Payable
Description	Issue Date	Amount
		\$106.33
		\$106.33
Payee	Amount	Type
Heusman, Brent J	\$25.00	Accounts Payable
Description	Issue Date	Amount
		\$25.00
		\$25.00
Payee	Amount	Type
JET STOP INC.	\$4,703.06	Accounts Payable
Description	Issue Date	Amount

Maint.		\$90.55
Maintenance		\$55.64
reg		\$1,453.42
regular		\$3,103.45
		\$4,703.06
Payee	Amount	Type
Johnson County Hospital	\$1,444.34	Accounts Payable
Description	Issue Date	Amount
		\$115.02
		\$946.86
		\$382.46
		\$1,444.34
Payee	Amount	Type
Kinney, Renae A	\$44.62	Accounts Payable
Description	Issue Date	Amount
		\$44.62
		\$44.62
Payee	Amount	Type
KSB SCHOOL LAW	\$1,738.00	Accounts Payable
Description	Issue Date	Amount
		\$1,738.00
		\$1,738.00
Payee	Amount	Type
KUDU LAWN CARE	\$160.00	Accounts Payable
Description	Issue Date	Amount
		\$160.00
		\$160.00
Payee	Amount	Type
Logston, Steven	\$93.13	Accounts Payable
Description	Issue Date	Amount
		\$48.24
		\$44.89
		\$93.13
Payee	Amount	Type
Lundeen, Shalen	\$31.50	Accounts Payable
Description	Issue Date	Amount
		\$31.50
		\$31.50

Payee	Amount	Type
Matheson Trigas DBA Linweld	\$38.93	Accounts Payable
Description	Issue Date	Amount
		\$38.93
		\$38.93
Payee	Amount	Type
NCECBVI	\$627.00	Accounts Payable
Description	Issue Date	Amount
		\$627.00
		\$627.00
Payee	Amount	Type
Nebraska Public Power Distric	\$2,757.76	Accounts Payable
Description	Issue Date	Amount
		\$2,757.76
		\$2,757.76
Payee	Amount	Type
PANKO	\$304.10	Accounts Payable
Description	Issue Date	Amount
		\$304.10
		\$304.10
Payee	Amount	Type
ROBINSON-STEELE, FREEDOM D	\$24.00	Accounts Payable
Description	Issue Date	Amount
		\$24.00
		\$24.00
Payee	Amount	Type
Sterling Community Association	\$500.00	Accounts Payable
Description	Issue Date	Amount
		\$500.00
		\$500.00
Payee	Amount	Type
Tecumseh Chieftain	\$73.97	Accounts Payable
Description	Issue Date	Amount
		\$73.97
		\$73.97
Payee	Amount	Type

The Home Depot Pro	\$476.87	Accounts Payable
Description	Issue Date	Amount
		\$476.87
		\$476.87
Payee	Amount	Type
TK Elevator Corporation	\$376.29	Accounts Payable
Description	Issue Date	Amount
		\$376.29
		\$376.29
Payee	Amount	Type
U.S. Cellular	\$43.49	Accounts Payable
Description	Issue Date	Amount
		\$43.49
		\$43.49
Payee	Amount	Type
UNITE PRIVATE NETWORKS, LLC	\$420.31	Accounts Payable
Description	Issue Date	Amount
		\$420.31
		\$420.31
Payee	Amount	Type
Village Of Sterling	\$172.00	Accounts Payable
Description	Issue Date	Amount
		\$172.00
		\$172.00
Payee	Amount	Type
VOICE NEWS	\$176.32	Accounts Payable
Description	Issue Date	Amount
		\$176.32
		\$176.32
Payee	Amount	Type
WageWorks, Inc	\$81.50	Accounts Payable
Description	Issue Date	Amount
		\$81.50
		\$81.50
Payee	Amount	Type
WASTE CONNECTIONS OF NEBRASKA	\$741.36	Accounts Payable
Description	Issue Date	Amount

		\$741.36
		\$741.36
Payee	Amount	Type
WaterLink, lic	\$330.75	Accounts Payable
Description	Issue Date	Amount
		\$330.75
		\$330.75
Payee	Amount	Type
WINDSTREAM COMMUNICATIONS, INC	\$452.47	Accounts Payable
Description	Issue Date	Amount
		\$452.47
		\$452.47
Payee	Amount	Type
Wirthele, Cheri J	\$25.00	Accounts Payable
Description	Issue Date	Amount
		\$25.00
		\$25.00
Payee	Amount	Type
Wusk Power Equipment & Repair	\$267.22	Accounts Payable
Description	Issue Date	Amount
		\$267.22
		\$267.22
		\$59,698.61

Sterling Public Schools

Check Listing Report

Accounting Cycle: FY23/24; Begin Date: 05/14/2024; End Date: 06/11/2024; Bank: [All]; Sort By Element: Rev_Exp; Account Expression: [All]; Created On: 6/5/2025 10:36:23 AM

Check Date	Check Number	Payee	Type	Amount
05/14/2024	15792	First Bank of Nebraska	Accounts Payable	\$400.00
05/16/2024	15793	ARTF/X	Accounts Payable	\$497.00
05/16/2024	15794	Crossroad Designs LLC	Accounts Payable	\$318.00
05/16/2024	15795	Dietze Music House	Accounts Payable	\$621.94
05/16/2024	15796	Gossard, Derrick J	Accounts Payable	\$250.00
05/16/2024	15797	JET STOP INC.	Accounts Payable	\$51.09
05/16/2024	15798	Lisa Martin	Accounts Payable	\$100.00
05/16/2024	15799	Matkins, Kendra	Accounts Payable	\$197.26
05/16/2024	15800	Palmers	Accounts Payable	\$1,365.00
05/24/2024	15801	CORPORATE PAYMENT SYSTEMS	Accounts Payable	\$1,830.79
05/24/2024	15802	Scholastic Book Fairs	Accounts Payable	\$1,320.60
06/03/2024	15803	FREEMAN PUBLIC SCHOOL	Accounts Payable	\$175.00
06/03/2024	15804	Lauren Harms	Accounts Payable	\$100.00
06/03/2024	15805	LEMPKA, ZACHARY S	Accounts Payable	\$70.00
06/03/2024	15806	Wyatt Rathe	Accounts Payable	\$100.00
06/11/2024	33393	Adams Repair	Accounts Payable	\$2,469.19
06/11/2024	33394	Allen, Adrian W	Accounts Payable	\$50.00
06/11/2024	33395	Alm, Kim L	Accounts Payable	\$44.62
06/11/2024	33396	Berniklau Education Solutions Team	Accounts Payable	\$10,540.80
06/11/2024	33397	Boden, Ronald R	Accounts Payable	\$25.00
06/11/2024	33398	Boldt, Luke M	Accounts Payable	\$25.00
06/11/2024	33399	Boslau, Dennis R	Accounts Payable	\$25.00
06/11/2024	33400	Buss Pest Control	Accounts Payable	\$78.00
06/11/2024	33401	CAPITAL BUSINESS SYSTEMS, INC	Accounts Payable	\$1,130.31
06/11/2024	33402	CMBA Architects	Accounts Payable	\$1,969.00
06/11/2024	33403	CORPORATE PAYMENT SYSTEMS	Accounts Payable	\$3,476.82
06/11/2024	33404	CULLIGAN OF LINCOLN	Accounts Payable	\$150.05
06/11/2024	33405	DAS State Accounting - Central Finance	Accounts Payable	\$267.63
06/11/2024	33406	DAVENPORT, JACOB M	Accounts Payable	\$50.00
06/11/2024	33407	ELECTRONIC CONTRACTING COMPANY	Accounts Payable	\$913.50
06/11/2024	33408	ESU #4	Accounts Payable	\$14,561.98
06/11/2024	33409	ESU #6	Accounts Payable	\$70.90
06/11/2024	33410	Gossard, Derrick J	Accounts Payable	\$100.00
06/11/2024	33411	Hancock Lumber, LLC	Accounts Payable	\$118.81
06/11/2024	33412	Heusman, Addie M	Accounts Payable	\$106.33
06/11/2024	33413	Heusman, Brent J	Accounts Payable	\$25.00
06/11/2024	33414	JET STOP INC.	Accounts Payable	\$4,703.06
06/11/2024	33415	Johnson County Hospital	Accounts Payable	\$1,444.34

06/11/2024	33416	Kinney, Renae A	Accounts Payable	\$44.62
06/11/2024	33417	KSB SCHOOL LAW	Accounts Payable	\$1,738.00
06/11/2024	33418	KUDU LAWN CARE	Accounts Payable	\$160.00
06/11/2024	33419	Logston, Steven	Accounts Payable	\$93.13
06/11/2024	33420	Lundeen, Shalen	Accounts Payable	\$31.50
06/11/2024	33421	Matheson Trigas DBA Linweld	Accounts Payable	\$38.93
06/11/2024	33422	NCECBVI	Accounts Payable	\$627.00
06/11/2024	33423	Nebraska Public Power Distric	Accounts Payable	\$2,757.76
06/11/2024	33424	PANKO	Accounts Payable	\$304.10
06/11/2024	33425	ROBINSON-STEELE, FREEDOM D	Accounts Payable	\$24.00
06/11/2024	33426	Sterling Community Association	Accounts Payable	\$500.00
06/11/2024	33428	Tecumseh Chieftain	Accounts Payable	\$73.97
06/11/2024	33429	The Home Depot Pro	Accounts Payable	\$476.87
06/11/2024	33430	TK Elevator Corporation	Accounts Payable	\$376.29
06/11/2024	33431	U.S. Cellular	Accounts Payable	\$43.49
06/11/2024	33432	UNITE PRIVATE NETWORKS, LLC	Accounts Payable	\$420.31
06/11/2024	33433	Village Of Sterling	Accounts Payable	\$172.00
06/11/2024	33434	VOICE NEWS	Accounts Payable	\$176.32
06/11/2024	33435	WageWorks, Inc	Accounts Payable	\$81.50
06/11/2024	33436	WASTE CONNECTIONS OF NEBRASKA	Accounts Payable	\$741.36
06/11/2024	33437	WaterLink, lic	Accounts Payable	\$330.75
06/11/2024	33438	WINDSTREAM COMMUNICATIONS, INC	Accounts Payable	\$452.47
06/11/2024	33439	Wirthele, Cheri J	Accounts Payable	\$25.00
06/11/2024	33440	Wusk Power Equipment & Repair	Accounts Payable	\$267.22
Sub Total				\$59,698.61

Sterling Public Schools

Check Listing Report

Accounting Cycle: FY23/24; Begin Date: 05/14/2024; End Date: 06/11/2024; Bank: [All]; Sort By Element: Rev_Exp; Account Expression: [All]; Created On: 6/5/2025 10:36:23 AM

Check Date	Check Number	Payee	Description	Type	Amount
06/11/2024	33393	Adams Repair	Inv: 18251	Accounts Payable	\$2,469.19
06/11/2024	33394	Allen, Adrian W	Inv: May 2024 cellphone	Accounts Payable	\$50.00
06/11/2024	33395	Alm, Kim L	Inv: 06.11.24 mileage	Accounts Payable	\$44.62
05/16/2024	15793	ARTF/X	Girls Basketball	Accounts Payable	\$497.00
06/11/2024	33396	Berniklau Education Solutions Team	Inv: 05.28.24	Accounts Payable	\$10,540.80
06/11/2024	33397	Boden, Ronald R	Inv: May 2024 cellphone	Accounts Payable	\$25.00
06/11/2024	33398	Boldt, Luke M	Inv: May 2024 cellphone	Accounts Payable	\$25.00
06/11/2024	33399	Boslau, Dennis R	Inv: May 2024 cellphone	Accounts Payable	\$25.00
06/11/2024	33400	Buss Pest Control	Inv: 05.15.24	Accounts Payable	\$78.00
06/11/2024	33401	CAPITAL BUSINESS SYSTEMS, INC	Inv: 36610893	Accounts Payable	\$1,130.31
06/11/2024	33402	CMBA Architects	Inv: 64186	Accounts Payable	\$1,969.00
05/24/2024	15801	CORPORATE PAYMENT SYSTEMS	Inv: Credit Card 05.07.24 Activity	Accounts Payable	\$1,830.79
06/11/2024	33403	CORPORATE PAYMENT SYSTEMS	Inv: 05.07.2024 Credit Card General	Accounts Payable	\$3,476.82
05/16/2024	15794	Crossroad Designs LLC	class of 2024	Accounts Payable	\$318.00
06/11/2024	33404	CULLIGAN OF LINCOLN	Inv: 216491	Accounts Payable	\$150.05
06/11/2024	33405	DAS State Accounting - Central Finance	Inv: 1425895	Accounts Payable	\$267.63
06/11/2024	33406	DAVENPORT, JACOB M	Inv: May 2024 cellphone	Accounts Payable	\$50.00
05/16/2024	15795	Dietze Music House	Inv: FE3550	Accounts Payable	\$621.94
06/11/2024	33407	ELECTRONIC CONTRACTING COMPANY	Inv: 58043	Accounts Payable	\$367.50
06/11/2024	33407	ELECTRONIC CONTRACTING COMPANY	Inv: 58094	Accounts Payable	\$460.95
06/11/2024	33407	ELECTRONIC CONTRACTING COMPANY	Inv: 58379	Accounts Payable	\$85.05
06/11/2024	33408	ESU #4	Inv: 05.15.24	Accounts Payable	\$12,100.98
06/11/2024	33408	ESU #4	Inv: 10695	Accounts Payable	\$1,962.00
06/11/2024	33408	ESU #4	Inv: 10708	Accounts Payable	\$499.00
06/11/2024	33409	ESU #6	Inv: 20342	Accounts Payable	\$70.90
05/14/2024	15792	First Bank of Nebraska	Inv: State track 2024	Accounts Payable	\$400.00
06/03/2024	15803	FREEMAN PUBLIC SCHOOL	Inv: BBB camp fee	Accounts Payable	\$175.00
05/16/2024	15796	Gossard, Derrick J	Inv: HS StuCo dances	Accounts Payable	\$250.00
06/11/2024	33410	Gossard, Derrick J	Inv: preschool prom DJ	Accounts Payable	\$100.00
06/11/2024	33411	Hancock Lumber, LLC	Inv: 2400/2416	Accounts Payable	\$118.81
06/11/2024	33412	Heusman, Addie M	Inv: act food	Accounts Payable	\$106.33
06/11/2024	33413	Heusman, Brent J	Inv: May 2024 cellphone	Accounts Payable	\$25.00
05/16/2024	15797	JET STOP INC.	Inv: 5830 activity	Accounts Payable	\$51.09
06/11/2024	33414	JET STOP INC.	Inv: 5830	Accounts Payable	\$3,159.09
06/11/2024	33414	JET STOP INC.	Inv: 5851	Accounts Payable	\$1,543.97
06/11/2024	33415	Johnson County Hospital	Inv: May 2024 PT/OT	Accounts Payable	\$1,444.34
06/11/2024	33416	Kinney, Renae A	Inv: 06.11.24 mileage	Accounts Payable	\$44.62
06/11/2024	33417	KSB SCHOOL LAW	Inv: 16560	Accounts Payable	\$1,738.00
06/11/2024	33418	KUDU LAWN CARE	Inv: 100052924	Accounts Payable	\$160.00
06/03/2024	15804	Lauren Harms	Inv: Kiwanis girls	Accounts Payable	\$100.00
06/03/2024	15805	LEMPKA, ZACHARY S	Inv: BBB dues Norris	Accounts Payable	\$70.00

05/16/2024	15798	Lisa Martin	Inv: spring concert	Accounts Payable	\$100.00
06/11/2024	33419	Logston, Steven	Inv: 06.11.24 mileage	Accounts Payable	\$48.24
06/11/2024	33419	Logston, Steven	Inv: mileage reimbursement 05/28/24	Accounts Payable	\$44.89
06/11/2024	33420	Lundeen, Shalen	Inv: reimbursement from efunds lunch	Accounts Payable	\$31.50
06/11/2024	33421	Matheson Trigas DBA Linweld	Inv: 52349596	Accounts Payable	\$38.93
05/16/2024	15799	Matkins, Kendra	Inv: class of 2025-2	Accounts Payable	\$122.26
05/16/2024	15799	Matkins, Kendra	Inv: Prom 2025	Accounts Payable	\$75.00
06/11/2024	33422	NCECBVI	Inv: O-2158	Accounts Payable	\$627.00
06/11/2024	33423	Nebraska Public Power Distric	Inv: 05.15.24	Accounts Payable	\$2,757.76
05/16/2024	15800	Palmers	Inv: 2334889 missed amount	Accounts Payable	\$1,365.00
06/11/2024	33424	PANKO	Inv: 16535	Accounts Payable	\$304.10
06/11/2024	33425	ROBINSON-STEELE, FREEDOM D	kitchen used this one for meals	Accounts Payable	\$24.00
05/24/2024	15802	Scholastic Book Fairs	Inv: W5745801BF	Accounts Payable	\$1,320.60
06/11/2024	33426	Sterling Community Association	Inv: 06.10.24	Accounts Payable	\$500.00
06/11/2024	33428	Tecumseh Chieftain	Inv: 7031	Accounts Payable	\$73.97
06/11/2024	33429	The Home Depot Pro	Inv: 803350073	Accounts Payable	\$476.87
06/11/2024	33430	TK Elevator Corporation	Inv: 8004847	Accounts Payable	\$376.29
06/11/2024	33431	U.S. Cellular	Inv: 0655983590	Accounts Payable	\$43.49
06/11/2024	33432	UNITE PRIVATE NETWORKS, LLC	Inv: si-24-020431	Accounts Payable	\$420.31
06/11/2024	33433	Village Of Sterling	Inv: 26046	Accounts Payable	\$172.00
06/11/2024	33434	VOICE NEWS	Inv: 30405733	Accounts Payable	\$176.32
06/11/2024	33435	WageWorks, Inc	Inv: 6584025	Accounts Payable	\$81.50
06/11/2024	33436	WASTE CONNECTIONS OF NEBRASKA	Inv: 1821347T059	Accounts Payable	\$741.36
06/11/2024	33437	WaterLink, lic	Inv: 37110	Accounts Payable	\$330.75
06/11/2024	33438	WINDSTREAM COMMUNICATIONS, INC	Inv: 05/30/2024	Accounts Payable	\$452.47
06/11/2024	33439	Wirthele, Cheri J	Inv: May 2024 cellphone	Accounts Payable	\$25.00
06/11/2024	33440	Wusk Power Equipment & Repair	Inv: 102308	Accounts Payable	\$267.22
06/03/2024	15806	Wyatt Rathe	Inv: Kiwanis Boys	Accounts Payable	\$100.00
Sub Total					\$59,698.61

Sterling Public Schools

Payment Management Invoice Report

[Cycle Name]: "FY24/25"; Created On: 6/4/2025 2:57:40 PM

Invoice Status	Invoice(s)	Invoice Type	Submit Date	PO Number	Ordering Vendor
Exclude	863268116	Direct	06/04/2025		The Home Depot Pro
Exclude	O-2321	Direct	06/04/2025		NCECBVI
Exclude	38005218	Direct	06/04/2025		VOICE NEWS
Exclude	39270676	Direct	06/04/2025		CAPITAL BUSINESS SYSTEMS, INC
Exclude	7863711	Direct	06/04/2025		WageWorks, Inc
Exclude	367557043	Direct	06/04/2025		JW PEPPER & SON, INC
Exclude	N-53364	Direct	06/04/2025		NASB Alicap
Exclude	11083	Direct	06/04/2025		ESU #4
Exclude	Preschool reimbursement	Employee	06/04/2025		SEDIVY, JENNA
Exclude	May 15, 2025	Direct	06/04/2025		Nebraska Public Power Distric
Exclude	136803	Direct	06/04/2025		Omaha Neon Sign Company
Exclude	11074	Direct	06/04/2025		ESU #4
Exclude	369576 farm to table	Direct	06/04/2025		Heusy's Meat LLC
Exclude	11063	Direct	06/04/2025		ESU #4
Exclude	14622859, CM3819531	Direct	06/04/2025		Cash-wa Distribution
Exclude	Hollman Reimbursement	Employee	06/04/2025		Hollman, Kathrine Nicole
Exclude	0174131-IN	Direct	06/04/2025		Nebraska/Central Equipment, Inc.
Exclude	1478092	Direct	06/04/2025		DAS State Accounting - Central Finance
Exclude	21928	Direct	06/04/2025		ESU #6
Exclude	6185	Direct	06/04/2025		JET STOP INC.
Exclude	447523	Direct	06/04/2025		WoodRiver Energy
Exclude	000014	Direct	06/04/2025		Capital City Carnivals
Exclude	19060	Direct	06/04/2025		KSB SCHOOL LAW
Exclude	401602	Direct	06/04/2025		EGAN SUPPLY CO
Exclude	06.03.2025	Direct	06/04/2025		Sterling Community Association
Exclude	may payments	Direct	06/04/2025		SYSCO OF LINCOLN
Exclude	May-25	Direct	06/04/2025		Johnson County Hospital
Exclude	2025-2026 Invoice	Direct	06/04/2025		Student Assurance Services In
Exclude	7991	Direct	06/04/2025		Tecumseh Chieftain
Exclude	73360	Direct	06/04/2025		ELECTRONIC CONTRACTING COMPANY
Exclude	06-04-2025	Direct	06/04/2025		Buss Pest Control
Exclude	22003	Direct	06/04/2025		ESU #6
Exclude	05/25/2025	Direct	06/04/2025		Village Of Sterling
Exclude	650825	Direct	06/04/2025		Eakes
Exclude	0732024300	Direct	06/04/2025		U.S. Cellular

Exclude	05-25-2025	Direct	06/04/2025		Dietze Music House
Exclude	446558	Direct	06/04/2025		PowerSchool
Exclude	38004887	Direct	06/04/2025		VOICE NEWS
Exclude	1128445	Direct	06/04/2025		Lampton Welding Supply
Exclude	11089	Direct	06/04/2025		ESU #4
Exclude	11090	Direct	06/04/2025		ESU #4
Exclude	05-15-2025	Direct	06/04/2025		ESU #4
Exclude	Leave payout	Employee	06/04/2025		ROBINSON-STEELE, FREEDOM D
Exclude	Bank payout	Employee	06/04/2025		Boldt, Luke M
Exclude	Bank payout	Employee	06/04/2025		Salberg, Michelle R
Exclude	Leave payout	Employee	06/04/2025		Allen, Adrian W
Exclude	May cellphone 2025	Employee	06/04/2025		Allen, Adrian W
Exclude	May cellphone 2025	Employee	06/04/2025		DAVENPORT, JACOB M
Exclude	May Cellphone payout	Employee	06/04/2025		Heusman, Brent J
Exclude	May cellphone 2025	Employee	06/04/2025		Boldt, Luke M
Exclude	may cellphone 2025	Employee	06/04/2025		Boden, Ronald R
Exclude	may cellphone 2025	Employee	06/04/2025		Boslau, Dennis R
Exclude	may cellphone 2025	Employee	06/04/2025		Wirthele, Cheri J

Payment Vendor	Comment	Invoice Amount
The Home Depot Pro		\$471.19
NCECBVI		\$492.20
VOICE NEWS		\$65.88
CAPITAL BUSINESS SYSTEMS, INC		\$1,256.60
WageWorks, Inc		\$76.25
JW PEPPER & SON, INC		\$68.99
NASB Alicap		\$2,710.27
ESU #4		\$100.00
		\$33.48
Nebraska Public Power Distric		\$2,615.73
Omaha Neon Sign Company		\$2,250.00
ESU #4		\$1,908.00
Heusy's Meat LLC		\$639.99
ESU #4		\$4,262.40
Cash-wa Distribution		\$368.26
		\$39.20
Nebraska/Central Equipment, Inc.		\$100,496.00
DAS State Accounting - Central Finance		\$292.87
ESU #6		\$70.90
JET STOP INC.		\$38.40
WoodRiver Energy		\$1,043.80
Capital City Carnivals		\$325.00
KSB SCHOOL LAW		\$1,500.00
EGAN SUPPLY CO		\$327.75
Sterling Community Association		\$500.00
SYSCO OF LINCOLN		\$4,970.25
Johnson County Hospital		\$472.88
Student Assurance Services In		\$505.00
Tecumseh Chieftain		\$46.87
ELECTRONIC CONTRACTING COMPANY		\$460.95
Buss Pest Control		\$78.00
ESU #6		\$70.90
Village Of Sterling		\$350.93
Eakes		\$71.00
U.S. Cellular		\$44.09

Dietze Music House		\$4.80
PowerSchool		\$1,337.50
VOICE NEWS		\$326.25
Lampton Welding Supply		\$29.60
ESU #4		\$65.00
ESU #4		\$260.00
ESU #4		\$20,524.93
		\$3,984.75
		\$459.75
		\$225.00
		\$5,000.00
		\$50.00
		\$50.00
		\$25.00
		\$25.00
		\$25.00
		\$25.00
		\$25.00

\$161,466.61

Sterling Public Schools

Monthly Balance Forecast Report

Cycle: FY23/24; Begin Date: 09/01/2023; End Date: 06/30/2024; Account Type: Expenditure,Revenue; Account Expression: [All]; Created On: 6/5/2025 10:31:55 AM

Expenditure													
Description	September	October	November	December	January	February	March	April	May	June	Total (Date Range)	Budget (YTD)	
01100 - Regular Instruction	(\$161,894.24)	(\$142,190.78)	(\$135,849.07)	(\$139,336.53)	(\$132,397.53)	(\$145,073.46)	(\$180,169.98)	(\$134,086.42)	(\$147,299.58)	(\$136,621.39)	(\$1,454,918.98)	(\$1,783,191.26)	
01190 - Early Childhood Educational Programs	(\$17,030.80)	(\$18,727.68)	(\$17,860.81)	(\$17,570.19)	(\$17,242.56)	(\$17,446.63)	(\$17,542.40)	(\$17,488.17)	(\$18,282.23)	\$1,338.14	(\$157,853.33)	(\$211,808.04)	
01200 - Special Education Instructional Programs - School Age	(\$20,707.73)	(\$25,260.49)	(\$25,383.90)	(\$24,076.80)	(\$25,115.66)	(\$21,067.51)	(\$24,353.05)	(\$24,287.41)	(\$24,123.11)	(\$41,382.03)	(\$255,757.69)	(\$257,271.11)	
01300 - Summer School	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$9,079.38)	
02120 - Guidance Services	(\$10,396.04)	(\$9,272.06)	(\$9,258.97)	(\$9,061.76)	(\$10,413.65)	(\$8,999.61)	(\$8,999.61)	(\$8,991.29)	(\$10,413.65)	(\$8,997.28)	(\$94,803.92)	(\$112,933.76)	
02130 - Health Services	\$0.00	(\$1,286.59)	(\$130.00)	\$409.09	\$0.00	\$0.00	\$0.00	(\$97.50)	\$0.00	(\$1,962.00)	(\$3,067.00)	(\$3,028.99)	
02140 - Psychological Services	\$0.00	\$0.00	(\$844.40)	(\$1,694.60)	\$0.00	\$0.00	(\$448.40)	(\$398.90)	(\$1,180.20)	\$0.00	(\$4,566.50)	(\$12,375.83)	
02141 - Psychological Services - SPED - School Age	\$0.00	(\$6,844.20)	(\$6,844.20)	(\$6,844.20)	(\$6,844.20)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$27,376.80)	(\$36,841.14)	
02151 - Speech Pathology and Audiology Services - SPED - School Age	(\$479.70)	(\$6,650.34)	(\$6,650.34)	(\$6,650.34)	(\$6,650.34)	\$0.00	(\$4,940.76)	(\$4,787.58)	(\$5,123.58)	(\$6,279.60)	(\$48,212.58)	(\$49,879.43)	
02152 - Speech Pathology and Audiology Services - SPED - Aves 3-5	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$155.00)	
02161 - Occupational Therapy-Related Services - SPED - School Age	\$0.00	(\$3,143.50)	(\$2,200.71)	(\$2,042.78)	(\$949.30)	(\$1,212.54)	(\$2,010.38)	(\$1,744.70)	(\$2,869.77)	(\$1,061.88)	(\$17,235.56)	(\$30,391.29)	
02162 - Occupational Therapy-Related Services - SPED - Aves 3-5	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$13,382.60)	
02171 - Physical Therapy-Related Services - SPED - School Age	\$0.00	(\$581.05)	(\$196.16)	(\$269.71)	(\$482.97)	(\$592.02)	(\$977.62)	(\$747.24)	(\$1,182.82)	(\$382.46)	(\$5,412.05)	(\$3,500.00)	
02181 - Visually Impaired or Vision Services - SPED - School Age	(\$8.89)	(\$2,442.00)	\$0.00	\$0.00	(\$627.00)	(\$1,254.00)	(\$627.00)	(\$627.00)	(\$627.00)	(\$627.00)	(\$6,839.89)	(\$5,750.00)	
02190 - Support Services - Student - Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$231.70)	(\$31.50)	(\$263.20)	(\$575.00)	
02213 - Instructional Staff Training	(\$250.00)	\$0.00	\$0.00	\$0.00	\$0.00	(\$270.00)	\$0.00	\$0.00	\$0.00	\$0.00	(\$520.00)	(\$1,700.00)	
02220 - Library or Media Services	(\$4,481.26)	(\$4,875.27)	(\$4,484.27)	(\$4,370.28)	(\$4,360.27)	(\$6,022.75)	(\$4,360.28)	(\$5,208.92)	(\$4,395.11)	(\$4,360.28)	(\$46,918.69)	(\$63,194.68)	
02230 - Instruction-Related Technology	(\$46,546.40)	(\$10,229.32)	(\$484.48)	(\$491.21)	(\$491.21)	(\$23,241.21)	(\$497.94)	(\$491.21)	(\$491.21)	(\$491.21)	(\$83,455.40)	(\$74,198.89)	
02310 - Board of Education	(\$2,569.75)	(\$3,121.08)	(\$318.11)	(\$2,357.05)	(\$3,976.00)	(\$42.34)	(\$5.33)	(\$3,516.97)	(\$32.51)	(\$250.29)	(\$16,189.43)	(\$25,430.00)	
02320 - Executive Administration	(\$18,927.54)	(\$15,030.23)	(\$14,796.50)	(\$14,891.70)	(\$16,138.31)	(\$14,558.96)	(\$14,757.00)	(\$14,594.50)	(\$15,998.55)	(\$14,766.50)	(\$154,459.79)	(\$180,388.96)	
02330 - District Legal Services	(\$2,557.64)	(\$137.50)	(\$130.00)	\$0.00	\$0.00	\$0.00	(\$520.00)	(\$476.00)	(\$816.00)	(\$1,738.00)	(\$6,375.14)	(\$25,000.00)	
02410 - Office of the Principal	(\$15,704.42)	(\$15,349.34)	(\$16,518.59)	(\$15,486.93)	(\$15,563.41)	(\$15,544.40)	(\$14,977.44)	(\$15,417.67)	(\$15,338.13)	(\$15,812.34)	(\$155,712.67)	(\$178,450.92)	
02510 - Fiscal Services	(\$6,435.64)	(\$4,737.88)	(\$15,170.45)	(\$6,763.59)	(\$6,987.16)	(\$7,317.37)	(\$5,107.95)	(\$4,736.62)	(\$4,785.66)	(\$4,987.29)	(\$67,029.61)	(\$72,847.23)	
02520 - Purchasing, Warehousing, and Distributing Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$3,500.00)	
02530 - Printing, Publishing, and Duplicating Services	(\$602.66)	(\$1,097.02)	(\$1,272.11)	(\$880.74)	(\$1,717.95)	(\$976.79)	(\$679.23)	(\$1,190.46)	(\$1,111.87)	(\$1,130.31)	(\$10,659.14)	(\$11,500.00)	
02570 - Personnel Services	\$0.00	\$0.00	\$0.00	\$0.00	(\$220.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$220.00)	(\$230.00)	
02580 - Administrative Technology Service	(\$1,600.00)	\$0.00	(\$79.99)	(\$1,970.16)	\$0.00	(\$305.98)	(\$2,486.55)	(\$12,213.04)	\$0.00	(\$114.54)	(\$18,770.26)	(\$58,087.02)	
02610 - Operation of Buildings	(\$69,948.61)	(\$16,194.70)	(\$14,036.45)	(\$13,389.39)	(\$15,311.38)	(\$13,848.11)	(\$19,005.47)	(\$17,643.79)	(\$17,746.36)	(\$10,949.53)	(\$208,073.79)	(\$296,550.37)	
02620 - Maintenance of Buildings	(\$1,525.33)	(\$272.78)	(\$1,218.80)	(\$353.78)	(\$1,110.02)	(\$272.78)	(\$357.83)	(\$649.07)	(\$272.78)	(\$1,562.57)	(\$7,595.74)	(\$10,644.12)	
02630 - Care and Upkeep of Grounds	(\$1,262.57)	(\$405.84)	(\$205.46)	(\$478.79)	(\$697.18)	(\$896.10)	(\$3,736.79)	(\$786.75)	(\$960.15)	(\$2,132.78)	(\$11,562.41)	(\$14,241.83)	
02640 - Care and Upkeep of Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$150.00)	
02650 - Vehicle Operation and Maintenance (Other Than Student Transportation Vehicles)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$500.00)	
02660 - Security	\$0.00	\$0.00	\$0.00	\$0.00	(\$21,831.84)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$21,831.84)	(\$800.00)	
02670 - Safety	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$1,500.00)	
02710 - Vehicle Operation and Purchasing - Regular Education	(\$17,502.64)	(\$12,753.30)	(\$10,041.48)	(\$81,049.40)	(\$9,634.50)	(\$8,100.07)	(\$30,852.34)	(\$11,305.24)	(\$8,916.62)	(\$10,073.06)	(\$200,228.65)	(\$187,680.04)	
02712 - Vehicle Operation and Purchasing - School Age SPED	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$934.41)	(\$904.26)	(\$90.43)	(\$1,929.10)	(\$2,111.64)	
02730 - Vehicle Servicing and Maintenance - Regular Education	\$0.00	(\$5,882.52)	(\$4,364.38)	(\$1,310.15)	(\$4,492.27)	(\$881.13)	(\$2,625.43)	(\$2,107.46)	(\$3,850.86)	(\$2,773.29)	(\$28,287.49)	(\$32,515.61)	
02732 - Vehicle Servicing and Maintenance - School Age SPED	\$0.00	(\$112.00)	\$0.00	\$0.00	\$0.00	\$0.00	(\$110.00)	\$0.00	\$0.00	\$0.00	(\$222.00)	(\$400.00)	
02790 - Other Student Transportation Services - Regular Students	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$1,550.00)	
02792 - Other Student Transportation Services - School Age SPED	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$790.00)	
02793 - Other Student Transportation Services - Below Age 3-5 SPED	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$1,000.00)	
02900 - Other Support Services	(\$10,209.24)	(\$9,986.50)	(\$11,944.90)	(\$22,462.04)	(\$9,244.63)	(\$8,974.06)	(\$12,994.14)	(\$13,985.44)	(\$10,647.79)	(\$5,571.52)	(\$116,020.26)	(\$7,301.81)	
03100 - Food Services Operations	(\$15,566.61)	(\$21,451.34)	(\$17,172.19)	(\$18,751.46)	(\$12,089.58)	(\$10,797.76)	(\$20,013.38)	(\$10,711.63)	(\$17,062.98)	(\$5,774.63)	(\$149,391.56)	\$0.00	
03300 - Community Services Operations	(\$230.47)	(\$557.47)	(\$608.98)	(\$375.43)	(\$312.61)	(\$413.33)	(\$380.92)	(\$378.93)	(\$516.24)	(\$272.57)	(\$4,046.95)	(\$9,708.80)	
03535 - High Ability Learners	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$1,975.00)	\$0.00	(\$1,526.00)	\$0.00	\$0.00	(\$3,501.00)	(\$5,092.13)	
04300 - Architecture and Engineering	\$0.00	(\$5,005.50)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$1,969.00)	(\$6,974.50)	\$0.00	
05000 - Debt Service	\$0.00	\$0.00	(\$237,745.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$5,012.50)	\$0.00	(\$242,757.50)	\$0.00	
06200 - Federal Services - Title I, Part A ESSA Improving Basic Programs Operated by Local Educational Agencies	(\$8,878.77)	(\$8,849.30)	(\$8,849.30)	(\$8,850.29)	(\$8,849.30)	(\$8,849.30)	(\$8,849.30)	(\$8,849.30)	(\$8,849.30)	(\$8,849.65)	(\$88,523.81)	(\$108,238.56)	
06406 - Federal Services - IDEA Preschool (619) Base Allocation	\$0.00	(\$1,566.87)	(\$1,566.87)	(\$1,566.87)	(\$1,416.91)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$6,117.52)	\$0.00	
06408 - IDEA Part B (611) Base & Enrollment Poverty Allocation Aves 0-21	\$0.00	(\$2,199.31)	(\$2,199.31)	(\$2,199.31)	(\$2,349.27)	\$0.00	(\$3,031.69)	(\$3,016.14)	(\$3,146.81)	(\$14,176.06)	(\$32,317.90)	(\$31,114.86)	
06992 - Federal Services - REAP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$19,495.00)	\$0.00	\$0.00	\$0.00	(\$19,495.00)	(\$16,345.00)	
06997 - ESSERS 2	\$0.00	(\$48.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$48.00)	\$0.00	
06998 - ESSERS 3	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$3,872.36)	(\$3,872.36)	\$0.00	

08000 - Transfers (Outgoing)	(\$85,000.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$85,000.00)	(\$200,000.00)
09000 - Non-Program Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Sub Total	(\$520,316.95)	(\$356,261.76)	(\$568,426.18)	(\$405,136.39)	(\$337,517.01)	(\$318,933.21)	(\$404,913.21)	(\$322,995.76)	(\$332,189.33)	(\$307,725.21)	(\$3,874,415.01)	(\$4,152,925.30)

Revenue												
Description	September	October	November	December	January	February	March	April	May	June	Total (Date Range)	Budget (YTD)
01100 - Taxes Levied/Assessed by the School District	\$775,783.24	\$154,218.97	\$31,951.48	\$10,978.39	\$482,432.21	\$127,978.92	\$75,683.08	\$130,500.31	\$912,826.08	\$279,231.33	\$2,981,584.01	\$3,404,540.00
01115 - Carline Taxes	\$974.77	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,163.57	\$0.00	\$5,138.34	\$5,000.00
01120 - Public Power District Sales Tax	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$14,944.15	\$1,066.20	\$0.00	\$16,010.35	\$500.00
01125 - Motor Vehicle Taxes	\$24,207.98	\$9,969.43	\$13,078.57	\$10,255.51	\$10,931.00	\$11,698.59	\$8,433.64	\$10,448.85	\$7,844.86	\$8,976.41	\$115,844.84	\$78,000.00
01140 - Penalties and Interest on Taxes	\$569.66	\$564.38	\$683.26	\$562.93	\$2,333.50	\$1,160.98	\$375.88	\$905.10	\$683.13	\$463.54	\$8,302.36	\$10,000.00
01190 - Other Taxes	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$74.40	\$17.86	\$0.00	\$0.00	\$0.00	\$92.26	\$0.00
01312 - Tuition from Individuals for Summer School	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,050.00	\$3,250.00	\$5,300.00	\$0.00
01315 - Tuition From Educational Entities	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$27,000.00
01370 - Preschool Tuition and Fees	\$1,200.00	\$850.00	\$2,800.00	\$750.00	\$750.00	\$1,000.00	\$450.00	\$650.00	\$450.00	\$0.00	\$8,900.00	\$0.00
01421 - Transportation Fees from Other School Districts Within the State	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$147,363.00
01510 - Interest on Investments	\$212.06	\$226.09	\$174.70	\$119.95	\$122.77	\$149.15	\$143.65	\$120.06	\$240.71	\$266.58	\$1,775.72	\$250.00
01611 - Daily Sales?School Lunch Program	\$7,497.90	\$5,933.50	\$6,263.14	\$7,217.00	\$4,438.10	\$7,891.33	\$4,636.21	\$5,284.82	\$2,678.73	\$11.73	\$51,852.46	\$0.00
01710 - School Sponsor Activity	\$3,475.00	\$8,250.00	\$0.00	\$2,339.29	\$8,801.57	\$6,047.45	\$72.00	\$0.00	\$0.00	\$0.00	\$28,985.31	\$0.00
01730 - Student Organization Membership Dues and Fees	\$1,502.41	\$700.18	\$13,551.52	\$814.00	\$1,472.40	\$0.00	\$1,408.00	\$0.00	\$1,592.00	\$340.00	\$21,380.51	\$0.00
01740 - Fees	\$40.00	\$0.00	\$0.00	\$121.80	\$20.00	\$0.00	\$230.00	\$250.00	\$2,709.75	\$1,309.00	\$4,680.55	\$1,000.00
01741 - Extracurricular Activity Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01790 - Other Activity Income	\$2,508.27	\$15,648.44	\$3,341.27	\$2,665.00	\$4,948.48	\$4,506.36	\$1,346.90	\$8,120.00	\$7,950.06	\$0.00	\$51,034.78	\$0.00
01800 - Revenue From Community Services	\$1,228.80	\$973.20	\$848.20	\$430.80	\$711.60	\$1,120.80	\$687.60	\$626.40	\$725.60	\$86.40	\$7,439.40	\$0.00
01900 - Activities	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$36.46	\$0.00	\$0.00	\$0.00	\$0.00	\$36.46	\$0.00
01911 - Local License Fees	\$55.80	\$0.00	\$300.00	\$0.00	\$10.00	\$0.00	\$200.00	\$109.64	\$54.82	\$0.00	\$730.26	\$100.00
01920 - Contributions and Donations From Private Sources	\$11,849.35	\$350.00	\$0.00	\$0.00	\$856.00	\$0.00	\$6,205.00	\$0.00	\$312.00	\$350.00	\$19,922.35	\$1,300.00
01941 - Textbook Sales	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$200.00	\$0.00	\$200.00	\$0.00
01990 - Miscellaneous Local Revenue	\$0.00	\$10,576.84	\$0.00	\$300.00	\$230.51	\$194.60	\$911.39	\$339.90	\$12,923.49	(\$10,272.41)	\$15,204.32	\$0.00
02110 - County Fines & License Fees	\$152.36	\$195.54	\$247.69	\$148.46	\$160.72	\$205.06	\$202.46	\$173.58	\$168.34	\$156.22	\$1,810.43	\$10,000.00
02130 - Other County Receipts	\$906.21	\$691.26	\$328.34	\$659.11	\$404.00	\$952.10	\$892.46	\$877.77	\$380.45	\$579.11	\$6,670.81	\$0.00
02210 - ESU Receipts	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00
03110 - State Aid	\$32,422.00	\$32,422.00	\$32,422.00	\$32,422.00	\$32,422.00	\$32,422.00	\$32,422.00	\$32,422.00	\$32,422.00	\$32,425.00	\$324,223.00	\$26,053.00
03120 - SPED (School Age)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$200,000.00
03125 - SPED Transportation (School Age)ents.	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,000.00
03130 - Homestead Exemption	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7,411.14	\$7,139.75	\$7,122.40	\$7,122.40	\$28,795.69	\$0.00
03131 - Property Tax Credit	(\$1,356.03)	\$857.05	\$0.00	\$0.00	\$0.00	\$136,789.22	\$0.00	\$0.00	\$136,789.22	\$0.00	\$273,079.46	\$0.00
03132 - Personal Property Tax Credit	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$200,000.00
03161 - Payments Received for Wards of the State or Court (SPED)	\$0.00	\$0.00	\$0.00	\$36,171.00	\$36,279.00	\$36,410.00	\$36,527.00	\$33,947.00	\$36,093.00	\$40,359.00	\$255,786.00	\$0.00
03180 - Pro-Rate Motor Vehicle	\$0.00	\$0.00	\$193.94	\$0.00	\$1,671.98	\$0.00	\$0.00	\$2,495.83	\$0.00	\$628.97	\$4,990.72	\$5,000.00
03400 - State Apportionment	\$0.00	\$0.00	\$0.00	\$0.00	\$32,363.08	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$32,363.08	\$20,000.00
03512 - Distance Education Incentive Payments	\$6,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,000.00	\$0.00
03535 - Payment for High Ability Learners	\$0.00	\$2,864.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,864.00	\$3,000.00
03551 - Career Education	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7,500.00	\$0.00
03599 - Grants Other	\$0.00	\$0.00	\$0.00	\$150.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$150.00	\$0.00
04105 - Universal Services Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,878.35	\$10,878.35	\$0.00
04210 - Federal Nutrition Programs	\$4,710.45	\$7,775.86	\$7,692.00	\$6,700.19	\$5,670.89	\$5,263.68	\$7,038.66	\$5,814.22	\$7,377.16	\$5,022.92	\$63,066.03	\$0.00
04310 - REAP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$26,000.00
04505 - Title I, Part A ESSA Improving Basic Programs Operated by Local Educational Agencies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25,327.00	\$25,327.00	\$0.00
04506 - Title I, Part A Accountability ESSA Improving Basic Programs Accountability	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$48,000.00
04509 - Title II, Part A, ESSA Supporting Effective Instruction	\$0.00	\$0.00	\$0.00	\$4,563.00	\$0.00	\$0.00	\$2,140.00	\$0.00	\$0.00	\$150.00	\$6,853.00	\$0.00
04512 - IDEA Part B (611) Base Allocation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$61,000.00
04516 - IDEA Preschool (619) Base/IDEA Enrollment Poverty (619) Allocation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,246.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,246.00	\$0.00
04518 - IDEA Part B	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$32,175.00	\$0.00	\$0.00	\$0.00	\$0.00	\$32,175.00	\$0.00
04521 - IDEA Part B Proportionate Share	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,360.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,360.00	\$0.00
04708 - Medicaid in Public Schools	\$272.04	\$0.00	\$0.00	\$0.00	\$418.79	\$0.00	\$488.79	\$0.00	\$0.00	\$0.00	\$1,179.62	\$1,000.00
04709 - Medicaid Administrative Activities (MAAPS)	\$99.96	\$0.00	\$0.00	\$353.05	\$0.00	\$0.00	\$338.79	\$0.00	\$0.00	\$169.10	\$960.90	\$0.00
04969 - Title IV, Part A	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,000.00	\$10,000.00	\$0.00
04997 -	\$0.00	\$0.00	\$0.00	\$20,963.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$20,963.00	\$0.00
04998 - ARP	\$0.00	\$0.00	\$0.00	\$0.00	\$10,122.50	\$0.00	\$0.00	\$0.00	\$7,042.00	\$0.00	\$17,164.50	\$0.00
05200 - Fund Transfers In	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,000.00	\$0.00
05301 - Insurance Adjustments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7,500.00
05500 - Capital Lease Proceeds	\$75,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$75,000.00	\$0.00
05690 - Other Non-Revenue Receipts	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Sub Total	\$959,312.23	\$253,066.74	\$113,876.11	\$138,684.48	\$637,571.10	\$419,182.10	\$188,262.51	\$255,169.38	\$1,185,865.57	\$416,830.65	\$4,567,820.87	\$4,286,606.00

Grand Total	\$438,995.28	(\$103,195.02)	(\$454,550.07)	(\$266,451.91)	\$300,054.09	\$100,248.89	(\$216,650.70)	(\$67,826.38)	\$853,676.24	\$109,105.44	\$693,405.86	\$133,680.70

Sterling Public Schools

Monthly Balance Forecast Report

Cycle: FY24/25; Begin Date: 09/01/2024; End Date: 06/30/2025; Account Type: Expenditure,Revenue; Account Expression: [All]; Created On: 6/5/2025 10:32:44 AM

Expenditure												
Description	September	October	November	December	January	February	March	April	May	June	Total (Date Range)	Budget (YTD)
01100 - Regular Instruction	(\$154,419.45)	(\$147,833.15)	(\$152,414.97)	(\$144,136.90)	(\$151,677.16)	(\$142,747.26)	(\$141,651.25)	(\$165,177.56)	(\$160,385.42)	(\$144,298.35)	(\$1,504,741.47)	(\$1,841,206.11)
01190 - Early Childhood Educational Programs	(\$16,124.36)	(\$16,426.28)	(\$16,411.44)	(\$16,405.94)	(\$16,738.97)	(\$16,845.49)	(\$16,318.53)	(\$19,559.49)	(\$16,280.82)	(\$16,157.84)	(\$167,269.16)	(\$192,190.86)
01200 - Special Education Instructional Programs - School Age	(\$23,529.83)	(\$28,519.55)	(\$29,643.61)	(\$26,946.68)	(\$27,390.72)	(\$26,551.43)	(\$25,759.71)	(\$28,063.88)	(\$29,556.44)	(\$25,384.40)	(\$271,346.25)	(\$306,688.39)
01300 - Summer School	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$9,079.38)
02120 - Guidance Services	(\$10,684.22)	(\$9,272.02)	(\$9,242.02)	(\$9,242.02)	(\$10,714.22)	(\$9,257.02)	(\$9,242.02)	(\$9,482.02)	(\$10,684.22)	(\$9,242.02)	(\$97,061.80)	(\$114,874.28)
02130 - Health Services	(\$60.00)	(\$585.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$2,233.00)	(\$2,878.00)	(\$3,220.35)
02140 - Psychological Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$4,794.83)
02141 - Psychological Services - SPED - School Age	\$0.00	(\$4,199.85)	(\$4,199.85)	(\$4,199.85)	(\$4,199.85)	\$0.00	(\$7,155.30)	(\$7,466.40)	(\$7,466.40)	(\$8,225.00)	(\$47,112.50)	(\$34,492.50)
02151 - Speech Pathology and Audiology Services - SPED - School Age	(\$238.68)	(\$5,317.88)	(\$5,426.22)	(\$5,426.22)	(\$5,426.22)	\$0.00	(\$6,340.26)	(\$6,667.38)	(\$7,047.78)	(\$7,186.80)	(\$49,077.44)	(\$50,623.65)
02152 - Speech Pathology and Audiology Services - SPED - Aves 3-5	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$155.00)
02161 - Occupational Therapy-Related Services - SPED - School Age	\$0.00	(\$4,070.15)	(\$2,587.10)	(\$1,323.50)	(\$1,263.57)	(\$1,201.19)	(\$1,272.78)	(\$1,063.35)	(\$1,704.05)	(\$353.43)	(\$14,839.12)	(\$18,097.80)
02162 - Occupational Therapy-Related Services - SPED - Aves 3-5	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
02171 - Physical Therapy-Related Services - SPED - School Age	\$0.00	(\$979.45)	(\$239.23)	(\$406.08)	(\$487.93)	(\$393.99)	(\$510.20)	(\$104.87)	(\$677.44)	(\$119.45)	(\$3,918.64)	(\$7,025.00)
02181 - Visually Impaired or Vision Services - SPED - School Age	\$0.00	(\$984.40)	(\$492.20)	(\$492.20)	(\$492.20)	(\$492.20)	(\$492.20)	(\$492.20)	(\$492.20)	(\$492.20)	(\$4,922.00)	(\$7,000.00)
02190 - Support Services - Student - Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$63.50)	(\$505.00)	(\$568.50)	(\$850.00)
02213 - Instructional Staff Training	(\$250.00)	\$0.00	(\$255.00)	(\$765.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$1,270.00)	(\$550.00)
02220 - Library or Media Services	(\$4,604.21)	(\$7,119.78)	(\$4,604.21)	(\$4,979.21)	(\$6,707.20)	(\$5,238.87)	(\$4,636.19)	(\$4,655.52)	(\$7,113.29)	(\$4,604.21)	(\$54,262.69)	(\$67,838.31)
02230 - Instruction-Related Technology	(\$31,107.12)	(\$11,690.31)	(\$1,539.01)	(\$1,464.01)	(\$22,820.90)	(\$488.83)	(\$488.83)	(\$488.83)	\$0.00	(\$1,479.30)	(\$71,567.14)	(\$62,801.50)
02310 - Board of Education	(\$2,135.88)	(\$556.29)	(\$391.00)	(\$157.19)	(\$4,268.80)	(\$7,324.16)	(\$463.04)	(\$208.18)	(\$109.83)	(\$3,149.27)	(\$18,763.64)	(\$15,905.00)
02320 - Executive Administration	(\$17,194.26)	(\$15,185.56)	(\$15,056.06)	(\$15,846.56)	(\$16,788.87)	(\$15,069.56)	(\$15,136.56)	(\$15,131.06)	(\$16,499.61)	(\$20,025.56)	(\$161,933.66)	(\$187,904.83)
02330 - District Legal Services	(\$204.00)	(\$204.00)	(\$102.00)	(\$68.00)	\$0.00	(\$1,000.00)	(\$115.50)	(\$231.00)	(\$100.00)	(\$1,500.00)	(\$3,524.50)	(\$25,000.00)
02410 - Office of the Principal	(\$16,663.65)	(\$16,024.33)	(\$16,171.24)	(\$15,994.32)	(\$16,520.98)	(\$16,098.39)	(\$15,989.07)	(\$15,940.90)	(\$16,125.41)	(\$16,091.79)	(\$161,620.08)	(\$192,475.84)
02510 - Fiscal Services	(\$5,076.50)	(\$6,766.24)	(\$16,486.98)	(\$4,853.78)	(\$10,672.21)	(\$5,693.30)	(\$4,941.26)	(\$5,009.12)	(\$5,231.58)	(\$5,109.80)	(\$69,840.77)	(\$79,170.02)
02520 - Purchasing, Warehousing, and Distributing Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$3,500.00)
02530 - Printing, Publishing, and Duplicating Services	(\$584.51)	(\$1,388.19)	(\$1,150.18)	(\$1,421.74)	(\$1,271.87)	(\$946.05)	(\$417.48)	(\$1,910.98)	(\$878.32)	(\$1,256.60)	(\$11,225.92)	(\$12,800.00)
02570 - Personnel Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$250.00)
02580 - Administrative Technology Service	(\$22,014.93)	(\$8,367.84)	(\$11.18)	(\$808.48)	(\$61.60)	(\$1,245.60)	\$0.00	(\$9,856.23)	\$0.00	(\$4,262.40)	(\$46,628.26)	(\$58,170.00)
02610 - Operation of Buildings	(\$63,141.77)	(\$17,302.16)	(\$21,629.61)	(\$11,664.69)	(\$36,706.59)	(\$26,651.25)	(\$18,742.56)	(\$14,461.16)	(\$56,865.44)	(\$14,353.78)	(\$281,519.01)	(\$296,619.63)
02620 - Maintenance of Buildings	(\$365.89)	(\$1,383.35)	(\$657.14)	(\$946.84)	(\$1,584.91)	(\$910.84)	(\$9,379.19)	(\$280.84)	(\$1,221.40)	(\$741.79)	(\$17,472.19)	(\$11,508.04)
02630 - Care and Upkeep of Grounds	(\$1,967.31)	(\$4,251.16)	(\$553.49)	(\$589.35)	(\$820.58)	(\$1,244.64)	(\$1,245.72)	(\$784.97)	(\$1,243.69)	(\$855.13)	(\$13,556.04)	(\$16,541.83)
02640 - Care and Upkeep of Equipment	\$0.00	\$0.00	\$0.00	\$0.00	(\$84.32)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$84.32)	(\$150.00)
02650 - Vehicle Operation and Maintenance (Other Than Student Transportation Vehicles)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$500.00)
02660 - Security	\$0.00	\$0.00	\$0.00	\$0.00	(\$120.00)	\$0.00	\$0.00	(\$938.62)	\$0.00	\$0.00	(\$1,058.62)	(\$800.00)
02670 - Safety	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$1,500.00)
02710 - Vehicle Operation and Purchasing - Regular Education	(\$15,829.28)	(\$13,770.00)	(\$12,149.11)	(\$9,846.56)	(\$8,654.53)	(\$11,153.73)	(\$72,820.11)	(\$12,342.06)	(\$11,514.67)	(\$7,354.30)	(\$175,434.35)	(\$275,708.60)
02712 - Vehicle Operation and Purchasing - School Age SPED	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$90.43)	(\$361.70)	\$0.00	(\$452.13)	(\$4,638.48)
02730 - Vehicle Servicing and Maintenance - Regular Education	(\$4,406.38)	(\$8,119.70)	(\$2,433.20)	(\$2,897.20)	(\$4,959.15)	(\$1,550.41)	(\$1,838.52)	(\$4,246.16)	(\$2,049.95)	\$0.00	(\$32,500.67)	(\$36,595.00)
02732 - Vehicle Servicing and Maintenance - School Age SPED	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$275.00)
02790 - Other Student Transportation Services - Regular Students	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$1,550.00)
02792 - Other Student Transportation Services - School Age SPED	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$790.00)
02793 - Other Student Transportation Services - Below Age 3-5 SPED	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$1,000.00)
02900 - Other Support Services	(\$10,962.94)	(\$19,111.32)	(\$16,566.09)	(\$10,211.60)	(\$16,910.01)	(\$7,395.65)	(\$7,337.25)	(\$11,796.10)	(\$17,091.50)	(\$98,848.21)	(\$216,230.67)	(\$81,250.00)
03100 - Food Services Operations	(\$17,634.31)	(\$22,190.11)	(\$24,358.25)	(\$11,011.89)	(\$12,850.29)	(\$12,020.06)	(\$16,512.45)	(\$14,554.05)	(\$13,236.20)	(\$10,736.43)	(\$155,104.04)	(\$154,962.63)
03300 - Community Services Operations	(\$178.65)	(\$441.85)	(\$455.47)	(\$347.98)	(\$287.11)	(\$393.36)	(\$247.86)	(\$352.01)	(\$428.88)	(\$388.99)	(\$3,522.16)	(\$8,260.38)
03535 - High Ability Learners	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$2,408.29)	(\$2,408.29)	(\$5,592.13)
03551 - Career Education	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$1,637.95)	\$0.00	\$0.00	(\$5,862.05)	\$0.00	(\$7,500.00)	\$0.00
04300 - Architecture and Engineering	\$0.00	\$0.00	\$0.00	(\$450.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$450.00)	\$0.00
05000 - Debt Service	\$0.00	\$0.00	(\$240,012.50)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$1,887.50)	\$0.00	(\$241,900.00)	\$0.00
06200 - Federal Services - Title I, Part A ESSA Improving Basic Programs Operated by Local Educational Agencies	(\$9,088.72)	(\$4,123.48)	(\$4,107.14)	(\$4,137.14)	(\$4,107.14)	(\$4,122.14)	(\$4,107.14)	(\$4,107.14)	(\$4,107.14)	(\$4,107.14)	(\$46,114.32)	(\$108,238.56)
06408 - IDEA Part B (611) Base & Enrollment Poverty Allocation Aves 0-21	\$0.00	(\$3,190.29)	(\$3,081.95)	(\$3,081.95)	(\$3,081.95)	\$0.00	(\$3,366.07)	(\$3,491.19)	(\$3,610.20)	(\$3,617.13)	(\$26,520.73)	(\$35,146.65)
06700 - Federal Services - Federal Vocational and Anollied Technology Education (Carl Perkins)	\$0.00	(\$2,939.54)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,939.54	\$0.00	\$0.00	\$0.00
06992 - Federal Services - REAP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$3,011.97)	\$0.00	\$0.00	\$0.00	\$0.00	(\$3,011.97)	(\$24,375.00)
08000 - Transfers (Outgoing)	(\$110,000.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$110,000.00)	(\$200,000.00)

Sub Total	(\$538,466.85)	(\$382,313.23)	(\$602,427.45)	(\$310,122.88)	(\$387,669.85)	(\$320,685.34)	(\$386,527.05)	(\$358,953.70)	(\$396,957.09)	(\$415,087.61)	(\$4,099,211.05)	(\$4,562,665.58)
Revenue												
Description	September	October	November	December	January	February	March	April	May	June	Total (Date Range)	Budget (YTD)
01100 - Taxes Levied/Assessed by the School District	\$829,616.89	\$207,297.29	\$24,073.45	\$5,550.35	\$273,064.85	\$108,517.27	\$61,370.24	\$74,218.66	\$701,155.62	\$0.00	\$2,284,864.62	\$3,404,540.00
01115 - Carline Taxes	\$504.90	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,867.69	\$0.00	\$4,372.59	\$5,000.00
01120 - Public Power District Sales Tax	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$13,854.46	\$988.99	\$0.00	\$14,843.45	\$500.00
01125 - Motor Vehicle Taxes	\$9,470.95	\$11,202.05	\$13,221.04	\$9,534.15	\$11,799.97	\$11,039.68	\$9,517.56	\$8,041.18	\$9,306.07	\$0.00	\$93,132.65	\$78,000.00
01140 - Penalties and Interest on Taxes	\$97.87	\$4,329.97	\$643.47	\$210.76	\$994.63	\$1,941.95	\$34.83	\$2,683.61	\$53.02	\$0.00	\$10,990.11	\$10,000.00
01190 - Other Taxes	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$249.83	\$0.00	\$249.83	\$0.00
01315 - Tuition From Educational Entities	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$27,000.00
01370 - Preschool Tuition and Fees	\$4,200.00	\$850.00	\$925.00	\$925.00	\$1,250.00	\$250.00	\$450.00	\$550.00	\$50.00	\$0.00	\$9,450.00	\$0.00
01421 - Transportation Fees from Other School Districts Within the State	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$147,363.00
01510 - Interest on Investments	\$245.12	\$280.70	\$228.92	\$1,717.32	\$173.40	\$222.67	\$258.53	\$224.03	\$353.59	\$0.00	\$3,704.28	\$250.00
01611 - Daily Sales?School Lunch Program	\$6,641.37	\$6,032.49	\$5,195.65	\$5,206.55	\$7,381.76	\$5,652.67	\$5,080.54	\$7,249.12	\$3,496.18	\$0.00	\$51,936.33	\$0.00
01710 - School Sponsor Activity	\$6,173.50	\$11,866.15	\$179.72	\$4,535.75	\$12,248.76	\$1,727.00	\$0.00	\$0.00	\$319.00	\$0.00	\$37,049.88	\$0.00
01730 - Student Organization Membership Dues and Fees	\$1,195.00	\$1,119.05	\$0.00	\$0.00	\$3,206.57	\$0.00	\$0.00	\$0.00	\$3,251.00	\$0.00	\$8,771.62	\$0.00
01740 - Fees	\$3,050.00	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$550.00	\$420.00	\$3,453.39	\$0.00	\$7,593.39	\$1,000.00
01741 - Extracurricular Activity Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01790 - Other Activity Income	\$6,340.94	\$16,949.54	\$10,945.72	\$9,648.47	\$162.00	\$1,871.00	\$1,001.95	\$4,308.37	\$10,624.01	\$0.00	\$61,852.00	\$0.00
01800 - Revenue From Community Services Activities	\$1,263.60	\$988.80	\$1,074.40	\$544.80	\$1,163.60	\$1,056.00	\$1,309.20	\$667.20	\$405.60	\$0.00	\$8,473.20	\$0.00
01911 - Local License Fees	\$0.00	\$0.00	\$300.00	\$10.00	\$0.00	\$0.00	\$0.00	\$55.21	\$310.43	\$0.00	\$675.64	\$100.00
01920 - Contributions and Donations From Private Sources	\$4,515.00	\$1,588.00	\$3,904.00	\$6,833.24	\$300.00	\$689.63	\$5,217.00	\$2,425.00	\$1,200.00	\$0.00	\$26,671.87	\$1,300.00
01941 - Textbook Sales	\$400.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$400.00	\$0.00
01990 - Miscellaneous Local Revenue	\$181.75	\$143.52	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$360.00	\$248.30	\$0.00	\$933.57	\$0.00
02110 - County Fines & License Fees	\$207.81	\$195.80	\$185.99	\$138.82	\$128.57	\$172.34	\$195.25	\$98.74	\$130.21	\$0.00	\$1,453.53	\$10,000.00
02130 - Other County Receipts	\$832.60	\$498.86	\$2,656.98	\$405.88	\$708.05	\$1,448.71	\$956.32	\$934.46	\$1,021.24	\$0.00	\$9,463.10	\$0.00
02210 - ESU Receipts	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00
03110 - State Aid	\$32,840.00	\$32,840.00	\$0.00	\$65,680.00	\$32,840.00	\$0.00	\$65,680.00	\$32,840.00	\$32,840.00	\$0.00	\$295,560.00	\$26,053.00
03120 - SPED (School Age)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$200,000.00
03125 - SPED Transportation (School Age)ents.	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,000.00
03130 - Homestead Exemption	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,788.47	\$5,652.23	\$7,474.02	\$7,474.02	\$0.00	\$22,388.74	\$0.00
03131 - Property Tax Credit	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$600,592.82	\$0.00	\$0.00	\$600,592.82	\$0.00	\$1,201,185.64	\$0.00
03132 - Personal Property Tax Credit	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$200,000.00
03150 - State Reimbursement (of Nutrition Programs)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$1,794.64)	\$0.00	(\$1,794.64)	\$0.00
03161 - Payments Received for Wards of the State or Court (SPED)	\$0.00	\$0.00	\$0.00	\$37,000.00	\$42,840.00	\$42,776.00	\$42,930.00	\$43,195.00	\$0.00	\$0.00	\$208,741.00	\$0.00
03180 - Pro-Rate Motor Vehicle	\$0.00	\$813.11	\$204.91	\$0.00	\$1,349.85	\$336.84	\$0.00	\$2,476.68	\$624.40	\$0.00	\$5,805.79	\$5,000.00
03400 - State Apportionment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$63,250.58	\$0.00	\$0.00	\$0.00	\$0.00	\$63,250.58	\$20,000.00
03535 - Payment for High Ability Learners	\$0.00	\$0.00	\$2,634.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,634.00	\$3,000.00
04210 - Federal Nutrition Programs	\$3,784.10	\$0.00	\$15,298.33	\$5,998.58	\$5,282.49	\$7,027.40	\$4,556.30	\$7,039.59	\$9,127.43	\$0.00	\$58,114.22	\$0.00
04310 - REAP	\$0.00	\$24,734.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$24,734.00	\$26,000.00
04505 - Title I, Part A ESSA Improving Basic Programs Operated by Local Educational Agencies	\$0.00	\$0.00	\$0.00	\$32,726.00	\$0.00	\$0.00	\$0.00	\$0.00	\$15,533.00	\$0.00	\$48,259.00	\$0.00
04506 - Title I, Part A Accountability ESSA Improving Basic Programs Accountability	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$48,000.00
04509 - Title II, Part A, ESSA Supporting Effective Instruction	\$0.00	\$0.00	\$3,250.50	\$3,221.80	\$450.00	\$430.00	\$0.00	\$0.00	\$2,480.00	\$0.00	\$9,832.30	\$0.00
04512 - IDEA Part B (611) Base Allocation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$61,000.00
04518 - IDEA Part B	\$0.00	\$0.00	\$0.00	\$0.00	\$66,750.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$66,750.00	\$0.00
04708 - Medicaid in Public Schools	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00
04709 - Medicaid Administrative Activities (MAAPS)	\$0.00	\$285.10	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$285.10	\$0.00
04969 - Title IV, Part A	\$0.00	\$0.00	\$0.00	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,000.00	\$0.00	\$20,000.00	\$0.00
04998 - ARP	\$0.00	\$0.00	\$0.00	\$0.00	\$30,441.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$30,441.00	\$0.00
05301 - Insurance Adjustments	\$0.00	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	\$7,500.00
05500 - Capital Lease Proceeds	\$110,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$110,000.00	\$0.00
05690 - Other Non-Revenue Receipts	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$30,333.33	\$0.00	\$0.00	\$0.00	\$30,333.33	\$0.00
Sub Total	\$1,021,561.40	\$322,634.43	\$84,922.08	\$199,887.47	\$492,535.50	\$850,791.03	\$235,093.28	\$209,115.33	\$1,417,361.20	\$0.00	\$4,833,901.72	\$4,286,606.00
Grand Total	\$483,094.55	(\$59,678.80)	(\$517,505.37)	(\$110,235.41)	\$104,865.65	\$530,105.69	(\$151,433.77)	(\$149,838.37)	\$1,020,404.11	(\$415,087.61)	\$734,690.67	(\$276,059.58)

Sterling Public Schools General Fund June 2024-2025 Financial Report

TOTAL RECEIPTS		June 2024		June 2025			
1100	Regular Education	\$136,621.39	\$1,454,918.98	\$144,298.35	\$1,504,741.47	\$7,676.96	5.62%
1190	Early Childhood	-\$1,338.14	\$157,853.33	\$16,157.84	\$167,269.16	\$17,495.98	-1307.49%
1200	SPED	\$41,382.03	\$255,757.69	\$25,384.40	\$271,346.25	-\$15,997.63	-38.66%
1300	Summer School		\$0.00		\$0.00	\$0.00	#DIV/0!
2120	Guidance Services	\$8,997.28	\$94,803.92	\$9,242.02	\$97,061.80	\$244.74	2.72%
2130	Health Services	\$1,962.00	\$3,067.00	\$2,233.00	\$2,878.00	\$271.00	13.81%
2140	SPED Psychological Services	\$0.00	\$4,566.50	\$0.00	\$4,566.50	\$0.00	#DIV/0!
2141	SPED Psychological Services	\$0.00	\$27,376.80	\$8,225.00	\$47,112.50	\$8,225.00	#DIV/0!
2151	SPED Speech Path & Audiology	\$6,279.60	\$48,212.58	\$7,186.80	\$49,077.44	\$907.20	14.45%
2152	SPED Speech Path & Audiology (3-5yr old)					\$0.00	
2161	SPED - Occupational Services	\$1,061.88	\$17,235.56	\$353.43	\$14,839.12	-\$708.45	-66.72%
2171	SPED - Physical Therapy	\$382.46	\$5,412.05	\$119.45	\$3,918.64	-\$263.01	-68.77%
2181	SPED - Visually Impaired	\$627.00	\$6,839.89	\$492.20	\$4,922.00	-\$134.80	-21.50%
2190	Support Services	\$31.50	\$263.20	\$505.00	\$568.50	\$473.50	1503.17%
2213	Instructional Staff Training	\$0.00	\$520.00	\$0.00	\$1,270.00	\$0.00	#DIV/0!
2220	Library Services	\$4,360.28	\$46,918.69	\$4,604.21	\$54,262.69	\$243.93	5.59%
2230	Instructional-Related Technology	\$491.21	\$83,455.40	\$1,479.30	\$71,567.14	\$988.09	201.15%
2290	Other Support Services					\$0.00	#DIV/0!
2310	Board of Education	\$250.29	\$16,189.43	\$3,149.27	\$18,763.64	\$2,898.98	1158.25%
2320	Executive Administration	\$14,766.50	\$154,459.79	\$20,025.56	\$161,933.66	\$5,259.06	35.61%
2330	District Legal Services	\$1,738.00	\$6,375.14	\$1,500.00	\$3,524.50	-\$238.00	-13.69%
2410	Office of the Principal	\$15,812.34	\$155,712.67	\$16,091.79	\$161,620.08	\$279.45	1.77%
2490	School Admin Other	\$0.00	\$409.43	\$0.00	\$409.43	\$0.00	
2510	Fiscal Services	\$4,987.29	\$67,029.61	\$5,109.80	\$69,840.77	\$122.51	2.46%
2520	Purchasing, Warehousing, & Distributing		\$0.00		\$0.00	\$0.00	
2530	Printing, Publishing, & Duplicating Services	\$1,130.31	\$10,659.14	\$1,256.60	\$11,225.92	\$126.29	11.17%
2570	Personnel Services	\$0.00	\$220.00	\$0.00	\$220.00	\$0.00	#DIV/0!
2580	Administrative Technology Service	\$114.54	\$18,770.26	\$4,262.40	\$46,628.26	\$4,147.86	3621.32%
2610	Operation of Buildings	\$10,949.53	\$208,073.79	\$14,353.78	\$281,519.01	\$3,404.25	31.09%
2620	Maintenance of Buildings	\$1,562.57	\$7,595.74	\$741.79	\$17,472.19	-\$820.78	-52.53%
2630/2640	Care and Upkeep of Grounds	\$2,132.78	\$11,562.41	\$855.13	\$13,640.36	-\$1,277.65	-59.91%
2660	Security		\$21,831.84		\$1,058.62	\$0.00	#DIV/0!
2710	Vehicle Operation & Purchasing	\$10,073.06	\$200,228.65	\$7,354.30	\$175,434.35	-\$2,718.76	-26.99%
2712	Vehicle Operation & Purchasing - SPED SA	\$90.43	\$1,929.10	\$0.00	\$452.13	-\$90.43	-100.00%
2730	Vehicle Servicing & Maintenance	\$2,773.29	\$28,287.49	\$0.00	\$32,500.67	-\$2,773.29	-100.00%
2732	Vehicle Servicing & Maintenance - SPED SA		\$222.00		\$0.00	\$0.00	#DIV/0!
2790	Other Student Transportation Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!
2792	Other Student Transportation Services - SPED SA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!
2900	Other Support Services	\$5,571.52	\$116,020.26	\$98,848.21	\$216,230.67	\$93,276.69	1674.17%
3100	Food Services Operations	\$5,774.63	\$149,391.56	\$10,736.43	\$155,104.04	\$4,961.80	85.92%
3300	Community Services Operations	\$272.57	\$4,046.95	\$388.99	\$3,522.16	\$116.42	42.71%
3535	High Ability Learners	\$0.00	\$3,501.00	\$2,408.29	\$2,408.29	\$2,408.29	#DIV/0!
4300	Architecture & Engineering	\$1,969.00	\$6,974.50	\$0.00	\$450.00	-\$1,969.00	-100.00%
5000	Debt Services		\$242,757.50		\$241,900.00	\$0.00	#DIV/0!
6200	Federal Services - Title I	\$8,849.65	\$88,523.81	\$4,107.14	\$46,114.32	-\$4,742.51	-53.59%
6210	Federal Services - Title I		\$0.00		\$0.00	\$0.00	#DIV/0!
6406	Federal Services - IDEA PreSchool	\$0.00	\$6,117.52	\$0.00	\$0.00	\$0.00	#DIV/0!
6408	Federal Services - IDEA	\$14,176.06	\$32,317.90	\$3,617.13	\$26,520.73	-\$10,558.93	-74.48%
6992	Federal Services - REAP	\$0.00	\$19,495.00	\$0.00	\$3,011.97	\$0.00	#DIV/0!
6996	ESSERS	\$3,872.36	\$3,920.36	\$0.00	\$0.00	-\$3,872.36	-100.00%
8000	Transfers	\$0.00	\$85,000.00	\$0.00	\$110,000.00	\$0.00	#DIV/0!
9000	Non-Program Expenditures	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!
		\$307,725.21	\$3,874,824.44	\$414,552.61	\$4,096,906.98	\$106,827.40	34.72%

STERLING PUBLIC SCHOOLS MONTH BOARD REPORT 2024-2025

	2023-2024	2024-2025
September Gross Payroll	\$ 250,350.89	\$ 261,393.82
September EOM Expenditures	\$ 172,156.02	\$ 182,361.84
Total Sept. Expenditures w/ adjustments	\$ 422,506.91	\$ 443,755.66
	8.00%	7.58%
October Gross Payroll	\$ 249,396.56	\$ 259,764.34
October EOM Expenditures	\$ 91,438.49	\$ 103,066.24
Total October Expenditures w/ adjustments	\$ 340,835.05	\$ 362,830.58
Year to Date Total	\$ 763,341.96	\$ 806,586.24
	14.45%	13.78%
November Gross Payroll	\$ 252,675.23	\$ 263,817.08
November EOM Expenditures	\$ 305,780.67	\$ 311,619.49
Total November Expenditures w/ adjustments	\$ 558,455.90	\$ 575,436.57
Year to Date Total	\$1,321,797.86	\$1,382,022.81
	25.02%	23.60%
December Gross Payroll	\$ 253,141.02	\$ 255,640.46
December EOM Expenditures	\$ 54,577.45	\$ 35,561.21
Total Dec. Expenditures w/ adjustments	\$ 307,718.47	\$ 291,201.67
Year to Date Total	\$1,629,516.33	\$1,673,224.48
	30.84%	28.58%
January Gross Payroll	\$ 246,898.12	\$ 256,757.10
January EOM Expenditures	\$ 78,615.47	\$ 102,108.74
Total Jan. Expenditures w/ adjustments	\$ 325,513.59	\$ 358,865.84
Year to Date Total	\$1,955,029.92	\$2,032,090.32
	37.00%	34.71%
February Gross Payroll	\$ 240,937.51	\$ 259,619.37
February EOM Expenditures	\$ 63,385.41	\$ 46,825.29
Total February Expenditures w/ adjustments	\$ 304,322.92	\$ 306,444.66
Year to Date Total	\$2,259,352.84	\$2,338,534.98
	42.76%	39.94%

	2023-2024	2023-2024
March Gross Payroll	\$ 248,334.94	\$ 249,742.29
March EOM Expenditures	\$ 125,541.44	\$ 74,389.40
Total March Expenditures w/ adjustments	\$ 373,876.38	\$ 324,131.69
Year to Date Total	\$ 2,633,229.22	\$ 2,662,666.67
	49.84%	45.48%
April Gross Payroll	\$ 243,665.03	\$ 257,089.01
April EOM Expenditures	\$ 113,777.22	\$ 71,900.77
Total April Expenditures w/ adjustments	\$ 357,442.25	\$ 328,989.78
Year to Date Total	\$ 2,990,671.47	\$ 2,991,656.45
	56.60%	51.10%
May Gross Payroll	\$ 263,080.07	\$ 277,395.77
May EOM Expenditures	\$ 51,161.44	\$ 89,569.38
Total May Expenditures w/ adjustments	\$ 314,241.51	\$ 366,965.15
Year to Date Total	\$ 3,304,912.98	\$ 3,358,621.60
	62.55%	57.36%
June Gross Payroll	\$ 247,766.81	\$ 253,261.75
June EOM Expenditures	\$ 53,809.54	\$ 161,466.61
Total June Expenditures w/ adjustments	\$ 301,576.35	\$ 414,728.36
Year to Date Total	\$ 3,606,489.33	\$ 3,773,349.96
	68.26%	64.45%
July Gross Payroll	\$ 229,129.91	
July EOM Expenditures	\$ 86,434.57	
Total July Expenditures w/ adjustments	\$ 315,564.48	\$ -
Year to Date Total	\$ 3,922,053.81	\$ 3,773,349.96
	74.23%	64.45%
August Gross Payroll	\$ 228,731.13	
August EOM Expenditures	\$ 43,363.99	
Total August Expenditures w/ adjustments	\$ 272,095.12	\$ -
Year to Date Total	\$ 4,194,148.93	\$ 3,773,349.96
	79.38%	64.45%

Total Operation Budget

2023/24 Budget	2023/24 Budget
\$5,283,434.00	\$5,855,074.00

SCHOOL PSYCHOLOGIST SERVICE AGREEMENT

This agreement is made and entered into by **Pawnee County School District 67-0001**, commonly known as **Pawnee City Public Schools** (referred to herein as "Pawnee City"), and **Johnson County School District 49-0033**, commonly known as **Sterling Public Schools** (referred to herein as "Sterling").

1. Purpose. The purpose of this Agreement is for Pawnee City to employ a School Psychologist ("Psychologist") and to assign the Psychologist to provide services to Sterling equivalent to approximately 30 hours per month of service being provided at Sterling. All other services related to the Psychologist's contract will be provided at Pawnee City.

2. Term. This Agreement shall have a duration of one year, commencing with the 2025-26 school year, which shall begin on or about **July 1, 2025** and end on or about **June 30, 2026**. Subsequently, this Agreement shall automatically renew from year to year for an additional one-year term unless one of the parties gives written notice to the others on or before **March 1st** of its intention to terminate it at the conclusion of the then-current contract term. The parties may by mutual agreement terminate this agreement at any time prior to June 30, 2026.

3. Administration. Pawnee City's Superintendent and Sterling's Superintendent shall be responsible for jointly administering this Agreement. The Superintendents may take any action authorized, either explicitly or implicitly, by law, including any action that may be necessary to perform the duties and functions as provided in this Agreement.

4. Nature of the Psychologist's Employment. Pawnee City shall employ a Psychologist who is certificated and endorsed by the Nebraska Department of Education as a School Psychologist (Grades PK-12). The Psychologist will be hired by Pawnee City pursuant to its policies and practices. Pawnee City shall be responsible for paying the Psychologist's yearly salary and benefits. The employment contract between Pawnee City and the Psychologist is subject to the collective bargaining agreement between the Pawnee City Board of Education and the Pawnee City Education Association. Pawnee City agrees to provide the services of the Psychologist to Sterling on a basis equivalent to approximately 30 hours per month. For the purposes of this Agreement, the Psychologist shall be an employee of Pawnee City Public Schools and will not be an employee of Sterling or a "joint employee" of Pawnee City and Sterling for any purpose.

5. Psychologist Services. The Psychologist shall provide services to both school districts. The type of services to be provided by the Psychologist to

Sterling shall be those necessary and proper to fulfill Sterling's psychologist service obligations outlined by Rule 51 of the Nebraska Department of Education. The parties agree that to the extent practicable, the Psychologist will on a monthly basis spend approximately 30 hours of his or her working time at Sterling, generally on days and during times in which students are in attendance, tending to its affairs and the remainder of his or her working time at Pawnee City, as outlined in the Psychologist's contract, tending to its affairs. Services at Sterling will be provided on regular duty days of the Psychologist's teaching contract, whereas any services associated with any supplemental, extra-duty, or extended contract between the Psychologist and Pawnee City will be provided only at Pawnee City. Sterling and Pawnee City will cooperate in the scheduling of the Psychologist so as to make it possible for the Psychologist to perform services at both schools without conflict or, when conflict is unavoidable, in a manner that will minimize the conflict. The parties acknowledge and understand that in some cases special circumstances (holidays, conferences, training, testing, and/or other special circumstances) will require that the Psychologist devote more time to the affairs of one of the parties to this Agreement than to the other during the course of a given week or weeks. The parties agree that in such cases, the schedule of the Psychologist in the succeeding week or weeks shall be adjusted so that, for the 2025-26 school year, the amount of time spent by the Psychologist in dealing with the affairs of each of the parties hereto shall be substantially equivalent to 30 hours per month of service being provided at Sterling, with all other services related to the Psychologist's contract being provide at Pawnee City. Schedule changes shall be arranged by e-mails between the school district's superintendents. If the movement of days should impact the days billed, the parties must have a written (e-mail) agreement detailing the change of days and billing amount approved by both the Superintendent of Pawnee City and Sterling prior to the change occurring. Every reasonable effort will be made to swap days if necessary to equitably allocate benefit time (professional days, personal days and/or sick days, etc.) between the two entities on the agreed upon split.

6. **Psychologist's Salary and Fringe Benefits.** Pawnee City will pay the Psychologist's salary for the 2025-26 school year pursuant to the terms of an employment contract.

7. **Payment to Pawnee City by Sterling.** Sterling shall pay Pawnee City the amount equal to the Nebraska Department of Education approved service rate for "1002 Psychological Services" per hour of service provided by the Psychologist, which is \$98 dollars per hour for the 2025-26 school year. Sterling shall pay Pawnee City \$49 per hour for any Psychologist travel directly attributable to providing service at Sterling, which is equal to half of the service rate. Pawnee City shall bill Sterling on a monthly basis for all payments pursuant to this paragraph beginning in August 2025 and ending in May 2026. Payment is due within 30 days of the billing date.

8. **Psychologist Not a Third-Party Beneficiary.** This Agreement does not create any enforceable rights in favor of the Psychologist and she is not a third-party beneficiary of the agreement.

9. **No Joint Employment.** This agreement does not make the parties joint employers of the Psychologist for purposes of liability, Workers' Compensation, unemployment compensation, or any other purpose.

10. **Management, Evaluation, Discipline and Discharge.** Pawnee City shall have the right to manage, evaluate, discipline, and discharge the Psychologist in a manner consistent with its employment contract, and as otherwise provided by law. The Sterling Superintendent shall have the right to direct the Psychologist in his or her work with respect to the services he or she performs for Sterling. Pawnee City shall evaluate the Psychologist's as required by law and school policy, provided that it shall consider the positive and negative comments, if any, of the Sterling Superintendent or other representatives in preparing the Psychologist's evaluation.

11. **Provision of Classroom, Books, and Instruments.** Each party shall provide such supplies and equipment as are necessary for the Psychologist's performance of services at its respective premises. Each school district will make a classroom or workspace available for Psychologist's interaction with its students.

12. **Termination During Term of Agreement.** Either party may terminate this agreement during its term if the Psychologist serving at its commencement:

- A. Submits a resignation with an effective date prior to the end of the term of the agreement, and the Pawnee City Board of Education accepts the resignation.
- B. Dies prior to the end of the school year;
- C. Is discharged by the Pawnee City Board of Education prior to the end of the school year.

13. **Liability Insurance.** Each party shall obtain and pay for its own liability insurance coverage for their participation in this Agreement.

14. **Indemnification.** To the extent permitted by applicable law, but without waiving any rights under any applicable state governmental immunity act, the Parties hereto agree to indemnify each other from any and all liabilities, claims, expenses, losses or damages, including attorneys' fees, which may arise in connection with the execution of the work herein specified and which are caused, in whole or in part, by the negligent act or omission of the Indemnifying Party.

15. **Nondiscrimination.** The school districts shall not discriminate against any employee or applicant who is to be employed for performance of this Agreement with respect to his or her hire, tenure, terms, conditions, or privileges of employment, because of his race, color, religion, sex, disability, or national origin.

16. **Employment Eligibility Verification.** The school districts shall use a federal immigration verification system to determine the work eligibility status of employees hired on or after October 1, 2009 and who are physically performing services within the State of Nebraska. If a school district employs or contracts with any subcontractor in connection with this Agreement, the contracting party shall include a provision in the contract requiring the subcontractor to use a federal immigration verification system to determine the work eligibility status of new employees physically performing services within the State of Nebraska.

17. **Notice.** A school district giving any Notice ("Notice") under this Agreement must give written Notice by personal delivery, registered or certified Mail (in each case, return receipt requested and postage prepaid), or electronic mail (to the respective Superintendents, with receipt confirmed). Notice shall be sent to the following addressees at the following addresses:

Pawnee City: Pawnee City Public Schools
Attn: Superintendent
729 E Street
Pawnee City, NE 68420

Sterling: Sterling Public Schools
Attn: Superintendent
250 Main Street
Sterling, NE 68443

Notice is effective only if the party giving the Notice has complied with this section.

18. **Amendment and/or Extension of Agreement.** The school districts may amend or extend this agreement. Any such amendment or extension shall require the approval of both boards of education and shall be in writing.

19. **Severability.** If any provision of this Agreement is determined to be unenforceable, the remaining provisions of this Agreement remain in full force, if the essential terms and conditions of this Agreement for each party remain enforceable.

20. **Counterparts.** The school districts may execute this Agreement in multiple counterparts, each of which constitutes an original, and all of which, collectively, constitute only one agreement. The signatures of all of the school districts need not appear on the same counterpart, and delivery of an executed counterpart signature page by facsimile or other electronic means is as effective as executing and delivering this Agreement in the presence of the other school district to this Agreement. This Agreement is effective upon delivery of one executed counterpart from each school district to the other. In proving this Agreement, a school district must produce or account only for the executed counterpart of the school district to be charged.

21. **Assignment.** The school district shall not assign or otherwise dispose of this Agreement or any duty, right, or responsibility contemplated in this Agreement to any other person or entity without the previous written consent of the other party.

22. **Reservation of Rights.** Each party reserves the right to enforce its own rights, obligations, or benefits of this Agreement.

23. **Entirety of Agreement.** This agreement contains the school districts' entire agreement. It fully supersedes any and all prior agreements or understandings between them pertaining to the subject matter hereof.

STERLING PUBLIC SCHOOLS

_____, Board President

Date: _____, 2025

PAWNEE CITY PUBLIC SCHOOLS

_____, Board President

Date: _____, 2025

1002

Creation, Amendment and Distribution of Policies

Each of these policies shall become the official policy of the school district when the board has approved it by majority vote of the members present at any lawfully convened meeting of the board.

It shall generally be the practice of the board to adopt or amend any policy after a single reading at any regular or special board meeting. However, the board may, in its discretion, review policies at multiple meetings prior to taking action.

~~Each policy shall bear the date when it was adopted, revised or reviewed.~~

~~The superintendent shall distribute copies of these policies to all members of the board, maintain a master copy in the central office, and see to it that the policies are maintained on the school district's web site. maintain an official copy of the board's policies, which may be in paper copy in the central office or on the district's website or electronic board meeting site. For any policies with specific review, hearing, or posting requirements, the superintendent will ensure those obligations are completed. The superintendent will also ensure all board members have access to a copy of the district's policies.~~

Annual Review

~~The board shall review all policies at least once every three years. Nebraska statutes require an annual review and/or hearing to solicit public comment on these specific policies:~~

~~Parental Involvement Policy~~

~~Title I Parental Involvement Policy~~

~~(NOTE: These first two are distinct parental involvement policies, and both must be reviewed annually.)~~

~~Student Fees Policy~~

~~Bullying~~

~~Multicultural Education~~

~~Student Assessment~~

~~Teacher Evaluation~~

~~Student Academic Performance~~

~~Safety and Security Committee~~

~~Attendance and Excessive Absenteeism~~

~~The board may update or add policies as needed. The board shall determine the number of copies of policies to be made and their distribution. The superintendent shall maintain an up-to-date master copy of the policies in the main administrative office. Unless otherwise directed by the board, the master copy shall be considered the official district policy manual.~~

Adopted on: _____

Revised on: _____

Reviewed on: _____

2006 Complaint Procedure

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

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

~~A preponderance of the evidence will be required to discipline a party accused of misconduct. This means that the investigator must conclude that it is more likely than not that misconduct occurred.~~Under this policy, factual conclusions will be based on a preponderance of the evidence.

Complaint and Appeal Process.

1. The first step is for the complainant to speak directly to the person(s) with whom the complainant has a concern. For example, a parent who is unhappy with a classroom teacher should initially discuss the matter with the teacher. However, the complainant should skip the first step if complainant reasonably believes speaking directly to the person would subject complainant or complainant's student to discrimination or harassment.
2. The second step is for the complainant to speak to the building principal, coordinator, superintendent, or president of the board of education, as set forth below. Anyone with questions about the appropriate person to speak with may request clarification from the superintendent.
 - a) Complaints about the operation, decisions, or personnel within a building should be submitted to the principal of the building.

- b) Complaints about the operations of the school district or a building principal should be submitted in writing to the superintendent of schools.
 - c) Complaints about the superintendent of schools should be submitted in writing to the president of the board of education.
 - d) Complaints involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age may be submitted to the applicable coordinator. Complaints involving discrimination or harassment may also be submitted at any time to the Office for Civil Rights, U.S. Department of Education: by email at OCR.KansasCity@ed.gov; by telephone at (816) 268-0550; or by fax at (816) 268-0599.
3. When a complainant submits a complaint to an administrator or coordinator, the administrator or coordinator shall first determine whether another applicable procedure is required by policy or law and if so, direct the complaint to the appropriate person to follow that procedure. If not, the administrator or coordinator will promptly and thoroughly investigate the complaint, and shall:
- a) Determine whether the complainant has discussed the matter with the respondent.
 - 1) If the complainant has not, urge the complainant to discuss the matter directly with the respondent, if appropriate.
 - 2) If the complainant refuses to discuss the matter with the respondent, the administrator or coordinator shall, in his or her sole discretion, determine whether the complaint should or must be pursued further.
 - b) Strongly encourage the complainant to reduce his or her concerns to writing.
 - c) Interview the complainant and, if necessary, the respondent against whom the complaint is filed, to determine:
 - 1) All relevant details of the complaint;

- 2) All witnesses and documents which the complainant believes support the complaint;
 - 3) The action or solution which the complainant seeks.
 - d) Respond to the complainant. If the complaint involves discrimination or harassment, the response shall be in writing and shall be submitted within 180 calendar days after the administrator or coordinator receives the complaint.
4. If either the complainant or the respondent is not satisfied with the decision, he or she may appeal the decision to the superintendent. The superintendent may assign a qualified designee to hear any appeal. ~~This provision applies to appeals under the board's policies governing complaints of discrimination or harassment, including Title IX and any other policy with a separate grievance or complaint procedure, unless that other procedure includes its own appeal process. All requirements for appeals within any other policy apply, and in addition to those requirements, the following also apply.~~
 - a) The appeal must be in writing.
 - b) This appeal must be received by the superintendent no later than three (3) calendar days from the date of the decision.
 - c) For complaints addressed through other applicable procedures that do not include a separate investigatory process, the superintendent will investigate as he or she deems appropriate.
 - d) The superintendent will prepare a written decision and provide it to the complainant and any other person entitled by law to receive the appeal decision. For complaints involving discrimination or harassment, the superintendent shall submit the decision within 180 calendar days after the superintendent received complainant's written appeal. Appeals to the superintendent from complaints involving discrimination or harassment are final once the superintendent delivers the written decision, as are all other appeals/complaints to the superintendent unless the

complaint can be appealed on the limited grounds to appeal to the board below.

5. The board's role is to set policy, establish and implement a budget, and evaluate the superintendent. The board does not manage the daily operations of the school district entrusted to its administration unless required by law or policy. Because of the board's statutory roles, it does not hear complaints or appeals that may involve oversight or discipline of students, staff, or others, unless those involve allegations against the superintendent as discussed below. The board does not hear complaints or appeals based on allegations of discrimination or harassment unless otherwise required by law. The board will hear appeals only in the following circumstances:
 - a) When the complaint is about a board policy, not implementation of the policy;
 - b) When the complaint involves the budget or school expenditures that have been or must be approved by the board; or
 - c) When the board is required by law, policy, or contract to hear a complaint or appeal.

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

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

writing of the decision. If the complaint involves discrimination or harassment allegations against the Superintendent, the board president shall submit the decision within 180 calendar days after receiving the written appeal.

- h) There is no appeal from any decision of the board unless authorized by law.
6. Formal complaints about the superintendent shall be filed with the president of the board. However, complaints about the superintendent do not include disagreement with the superintendent's decision on appeal based on a complaint of discrimination, harassment, or action of any other employee who is not the superintendent. Upon receipt of a complaint, the board president or his or her designee shall promptly and thoroughly investigate the complaint, and shall:
- a) Coordinate with school district staff, other than the superintendent, to determine if another procedure in policy or law requires the complaint against the superintendent to follow another procedure. If so, the board president will coordinate handling the complaint through that procedure. If another procedure applies, such as in the case of allegations of sex discrimination against the superintendent, the board president or, at his or her discretion, the full board will serve only to hear any appeal by a party to the complaint.
 - b) Determine whether the complainant has discussed the matter with the superintendent.
 - 1) If the complainant has not, the board president or designee will urge or require the complainant to discuss the matter directly with the superintendent, if appropriate or required.
 - 2) If the complainant refuses to discuss the matter with the superintendent, the board president shall, in his or her sole discretion, determine whether the complaint should or must be pursued further.

- c) Determine, in his or her sole discretion, whether to place the matter on the board agenda for consideration at a regular or special meeting by the full board.
- d) Respond to the complainant or appeal. If the complaint or appeal involves discrimination or harassment, the response shall be in writing and shall be submitted within 180 calendar days after the president received the complaint.
- e) Appoint or contract with other individuals qualified to assist the board through this process or any other applicable procedure used to address allegations against the superintendent.

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

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

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

Complaints about the educational services provided a student with a disability pursuant to a Section 504 plan must be submitted to the school district's 504 Coordinator. The 504 Coordinator will address the complaint in a manner that he/she deems appropriate and will provide

the complainant with a copy of the Notice of Section 504 Parental Rights adopted by the board of education.

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

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

Adopted on: _____

Revised on: _____

Reviewed on: _____

2008 Meetings

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

1. Types of Meetings

- a. The board shall hold its regular meetings on or before the third Monday of each month.
- b. Special and emergency meetings may be called as provided by law.
- c. The board may schedule work sessions and retreats in order to provide board members and administrators with the opportunity to plan, research, and engage in discussion.

2. Notice

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.

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 established and maintained as a repository for such notices by a majority of Nebraska newspapers and, if available, on the newspaper's website.

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 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, ~~but are not~~

~~necessarily limited to, the [REDACTED] or the Omaha World-Herald.~~ 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, and (2) submit a post on a statewide website 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.

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. 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 and 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.

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 \$109,000

- A. The school district will solicit quotes and/or estimates for all projects with an estimated cost of less than \$109,000.
- 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 \$109,000 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 \$109,000 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-\$118,000.~~

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: _____

3004.1
Fiscal Management for Purchasing and Procurement Using Federal Funds

I. Applicability of Policy

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

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

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

II. Procurement System

The District maintains the following purchasing procedures.

A. Responsibility for Purchasing

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

B. Methods of Purchasing

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

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

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

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

2. Purchases between \$10,000 and \$250,000 (Simplified Acquisition Procedures)

Simplified acquisitions are purchases that, in the aggregate amount, are more than \$10,000 and less than \$250,000 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

a) Sealed Bids (Formal Advertising)

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

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 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.

Commented [1]: 2 CFR Part 200, Subpart E

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.

Adopted on: _____

Revised on: _____

Reviewed on: _____

3023

Record Management and Retention

The school district will comply with all federal record retention requirements, the Nebraska Records Management Act, and with Schedules 10 and 24 of the Nebraska Secretary of State's Records Management Division. These requirements apply to both physical and digital records. When permitted by Schedule 10 and Schedule 24 of the Nebraska Secretary of State's Office, records will be transferred to durable electronic media for long-term storage.

Special Rules Related to Electronic Forms of Communication.

Electronically stored information such as e-mail, instant messaging, and other electronic communication are important to the district's overall operation. E-mail and other forms of electronic communication which is subject to retention under the Nebraska Records Management Act may be moved to a storage method other than their original format. Each individual who creates or receives electronic communications that belong to or pertain to the operation of the district is responsible for determining whether and in what format those records must be maintained. Duplicate records may be destroyed at any time prior to the approved retention period. Staff members who are uncertain about whether a record should be retained should consult with their supervising administrator.

Option 1 - use if the district uses subscription Google Apps but has not activated Vault: Due to the nature and volume of forms of electronic communication related to the operation of the district, transitory or multiple copies of electronic communication will be retained with metadata intact for 30 days. After this time, the electronically stored information with metadata intact shall be subject to overwriting or deletion from the district's electronic files and records, except as otherwise required by these policies or state and federal law.

Option 2 - use if the district has a Subscription to Google Apps with Vault activated: The district will archive all Google Apps data with metadata intact, except for instant messaging which users determine to be transitory. Only the domain administrator or other designated individual will be able to retrieve electronic communication and other electronically stored information which has been vaulted.

Option 3 - use if the district uses Office 365: Office 365 allows your system administrator to tailor complete data retention policies for data and communications inclusive of the Office 365 sphere. You will need to check with your system administrator to see how he or she has set the retention for

electronically stored information. If the system administrator has selected the minimum retention options, you can adopt Option 1 above and if the system administrator has selected complete retention, you can adopt the following: The district will archive all Office 365 data with metadata intact, except for instant messaging which users determine to be transitory. Only the domain administrator will be able to retrieve electronic communication which has been deleted.

Option 4 – use if the district does not use a hosted e-mail service: The district's data storage capacity is limited. Therefore, electronic communication will only be retained on District resources in its original form with its metadata intact for a period of **60 days** from the date the electronic communication is created.

School-affiliated Social Media Posts. Communication on school-affiliated social media accounts are considered short-term communications pursuant to the Records Management Act. As such, they will be retained in their original form on the vendor's system and will not be deleted by the user for at least 6 months. Individuals who are uncertain as to whether a specific social media account is "school-affiliated" should refer to the Board's policy on Staff and District Social Media Use contained elsewhere in these policies.

Special Rules Related to Security Camera Footage. Video footage from security cameras is generally considered working papers under the Records Management Act, and will be overwritten consistent with the district's audio and video recording policy. Video footage which captures an event of educational or behavioral significance and contains personally-identifiable information will be maintained by the school district pursuant to its policy on student records.

Student Records. The retention of student records is also governed by the board's policy on student records.

Records Regarding Pending or Threatened Litigation. When litigation against the district or its employees is filed or threatened, the district will take all reasonable action to preserve all documents and records that pertain to the issue. When the district is made aware of pending or threatened litigation, a litigation hold directive will be issued by the superintendent or his/her designee. The directive will be given to all persons suspected of having records that may pertain to the potential issues in the litigation. The litigation hold directive overrides any records retention schedule that may otherwise call for the disposition or destruction of the records until the litigation hold has been lifted.

Federal Award Records. The district will retain federal award records as required by 2 C.F.R. § 200.334. This includes retaining all federal award records for three years from the date of submission of their final financial report. For awards that are renewed quarterly or annually, the district will retain records for three years from the date of submission of their quarterly or annual financial report, respectively. Records to be retained include but are not limited to, financial records, supporting documentation, and statistical records.

Adopted on: _____

Revised on: _____

Reviewed on: _____

3026 Handbooks

The school district's handbooks for students and staff are intended to convey information and explain school regulations and procedures that are necessary for the school to run smoothly and efficiently. The district's handbooks are an extension of these policies and have the force and effect of board policy when approved by the board of education. Although the ~~board~~ board of education may ~~take action to~~ approve the handbooks annually, the administration has the authority to change the contents of any handbook without board approval so long as the changes are consistent with board policy.

The administration may provide only the amendment to the individuals affected by the change without providing them with the full handbook unless required by law.

None of the district's handbooks creates a "contract" between the school district, staff members, parents or students.

If any information contained in any handbook conflicts with board policy or state statute, the policy or statute will govern.

Adopted on: _____

Revised on: _____

Reviewed on: _____

3036 Purchasing (Credit) Card Program

The board approves the use of a purchasing card (credit card) program for the purchase of goods and services for and on behalf of the school district. The board will determine the type of purchasing card or cards to be used in the program and may contract with a third-party provider as provided by law.

Authorized Purchases. Authorized users have standing authority to use the purchasing card to charge actual, necessary, and reasonable travel expenses and [insert other standing authorized expenditures]. Otherwise, the purchasing card may only be used to purchase goods and services approved by the board or the superintendent or designee. The maximum amount that may be charged in a single day is \$[insert amount].

Unauthorized Purchases. In no event shall the purchasing card be used for personal purchases, purchases that are not school related, alcohol purchases, or purchases that are not allowed by law. Such unauthorized use shall result in discipline, up to and including the end of employment. Individuals who make unauthorized purchases shall reimburse the district for the expense within ten days of the purchase or the discovery of the unauthorized purchase, whichever occurs first.

Authorized Users. Individuals holding the following titles may be assigned an individual purchasing card: [redacted]. The board may take action at any meeting to authorize additional users or to revoke or suspend user privileges. Such action shall be recorded in the minutes. The school may also maintain a purchasing card in the name of the school district. School district employees may purchase school related goods and services with the school district credit card only with authorization from the superintendent.

Documentation. Employees ~~seeking reimbursement for making~~ a purchasing card purchase must submit an itemized receipt ***and*** a purchasing card receipt to the school district. The itemized receipt must include the name of the business, contact information, the date, a description of each item sufficient to give the board reasonable notice of the item purchased, and the price. ***A non-itemized credit card receipt alone is not sufficient.*** Designated school personnel shall maintain the documentation for at least 7 years or as otherwise required by Schedule 10 – Local School Districts or Schedule 24 – Local Agencies (General Records) maintained by the Nebraska Records Management Division. Employees must maintain copies of any documentation submitted to the school district.

Suspension or Termination of Privileges. The board or the superintendent (or his or her designee) (1) ***shall*** temporarily or permanently suspend the purchasing card privileges of any individual that does not submit an itemized receipt for each purchasing card purchase, and (2) ***may*** temporarily or permanently suspend the purchasing card privileges of any individual for any other reason. The individual's purchasing card account must be immediately closed and he or she must return the purchasing card to the superintendent or board. Purchases that are not accompanied by the required documentation shall be considered unauthorized, and the individual making the purchase must reimburse the district within 10 days of the purchase or the discovery of the non-itemized purchase, whichever occurs first.

Reward Points or Rebates. Any reward points, rebates, or other benefits received from the third-party purchasing card company are and shall remain the property of the school district.

Purchase Review Procedures. The superintendent, or his or her designee, and [REDACTED] will conduct independent reviews of credit card expenses, or a sample thereof, on a **monthly** basis. Any unlawful or unauthorized expenditure or other discrepancy will be brought to the attention of the offending employee, if any, and the board. The superintendent or his or her designee will provide the board at each regular meeting with the documentation submitted pursuant to this policy or a summary of that documentation with a description of each item sufficient to give the board reasonable notice of the items purchased. Any unlawful or unauthorized purchase must be addressed as provided in this policy or as otherwise allowed by law.

Adopted on: _____

Revised on: _____

Reviewed on: _____

3043 Design-Build Contracts

This policy is adopted pursuant to the Political Subdivisions Construction Alternatives Act (NEB. REV. STAT. § 13-2901 through § 13-2914).

~~The board shall adopt a resolution by a two-thirds affirmative vote selecting the design-build contract delivery system prior to proceeding with any of the steps involved with solicitation or execution of any construction contract. For a project authorized under subsection (3) of section 13-2914, the resolution shall include a statement that the political subdivision has made a determination that the design-build contract delivery system is in the public interest based, at a minimum, on one of the following criteria: (a) Savings in cost or time or (b) requirement of specialized or complex construction methods suitable for the design-build contract delivery system.~~

I. **Definitions.** For purposes of this policy:-

A. **Act** means the Nebraska Political Subdivisions Construction Alternatives Act.

A.B. **Board** means the District's Board of Education.

B.C. **Department** means the Nebraska Department of Education.

C.D. **Design-Build Contract** (~~DBD-B~~ Contract) means a contract which is subject to qualification-based selection between the District and a Design-Builder to furnish (a) architectural, engineering, and related design services for a project pursuant to the ~~Nebraska Political Subdivisions Construction Alternatives Act (Act)~~Act and (b) labor, materials, supplies, equipment, and construction services for a project pursuant to the Act.

D.E. **Design-Builder** means ~~a~~the legal entity which proposes to enter into a ~~DBD-B~~ Contract which is subject to qualification-based selection pursuant to the Act.

E.F. **District** means _____ Public Schools.

G. **Letter of Interest** means a statement indicating interest to enter into a D-B Contract for a project pursuant to the Act.

F.H. **NEARA** means the Nebraska Engineers and Architects Regulation Act.

G.I. **Performance-Criteria Developer** (PCD) means any person licensed or any organization issued a certificate of authorization to

practice architecture or engineering pursuant to the NEARA who is selected by the District ~~pursuant to this policy~~ to assist the District in the development of Project Performance Criteria, Requests ~~For~~for Proposals, evaluation of Proposals, evaluation of ~~the~~ construction under a ~~DBD-B~~ Contract to determine adherence to the Project Performance Criteria, and any additional services requested by the District to represent its interests in relation to a project.

~~H.~~J. **Project Performance Criteria** means the performance requirements of the project suitable to allow the Design-Builder to make a ~~Proposal~~proposal. Performance requirements include the following, if required by the project: capacity, durability, standards, ingress and egress requirements, description of the site, surveys, soil and environmental information concerning the site, interior space requirements, material quality standards, design and construction schedules, site development requirements, provisions for utilities, storm ~~weather~~water retention and disposal, parking requirements, applicable governmental code requirements, and other criteria for the intended use of the project.

~~I.~~K. **Proposal** means an offer in response to a Request ~~For~~for Proposals ~~("(RFP)")~~ by a Design-Builder to enter into a ~~DBD-B~~ Contract for a project pursuant to the Act.

L. **Qualification-based selection process** means a process of selecting a design-builder based first on the qualifications of the design-builder and then on the design-builder's proposed approach to the design and construction of the project;

M. **Request for letters of interest** means the documentation or publication by which the District solicits letters of interest;

~~1. **Act** means the Nebraska Political Subdivisions Construction Alternatives Act.~~

~~J.~~N. ~~**Request for Proposals (RFP)** means the documentation by which the District solicits Proposals.~~e

~~K.~~O. **Superintendent** means the District's Superintendent of Schools, or his or her designee.

~~**Procedures.** The District shall follow the procedures below in connection with any DB Contract.~~

~~**II. Rules and Procedures for Selecting and Hiring a PCD for a Specific Project. Resolution to Select Design-Build.** The Board shall~~

adopt a resolution by a two-thirds affirmative vote selecting the design-build contract delivery system prior to proceeding with any of the steps described below.

- A. For a project, in whole or in part, for water, wastewater, utility, or sewer construction, the resolution shall include a statement that the District has made a determination that the design-build contract delivery system is in the public interest based, at a minimum, on one of the following criteria: (a) Savings in cost or time or (b) requirement of specialized or complex construction methods suitable for the design-build contract delivery system.

III. Selecting and Hiring a Performance-Criteria Developer (PCD)

- A. **Selecting the Most Qualified PCD for Contract Negotiations.** The required procedures for selecting the most qualified PCD for contract negotiations differ depending on the magnitude of the District's estimate of the project's basic construction cost, as described in this section A.

Project Cost \$896,000 and Below. For a project whose basic construction cost is estimated by the

1. ~~The District~~ to be \$896,000 or less, the District will use the following procedures for identifying the most qualified PCD:

- a. ~~The shall~~ Superintendent will solicit statements of qualification from potential PCDs. Such solicitation shall include a general description of the project and shall indicate how interested individuals or firms can apply for consideration by the District. The Superintendent may, but is not required to, give public notice of such solicitation.
- b. Based on the statements of qualifications and any other relevant information that the Superintendent receives, the Superintendent shall make a finding identifying the applicant most qualified to serve as the PCD for the project based on the applicant's capabilities to perform, adequacy of personnel, past record and performance, experience, and such other factors as may be determined by the Superintendent to be applicable to the District's particular requirements for the project.
- c. Following such finding, the Superintendent shall recommend to the Board that it negotiate a contract with the applicant so identified.

2. **Project Cost in Excess of \$896,000.** For a project whose basic construction cost is estimated by the District to exceed \$896,000,

the District will use the following procedures for identifying the most qualified PCD:

- a. The District will encourage eligible—personsindividuals or organizationsfirms who desire to provide professional services to the District as aits PCD for the project to submit a statement of qualifications ~~and performance data to the District.~~. At least thirtyfifteen (15) days prior to selecting and hiring a PCDthe deadline to respond, the District ~~shall~~will publish notice in a newspaper of general circulation in the District that it is seeking a PCD for a design-build project. The notice shall include the following:
 - i. A general description of the ~~Design-Build~~ project; Directions regarding how
 - ii. How interested ~~persons or organizationsfirms~~ can apply for consideration by the District; and
 - iii. The date by which personsindividuals or organizationsfirms must submit their ~~applicationsstatements of qualifications~~; and
 - iv. A statement that any personindividual or organizationfirm applying for consideration by the District must obtain a copy of the District's Design-Build Contract Policy from the Superintendent.
- b. To apply to be the District's PCD, applicants must submit a current statement of qualifications ~~and performance data~~ to the District. The statement of qualifications must include evidence that the applicant is licensed or certified to practice architecture or engineering pursuant to the NEARA. Applicants must update any information provided to the District to reflect any changed conditions of the applicant.
- c. Applicants shall first be certified by the Superintendent as qualified to act as a PCD for the District. In order to certify an applicant, the Superintendent shall make a finding that a PCD is fully qualified to render the required service. Factors to be considered in making this finding shall include capabilities to perform, adequacy of personnel, past record and performance, and experience; and may also include consideration of recent, current, and projected workloads; experience; equipment and facilities; promptness, and; the quality of work previously done by applicant; suitability to the particular task; willingness to meet time and budget requirements; and such other qualities as are

found necessary to consider in order to determine whether or not, if awarded the contract, the applicant could perform it ~~strictly in accordance with its terms~~capabilities to perform.

- d. The Board ~~shall~~will evaluate each qualified applicant's ~~current statement of qualifications and performance data any other relevant the District has received~~. The Board ~~shall~~will conduct discussions with, and may require public presentations by ~~no less than, at least~~ three applicants regarding their qualifications, approach to the project, ~~and~~ ability to furnish the required service, ~~and other factors identified above~~.
- e. The Board ~~shall~~will select, in order of preference, at least three applicants deemed to be most highly qualified to perform the required services after considering the factors ~~outlined~~identified above.

L.B. Negotiating a Contract with the PCD. The Board shall negotiate a contract with the most qualified applicant (identified via the procedures above) for professional services at compensation that the Board determines is fair and reasonable. In making such determination, the Board shall conduct a detailed analysis of the cost of the professional services required in addition to considering their scope and complexity. For all lump-sum or cost-plus-a-fixed-fee professional service contracts, the Board shall require the applicant receiving the award to execute a certificate stating that wage rates and other factual unit costs supporting the compensation are accurate, complete, and current at the time of contracting. Any professional service contract under which such a certificate is required shall contain a provision that the original contract price and any additions thereto shall be adjusted to exclude any significant sums by which Board determines the contract price had been increased due to inaccurate, incomplete, or noncurrent wage rates and other factual unit costs. All such contract adjustments shall be made within one year following the end of the contract.

Prohibition Against Contingent Fees. The contract between the District and the PCD must

- ~~A. If the Board is unable to negotiate a satisfactory contract with the applicant considered to be the most qualified at a price the Board determines to be fair and reasonable, it shall terminate negotiations with that applicant. The Board may then undertake negotiations with the second most qualified applicant. If the Board fails to reach an agreement with the second most qualified applicant, it shall terminate negotiations with that applicant. The~~

~~Board shall then undertake negotiations with the third most qualified applicant.~~

~~B. it shall either select additional applicants in order of their competence and qualification and continue negotiations in accordance with this policy until an agreement is reached or review the agreement under negotiation to determine the possible cause for failure to achieve a negotiated agreement.~~

~~M.C. The Board may designate a committee to carry out any or all of the Board's duties under the PCD selection section of this policy, provided that the Board must approve any agreement with an applicant prior to its execution. Any such committee must have among its membership at least one person who is licensed to practice architecture or engineering pursuant to the NEARA.~~

~~C. The public shall not be excluded from the meetings or proceedings under this section of this policy in accordance with the Open Meetings Act.~~

1. ~~The contract between the District and the PCD shall~~ contain a prohibition against contingent fees as follows: "The PCD warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for the PCD, to solicit or secure this agreement and that the PCD has not paid or agreed to pay any person, company, corporation, individual, or firm, other than a bona fide employee working solely for the PCD, any fee, commission, percentage, gift, or any other consideration contingent upon or resulting from the award or the making of this agreement." Upon violation of such provision, the District shall have the right to terminate the agreement without liability and, at its discretion, to deduct from the contract price, or otherwise recover, the full amount of such fee, commission, percentage, or consideration.

D. Effect of Unsuccessful Negotiations

1. If the Board is unable to negotiate a satisfactory contract with the applicant to be the most qualified at a price the Board determines to be fair and reasonable, negotiations with that applicant shall be formally terminated. The Board shall then undertake negotiations with the second most qualified applicant. If the Board fails to reach an agreement with the second most qualified firm, the Board shall terminate negotiations with such applicant. The Board shall then undertake negotiations with the third most qualified applicant.

If the Board is unable to negotiate a satisfactory contract with any of the selected applicants,

2. the Board shall either select additional applicants in order of their competence and qualification and continue negotiations in accordance with this policy until an agreement is reached or review the agreement under negotiation to determine the possible cause for failure to achieve a negotiated agreement.

~~N.E.~~ **Board-Designated Committee.** The Board may may designate a committee to carry out any or all of the Board's duties under this PCD selection and hiring section of this policy, provided that the Board must approve any agreement with an applicant prior to its execution. Any such committee must have among its membership at least one person who is licensed to practice architecture or engineering pursuant to the NEARA.

F. Open Meetings Act. The public shall not be excluded from the meetings or proceedings under this section in accordance with the Open Meetings Act.

~~O.G.~~ The PCD is ineligible to be included as a provider of any services in a Proposal for the project on which it has acted as a PCD.

~~A~~

~~P.H.~~ The PCD may not be is prohibited from being employed by or may not have a having any financial or other interest in a Design-Builder that will submit a Proposalproposal.

~~Procedures and standards to be used to prequalify~~

~~II.IV. Pre-Qualifying Design-Builders.~~

A. **Letters of Interest.** The District, with the help of the PCD, shall prepare a request for lettersLetters of interest. The Interest, which request for letters of interest shall:

1. Describe the project in sufficient detail to permit a Design-Builder to submit a letter of interest;~~7.~~
2. Be published in a newspaper of general circulation within the District at least thirty (30) days prior to the deadline for receiving letters of interest; and
3. Be sent by first-class mail to any Design-Builder upon request.

B. Letters of interest shall be reviewed by the District in consultation with the PCD. The District and the PCD will evaluate prospective Design-

Builders based on the information submitted to the District in response to the request for letters of interest.

- C. The District shall select at least three prospective Design-Builders, except that if only two Design-Builders have submitted letters of interest, the District shall select at least two prospective Design-Builders. Such selected Design-Builders shall be considered prequalified and eligible to receive and respond to the RFP.
- D. The District and PCD shall use the following standards when selecting which prospective Design-Builders to prequalify: capabilities to perform, adequacy of personnel, past record and performance, and experience; and may also include consideration of recent, current, and projected workloads; ~~experience~~; equipment and facilities; promptness, ~~and~~; the quality of work previously done ~~by applicant~~; suitability to the particular task; willingness to meet time and budget requirements; and such other qualities as are found necessary to consider in order to determine whether or not, if awarded the contract, the ~~applicant~~Design-Builder could perform it ~~strictly~~ in accordance with its terms ~~capabilities to perform~~.

Procedures

2. ~~Preparing Requests for the preparation and content of RFPs.~~
~~III.V. Proposals (RFP).~~ The District, with the ~~help~~assistance of the PCD, ~~shall~~will prepare the RFP, which shall contain:

- A. The identity of the ~~school district~~District for which the project will be built and ~~the District that~~ will execute the ~~Design-Build Contract; design-build contract~~;
- B. A copy of this Design-Build ~~Contract~~Contact Policy and all other policies ~~adopted by the District relating~~related to the ~~DBD-B~~ Contract;
- C. The proposed terms and conditions of the ~~DBD-B~~ Contract, including any terms and conditions which are subject to further negotiation. The proposed general terms and conditions shall be consistent with nationally recognized model general terms and conditions which are standard in the design and construction industry in Nebraska. The proposed terms and conditions may set forth an initial determination of the manner by which the Design-Builder selects any subcontractor and may require that any work subcontracted be awarded by competitive bidding;
- D. A project statement which contains information about the scope and nature of the project;
- E. Project Performance Criteria;

- F. Budget parameters for the project;
- G. Any bonds ~~or~~and insurance required by law or as may be additionally required by the District;
- H. The criteria for evaluation of Proposals and the relative weight of each criterion;
- I. A requirement that the Design-Builder provide a written statement of ~~its~~the Design-Builder's proposed approach to the design and construction of the project, which may include graphic materials illustrating the proposed approach to design and construction but shall not include price proposals;
- J. A requirement that the Design-Builder agree to the following conditions:
 - 1. ~~(i)~~—An architect or engineer licensed to practice in Nebraska will participate substantially in those aspects of the offering which involve architectural or engineering services;
 - 2. ~~(ii)~~—At the time of the design-build offering, the Design-Builder will furnish to the Board a written statement identifying the architect or engineer who will perform the architectural or engineering work for the design-build project;
 - 3. ~~(iii)~~—The architect or engineer engaged by the Design-Builder to perform the architectural or engineering work with respect to the design-build project will have direct supervision of such work and may not be removed by the Design-Builder prior to the completion of the project without the written consent of the Board;
 - 4. ~~(iv)~~—A Design-Builder offering design-build services with its own employees who are design professionals licensed to practice in Nebraska will: (a) comply with the NEARA by procuring a certificate of authorization to practice architecture or engineering and (b) submit proof of sufficient professional liability insurance; and
 - 5. ~~(v)~~—The rendering of architectural or engineering services by a licensed architect or engineer employed by the Design-Builder will conform to the NEARA and rules and regulations adopted under the ~~Act~~NEARA; and
- K. Other information which the District chooses to require._____

~~IV.VI.~~**Notice of RFP.** At least thirty (30) days prior to the deadline for receiving and opening ~~Proposals~~proposals, the ~~notice of the RFP~~District shall cause a Notice of RFP to be:

- A. Published in a newspaper of general circulation within the District;
- B. Filed with the Department; and
- C. Sent ~~by first-class mail~~directly to the prequalified Design-Builders only.

Procedures for preparing

V.VII. Preparing and submitting Submitting Proposals.

- A. Prequalified Design-Builders shall prepare and submit Proposals as required by the RFP.
- B. All Proposals shall be sealed. Proposals shall not be opened until expiration of the time established for making Proposals as set forth in the RFP.
- C. Proposals may be withdrawn at any time prior to acceptance.
- D. The District has the right to reject any and all Proposals except for the purpose of evading the law. The District may thereafter solicit new Proposals using the same or a different Project Performance Criteria.

Procedures for evaluating

VI.VIII. Evaluating Proposals.

- A. The District may only proceed to negotiate and enter into a ~~DBD-B~~ Contract if there are at least two proposals from prequalified Design-Builders.e
- B. The DistrictBoard shall ~~refer the proposals for recommendation to designate members of~~ a selection committee. ~~The selection committee, which shall be a group of~~include at least five persons ~~designated by the District.~~ Members of the selection committee ~~shall~~must include ~~(1):~~
 - 1. One or more members of the ~~school board,~~ (2)Board;
 - 2. One or more members of the ~~school~~District's administration or staff,
~~(3) the school's architect or engineer~~ (4) any;
 - 3. The PCD;
 - 4. Any person having special expertise relevant to selection of a ~~design-builder~~Design-Builder or construction manager under the Act,i and ~~(5) a~~
 - 5. A resident of the District other than an individual included in subdivisions (1) through (4) of this subsection.

A member of the selection committee designated under subdivision (4) or (5) of this subsection shall not be employed by or have a financial or other interest in a ~~design-builder~~Design-Builder who has a

~~proposal~~Proposal being evaluated and shall not be employed by the District or the ~~school's architect or engineer~~PCD.

C. The District shall refer the Proposals for recommendation to the selection committee.

~~B.D.~~B.D. The selection committee and the District shall evaluate ~~proposals~~Proposals taking into consideration the criteria enumerated in ~~subdivisions~~subsections (1) through (7) of this subsection with the maximum percentage of total points for evaluation which may be assigned to each criterion set forth following the criterion. The following criteria shall be evaluated, when applicable:

1. ~~(1)~~ — The financial resources of the design-builder to complete the project **(up to ten percent)**;
2. ~~(2)~~ — The ability of the proposed personnel of the design-builder to perform **(up to thirty percent)**;
3. ~~(3)~~ — The character, integrity, reputation, judgment, experience, and efficiency of the design-builder **(up to thirty percent)**;
4. ~~(4)~~ — The quality of performance on previous projects **(up to thirty percent)**;
5. ~~(5)~~ — The ability of the design-builder to perform within the time specified **(up to thirty percent)**;
6. ~~(6)~~ — The previous and existing compliance of the design-builder with laws relating to the contract **(up to ten percent)**; and
7. ~~(7)~~ — Such other information as may be secured having a bearing on the selection **(up to twenty percent)**.

NOTE TO BE DELETED: The percentages listed above must be modified so that they add up to 100%. This can be done directly in the policy, at the time the school board designates the Design-Build method for a specific project, or at a later time but before the RFP is published and sent out.

~~C.E.~~C.E. The records of the selection committee in evaluating proposals and making recommendations shall be considered public records for purposes of NEB. REV. STAT. § 84-712.01.

~~D.F.~~D.F. ~~D.~~D. The District shall then evaluate and rank each ~~proposal~~Proposal on the basis of best meeting the criteria in the ~~request~~

~~for proposals~~RFP and taking into consideration the recommendation of the selection committee.

~~3. Procedures for Negotiations between the District and Design-Builders Submitting Proposals Prior to the District's Acceptance of a Proposal.~~

IX. Negotiating a Design-Build Contract

~~E.A.~~ E.A. The District may attempt to negotiate a ~~DBD-B~~ Contract with the highest ranked Design-Builder selected by the ~~Board~~District and may enter into a ~~DB-Contract~~Design-Build contract after negotiations.

~~F.B.~~ F.B. The negotiations shall include a final determination of the manner by which the ~~design-builder~~Design-Builder selects a subcontractor.

~~G.C.~~ G.C. If the District is unable to negotiate a satisfactory ~~DBD-B~~ Contract with the highest ranked Design-Builder, ~~it~~the District may terminate negotiations with that Design-Builder. The District may then undertake negotiations with the second highest ranked Design-Builder and may enter into a ~~DBD-B~~ Contract ~~with that Design-Builder~~ after negotiations.

~~H.D.~~ H.D. If the District is unable to negotiate a satisfactory ~~DB Contract~~contract with the second highest ranked Design-Builder, ~~it may terminate negotiations with that Design-Builder. The~~the District may ~~then~~undertake negotiations with the third highest ranked Design-Builder, if any, and may enter into a ~~DBD-B~~ Contract ~~with that Design-Builder~~ after negotiations.

~~I.E.~~ I.E. If the District is unable to negotiate a satisfactory ~~DB Contract~~contract with any of the ranked Design-Builders, ~~it~~the District may either revise the RFP and solicit new ~~Proposals~~proposals or cancel the ~~design-build~~Design-Build process. ~~under the Act.~~

~~J.F.~~ J.F. If the District is able to negotiate a satisfactory ~~contract~~D-B Contract with a ~~design-builder~~Design-Builder, the District shall file a copy of all ~~design-build contract~~D-B Contract documents with the ~~State Department of Education~~ within thirty ~~(30)~~ days after their full execution. Within thirty ~~(30)~~ days after completion of the project, the ~~design-builder~~Design-Builder shall file a copy of all contract modifications and change orders with the ~~State Department of Education~~.

Procedures for Filing and Acting on

VII.X. Formal Protests Relating to the Solicitation or Execution of DBD-B Contracts.

~~A. — Definitions.~~

A. Definitions. For this section on “Formal Protests Related to the Solicitation of Execution of D-B Contracts” the following definitions apply:

1. **Interested party** shall mean an actual or prospective ~~bidder~~Design-Builder whose direct economic interest would be affected by the award of a contract by the District to another party or by the failure of the District to award a contract to such actual or prospective ~~bidder~~Design-Builder.
2. **Protest** shall mean a written objection by an interested party on any phase of the bidding procurement process, including specification, preparation, ~~bid-solicitation~~performance criteria development, RFP, pre-qualification, ranking, contract negotiations, and ~~intent to~~ award.

B. Right to Protest. An interested party may protest to the Superintendent. The protest shall be submitted in writing on company letterhead within five working days after ~~public notice of the bid event giving rise to the protest.~~ Protests based on alleged apparent improprieties in a solicitation or other request for ~~proposals~~Proposals must be filed before ~~bid~~Proposal opening or the ~~closing date~~deadline for receipt of proposals. In all other cases, the protest must be filed within five working days following the selection of the ~~design-builder~~Design-Builder. To expedite handling of protests, the envelope containing the protest should be clearly labeled "Protest". The written protest shall include as a minimum the following:

1. The name and address of the interested party;
2. Appropriate identification of the relevant solicitation, and if a ~~bid~~Proposal has been opened, its number, and date of opening;
3. A detailed statement of reasons for the protest;
4. Supporting, exhibits, evidence, or documents to substantiate any claims unless not available within the filing time, in which case the expected availability date shall be indicated; and a list of all persons who have knowledge of facts relevant to the protest; and
5. The action(s) the protestor desires the ~~school district~~District to take to resolve the protest.

The Superintendent will immediately decide upon receipt of the protest whether or not the award of a contract shall be delayed, or if the protest is timely received after the award, whether the performance of the

contract should be suspended. The ~~school-district~~District shall not proceed further with the solicitation or with the award of the contract and shall suspend performance under the contract, if awarded, unless the Superintendent makes a written determination that the protest is clearly without merit or that award of the contract without delay is necessary to protect the substantial interests of the District.

C. ~~C.~~ **Authority to Resolve Protests.** Prior to the commencement of an administrative review by the Board concerning any protest, the Superintendent shall attempt to resolve any protest filed by an interested party concerning any solicitation. If the protest is not resolved by mutual agreement, the Superintendent shall create and deliver a Decision to the protestor within a reasonable time after the written protest was received. The Decision shall include a written summary of the Superintendent's investigation and a recommendation regarding the outcome of the protest. The Decision shall (1) state the reasons for the action taken, and (2) inform the interested party of their right to the administrative review by the Board. A copy of the Decision shall be mailed or otherwise furnished immediately to the interested party and any other party intervening protester and all other ~~bidders.~~Design-Builders. If not satisfied with the decision of the Superintendent, any interested party protester may appeal to the Board, but the decision shall be final unless the interested party protester files a timely appeal with the Board.

D. ~~D.~~ **Board Appeal Procedures.** Any interested party protester, within five working days of receipt of a decision of the Superintendent, may file with the Superintendent a written notice of appeal for an administrative review before the Board. The Notice of Appeal must clearly state the action protested and the basis of appeal. The Board will conduct an administrative review at its next regularly scheduled meeting or at a special meeting. ~~The school-district board of education~~The Board shall consider the Decision of the Superintendent and shall make the final decision on the protest. ~~The school-district board of education's~~The Board's decision shall be final.

~~VIII.~~XI. **Refinements and Changes.** A ~~DBD-B~~ Contract may be conditioned upon later refinements in scope and price and may permit the District, in agreement with the Design-Builder, to make changes in the project without invalidating the ~~DBD-B~~ Contract. Later refinements shall not, however, exceed the scope of the project statement contained in the RFP.

XII. Adherence to Performance Criteria. Throughout the project, the PCD shall remain engaged on the project and shall be responsible for monitoring the Design-Builder's adherence to the Performance Criteria in the

Design-Builder's performance of the D-B Contract. Upon PCD's observation that the Design-Builder's performance of the D-B Contract has or is reasonably likely to materially diverge from the Performance Criteria, the PCD shall promptly notify the District of such observation and the basis for the same.

~~IX.XIII.~~ **Projects Excluded.** The District shall not use a ~~design-build contract~~Design-Build Contract for any construction project excluded by NEB. REV. STAT. _____ § 13-2914 or any other applicable law.

Adopted on: _____

Revised on: _____

Reviewed on: _____

3047 Data Breach Response

I. Preparation

A data breach is an instance in which personal information as defined by state law or personally identifiable information as defined by federal law is released or accessed in an unauthorized manner. The district will implement and maintain reasonable security procedures and practices that are appropriate to the nature and sensitivity of the personal information handled by the district. In order to ensure compliance with state and federal law; in the event of a breach the following preparatory steps shall be taken.

A. Data Governance

The superintendent, or their designee, will create an annually updated data directory that will include:

1. Computing devices purchased by the district,
2. Software that is installed on district devices,
- 2.3. Approved vendors/contractors that have access to personal information or personally identifiable information,
- 3.4. Staff members with access to district devices,
- 4.5. Staff members with active usernames and passwords for any district software.

B. New Devices and Software

Any new software or device that is used in a district building for district purposes will be submitted to the superintendent or their designee for inclusion in the directory.

II. Incident Response Plan

A. Assessment and Investigation

1. If the District becomes aware of a data breach it will make every reasonable effort to remedy the cause of the breach as soon as possible.

1.2. The District will contact its cyber or relevant data breach insurance provider -in the event of a suspected breach.

2.3. The District will conduct a good faith, reasonable, and prompt investigation to determine the likelihood that personal information has been or will be used for an unauthorized purpose.

3.4. This investigation will include, but not be limited to, an assessment of what software, hardware, and physical documents were accessed; which District personnel had access to the compromised data; and what specific data was compromised.

B. Notification of Effected Individuals

1. If the investigation determines that the use of information about a Nebraska resident for an unauthorized purpose has occurred or is reasonably likely to occur, the district shall give notice to the affected Nebraska resident.
2. Notice shall be made as soon as possible and without unreasonable delay, consistent with the legitimate needs of law enforcement and consistent with any measures necessary to determine the scope of the breach and to restore the reasonable integrity of the computerized data system.

C. Notification of Law Enforcement and Outside Organizations

1. Should notice of the breach be required to any individual, notice of the breach will be simultaneously sent to the Nebraska Attorney General's office.
2. The Superintendent will determine if the Family Policy Compliance Office will be notified of the breach.
3. The Superintendent will determine if the Privacy Technical Assistance Center will be notified of the breach.

Adopted on: _____

Revised on: _____

Reviewed on: _____

NOTE TO BE DELETED: THIS POLICY IS FOR CLASS I AND II SCHOOL DISTRICTS THAT HAVE DECIDED TO ALLOW EMPLOYEES AND CONTRACTORS TO CARRY FIREARMS ON SCHOOL GROUNDS. IF YOU ARE A CLASS I OR II SCHOOL DISTRICT THAT HAS DECIDED NOT TO ALLOW ARMED EMPLOYEES AND CONTRACTORS, YOU SHOULD KEEP YOUR EXISTING POLICY 3060 IN PLACE AND MAKE NO CHANGES. IF YOU ARE A CLASS III OR LARGER SCHOOL DISTRICT, YOU CANNOT ALLOW THIS AND SHOULD KEEP YOUR EXISTING POLICY 3060 IN PLACE. THE CUTOFF FOR CLASS III IS A SCHOOL DISTRICT WITH A POPULATION OF 5,000 OR MORE.

3060

Firearms and Weapons for Non-Students

Weapons. No person may possess, handle, or transmit any weapon while on school grounds 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 person may bring, possess, handle or transmit a firearm on school grounds, in a school owned vehicle, or at a school activity or event off school grounds, except as permitted by this policy. ***Definition of Firearm.*** The term “firearm, as defined in 18 U.S.C. 921, means any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, any firearm muffler or firearm silencer, or any destructive device (excluding an antique firearm).

Exceptions Regarding Firearms. The prohibition against firearms does not apply to:

1. The issuance of firearms to or possession by members of the armed forces of the United States, active or reserve, National Guard of this State, or Reserve Officers’ Training Corps or peace officers or other duly authorized law enforcement officers when on duty or training;
2. The possession of firearms by peace officers or other duly authorized law enforcement officers;
- 2.3. The carrying of firearms by qualified law enforcement officers or qualified retired law enforcement officers carrying pursuant to 18 U.S.C. 926B or 926C, respectively, as such sections existed on January 1, 2023

3.4. _____Firearms that may lawfully be possessed by a person who is receiving instruction at the school under the immediate supervision of an adult instructor;

4.5. _____Firearms which may lawfully be possessed by a person for the purpose of using them, with the approval of the school, in a historical reenactment, in a hunter education program, or as part of an honor guard;

5.6. _____Firearms contained within a private vehicle ***operated by a nonstudent adult*** that are not loaded ***and*** are enclosed in a case or are in a locked firearm rack that is on a motor vehicle; ~~or~~

7. A handgun carried as a concealed handgun by a nonstudent other than a minor or prohibited person in a vehicle or on his or her person while riding in or on a vehicle into or onto any parking area, which is open to the public and used by the school if, prior to exiting the vehicle, the handgun is locked inside the glove box, trunk, or other compartment of the vehicle, a storage box securely attached to the vehicle, or, if the vehicle is a motorcycle, a hardened compartment securely attached to the motorcycle while the vehicle is in or on such parking area; ~~or~~

6.8. Firearms carried by authorized security personnel who are employed by or contracted with the school district pursuant to this policy.

Authorized Security Personnel

The school district may employ or contract with authorized security personnel who may carry a firearm on school grounds, in a school-owned vehicle, or at a home school-sponsored activity or athletic event as provided in this policy.
Authorized security personnel may not carry a firearm at away school activities or athletic events unless authorized to do so by the host school or agency.

1. Personal Qualifications.

A. Background Check. The individual must pass a comprehensive background check as arranged by the school district. The school district will determine if the person is authorized to provide services, in accordance with state, federal, and local policy.

- B. Mental Health Evaluation. The individual will submit to a mental health evaluation with a mental health professional as arranged by the school district. The school district will review the evaluation and determine if, in its discretion, the individual is qualified to provide services.
 - C. Employee or Contractor. The individual with either be an existing employee of the district or shall enter into a written agreement to provide security services.
 - D. Letters of Recommendation. The individual shall submit at least three letters of recommendation. The Superintendent or designee shall contact the authors of the letters to verify their content and authenticity.
 - E. Concealed Carry Permit: The individual must possess a valid Nebraska Concealed Carry Permit.
2. Training. The individual must attend a minimum of twenty hours of training focused on school-based law enforcement, including, but not limited to, coursework focused on school law, student rights, understanding special needs students and students with disabilities, conflict de-escalation techniques, ethics for school resource officers, teenage brain development, adolescent behavior, implicit bias training, diversity and cultural awareness, trauma-informed responses, and preventing violence in school settings before providing any security services to the school district.
3. Appropriate Firearms and Ammunition. Authorized security personnel may only use a handgun that has been approved by the school board. Any ammunition must be recommended or approved by the firearm manufacturer.
4. Appropriate Use of Force. Although authorized security personnel are not law enforcement officers and do not have the authority to act in that capacity, they must know and understand the appropriate use of force. Authorized security personnel may take actions necessary to prevent or abate an active threat and temporarily detain an individual when they have reasonable cause to believe an individual has committed or is about to commit a forcible act of violence that could cause serious bodily injury or death. Authorized security personnel must understand deadly use of force as well as the potential of criminal and civil liability.
5. [OPTION 1 – OVERNIGHT STORAGE ALLOWED] Firearm Storage. Authorized security personnel may store firearms and ammunition on school grounds subject to the terms of this policy and a separate

Memorandum of Understanding.

- A. The firearms and ammunition must be stored in a biometric fingerprint gun safe located in the _____.
 - B. One biometric fingerprint gun safe shall be installed by a qualified locksmith or other qualified professional installer. The safe shall be securely installed or otherwise bolted to the floor.
 - C. Only the authorized security personnel or other properly trained law enforcement officers will have biometric or other access to the safe.
 - D. The room in which the firearm and ammunition is stored shall be locked at all times with biometric access only.
 - E. The gun safe, firearms, and ammunition shall be the property of the authorized security personnel.
 - F. Only the authorized security personnel or other properly trained law enforcement officers may store guns or ammunition in the gun safe.
 - G. Only the authorized security personnel or other properly trained law enforcement officers may carry or use the guns and ammunition in stored in the gun safe.
 - H. The room in which the firearm, ammunition, and ~~is stored and the~~ safe are stored shall be monitored by school district video cameras.
 - I. Any firearms or ammunition to be stored in the ~~gun~~ safe will be transported at a time and in a concealed manner to minimize disruption.
6. **[OPTION 2 – OVERNIGHT STORAGE NOT ALLOWED]** Authorized security personnel may store firearms and ammunition on school grounds subject to the terms of this policy and a separate Memorandum of Understanding.
- A. The firearms and ammunition must be stored in a biometric fingerprint gun safe located in the _____.
 - B. One biometric fingerprint gun safe shall be installed by a qualified locksmith or other qualified professional installer. The safe shall be securely installed or otherwise bolted to the floor.
 - C. Only the authorized security personnel or other properly trained law enforcement officers will have biometric or other access to the safe.
 - D. The room in which the firearm and ammunition is stored shall be locked at all times with biometric access only.
 - E. The gun safe, firearms, and ammunition shall be the property of

the authorized security personnel.

F. Only the authorized security personnel or other properly trained law enforcement officers may store guns or ammunition in the gun safe.

G. Only the authorized security personnel or other properly trained law enforcement officers may carry or use the guns and ammunition in stored in the gun safe.

H. The room in which the firearm, ~~ammunition, and safe are~~ stored ~~and the safe~~ shall be monitored by school district video cameras.

I. Any firearms or ammunition to be stored in the ~~gun~~ safe will be transported at a time and in a concealed manner to minimize disruption.

J. *The authorized security personnel must be physically present on school grounds when their firearm or ammunition is stored in the biometric safe.*

7. Memorandum of Understanding (MOU). The authorized security personnel will enter into an MOU with the school district to address the requirements of this policy as well as other appropriate matters.

8. Notification. The authorized security personnel must notify all local law enforcement agencies, the Nebraska State Patrol, and local fire and rescue personnel and first responders, and the regional emergency manager of their position at the school district.

Consequences. In the event a person violates this policy, the school may:

- Make a report to law enforcement;
- Ban any violator from school grounds, school vehicles, or school events for any time period it deems appropriate; and/or
- Take any other action allowed by law.

Adopted on: _____

Revised on: _____

Reviewed on: _____

4051

Staff and District Social Media Use

Social media is an important tool for communicating, keeping up-to-date with current developments in education, and for conducting research to enhance management, teaching, and learning skills. The district also uses social media accounts to provide information to district stakeholders. This policy is intended to ensure (1) appropriate use of social media by staff and (2) appropriate control of social media accounts belonging to or affiliated with the district. Staff should also refer to the district's policy on Staff Computer and Internet Usage.

I. Personal Versus School-Affiliated Social Media Use

A. Personal Social Media Use

1. The school district will not require staff members or applicants for employment to provide the district with their username and password to personal social media accounts.
2. The district will not require staff to add anyone to the list of contacts associated with the staff member's personal social media accounts or require a staff member to change the settings on his or her personal social media accounts so that others can or cannot view their accounts.
3. Staff members whose personal social media use interferes with the orderly operation of the school or who use social media in ways that are not protected by the First Amendment may be subject to discipline by the district.
4. Staff members who wish to begin using or to continue using the school district name, programs, mascot, image or likeness as part of any social media profile must notify their supervising administrator of the use, and must secure the administrator's permission to do so.

B. School-Affiliated Social Media Use

1. Any social media account which purports to be “the official” account of the school district (e.g., “Bulldog Wrestling”), or any of its programs, classes or entities will be considered to be an account that is used exclusively for the school district’s business purpose. Staff members may not use “official” accounts for personal use.
2. Staff ~~may be~~ required to provide their supervising administrator with the username and password to school-affiliated social media accounts.
3. Staff may be required to interact with specified individuals on school-affiliated social media accounts.
4. When staff use school-affiliated social media accounts to comment on school-related matters, they do not do so as private citizens and are therefore not entitled to First Amendment protections. They are also not allowed to make any press releases or other official communications on behalf of the district without prior administrative approval. In other words, staff do not speak “for the district” directly or indirectly unless specifically authorized and directed to do so.

II. Staff Expectations in Use of Social Media – Applicable to Both Personal and School-Affiliated Use

A. General Use and Conditions

Staff must comply with all board policies, contract provisions, and applicable rules of professional conduct in their social media usage. They must comply with the board’s policy on professional boundaries between staff and students at all times and in both physical and digital environments.

Staff must obtain the consent of their building principal or the superintendent prior to posting any student-related information in order to make sure that the publication does not violate the Federal Education Records Privacy Act or any other laws. Staff must also comply with all applicable state and federal record retention requirements, even with regard to personal social media usage.

Staff must comply with all applicable laws prohibiting the use or disclosure of impermissible content, such as copyright laws, accountability and disclosure laws, and any other law governing the use of resources of a political subdivision. Questions about appropriate content should be referred to the staff member's supervising administrator.

B. Acceptable Use

~~1. Staff may use social media for instructional purposes.~~

~~2.1.~~ Staff may use social media for school-related communication with fellow educators, ~~students,~~ parents, and patrons. Student communication must be consistent with the district's professional boundaries policies and expectations.

~~3.2.~~ Teachers should integrate the use of electronic resources, which may include social media, into the classroom. As the quality and integrity of content on social media is not guaranteed, teachers must examine the source of the information and provide guidance to students on evaluating the quality of information they may encounter. This includes spotting AI-generated content, fakes, spoofs, and discerning the quality and reliability of content.

C. Unacceptable Use

1. Staff shall ~~not~~ never access obscene or pornographic material while at school, on school-owned device or on school-affiliated social media accounts.

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

3. Staff shall not access social media networking sites such as Facebook, ~~TwitterX,~~ and Instagram, Snapchat, and TikTok on school-owned devices or during school time unless ~~such access is for an educational activity which has been preapproved by the staff member's immediate supervisor~~ permitted by district policy or preapproved by the staff member's

immediate supervisor. This prohibition extends to using chat rooms, message boards, or instant messaging in social media applications and includes posting on social networking sites using personal electronic devices.

III. School-Affiliated Digital Content

A. General Use and Conditions for School-Affiliated Accounts

Staff must obtain the permission of their supervising administration prior to creating, publishing, or using any school-affiliated web pages, blogs, microblogs, social media pages or handles, or any other digital content which represents itself to be school-related, or which could be reasonably understood to be school-related. This includes any content which identifies the school district by name in the account name or which uses the school's mascot name or image.

Staff must provide administrators with the username and password for all school-affiliated accounts and must only publish content appropriate for the school setting. Staff may not provide the username and password to school-affiliated accounts to any unauthorized individual, including students and volunteers.

B. Moderation of Third Party Content

The purpose of school-related social media accounts is to disseminate information. No school-related or school-affiliated social media account covered by this policy shall permit comments by the public unless otherwise approved by the superintendent. All comment functions for applications such as Facebook and Instagram must be turned to "off" without this approval.

In the event the superintendent permits content created by anyone other than the administrator of the account to appear on the account's pages, such as comments made by students, parents, and patrons, the account administrator must monitor the content to ensure it complies with this policy. Posts, comments, or any other content made on the account's pages or tags or links to official school accounts on another account may be removed when the content meets any of the following conditions:

1. Is obscene, lewd, lascivious, true threat, or appeals to prurient interests;
2. Contains information relating to a student matter or personnel matter which is protected under or prohibited by state or federal law;
3. Contains fighting words or content that is threatening, harassing, or discriminatory ~~words or phrases~~;
- 3.4. Advocates, promotes, or encourages the use of drugs, alcohol, or other prohibited substances;
- 4.5. Incites or is reasonably anticipated to incite violence, illegal activity, or a material and substantial disruption to school operations or activities; or
- 5.6. Contains any other threat to the safety of students and staff.

The district may restrict access to its official accounts for violations of these rules, such as deleting comments or prohibiting comments. Accounts that are not official school accounts are those owned and operated by board members and employees for their personal use, even if they discuss school matters.

Every official school account administrator must keep a copy of any removed content or banned/blocked individual account and must provide a copy to the superintendent along with written notification for the reason the post has been removed. All questions about the appropriateness of removal must be directed to the superintendent.

Adopted on: _____

Revised on: _____

Reviewed on: _____

4057 Superintendent Evaluation

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

Purpose. The purposes of the formal job evaluation are:

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

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

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

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

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

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

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

Adopted on: _____

Revised on: _____

Reviewed on: _____

4059 Behavioral and Mental Health Training

All public school employees who interact with students and any other appropriate personnel are required to complete ~~at least one hour of~~ behavioral and mental health training with a focus on suicide awareness and prevention training every year. The training may include, but need not be limited to, topics such as identification of early warning signs and symptoms of behavioral and mental health issues in students, appropriate and effective responses for educators to student behavioral and mental health issues, trauma-informed care, and procedures for making students and parents and guardians aware of services and supports for behavioral and mental health issues.

The superintendent will determine the appropriate personnel required to receive the training. The training materials for this training must be included in the Nebraska Department of Education's list of approved training materials. The length of the training shall be a reasonable amount as determined by the school board.

These employees must complete the training designated by the school district or superintendent no later than **October 31** of each school year or within 30 days of their initial employment, whichever is later. Failure to complete this training may subject the employee to employment-related discipline.

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 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.

Attendance Officer

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

Excused Absences

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

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

Commented [1]: This sample list is very liberal in what the school considers "excused." Schools that adopt this sample list will have very few students who accrue many "unexcused" absences. Boards may eliminate any of these categories of excused absence except for illness documented by a physician, suspension/expulsion and severe weather. Boards may also add additional requirements before an absence will be excused (e.g. require funeral card to verify family funeral, etc.)

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

Excessive Absenteeism

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

Commented [2]: The board may select any number of unexcused absences to trigger the notification and meeting requirements.

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

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: _____

5015

Protection of Pupil Rights

The Board of Education respects the rights of parents and their children, and has adopted this policy in consultation with parents to comply with the federal Protection of Pupil Rights Amendment (PPRA).

1. Surveys

- a. Surveys Created by a Third Party
 - i. This section applies to every survey:
 - (1) that is created by a person or entity other than a district staff member or student;
 - (2) regardless of whether the student answering the questions can be identified; and
 - (3) regardless of the subject matter of the questions
 - ii. Parents have the right to inspect any survey created by a third party before that survey is distributed to their student.
- b. Surveys Requesting Particular Sensitive Information
 - i. Sensitive information shall include:
 - (1) Political affiliations or beliefs of the student or the student's parent(s);
 - (2) Mental or psychological problems of the student or the student's family;
 - (3) Sexual behavior or attitudes;
 - (4) Illegal, anti-social, self-incriminating, or demeaning behavior;
 - (5) Critical appraisals of other individuals with whom respondents have close family relationships;
 - (6) Legally recognized privileged or analogous relationships, such as those of lawyers; physicians, and ministers;
 - (7) Religious practices, affiliations, or beliefs of the student or student's parent(s); or
 - (8) Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program), without prior written consent of the parent or eligible student.
 - ii. No student shall be required to submit to a survey, analysis, or evaluation that requests sensitive information.
 - iii. If a survey requesting sensitive information is funded, in whole or in part, by a program administered by the U.S. Department of Education, the school district must obtain the

written consent of a student's parent(s) before the student participates in the survey.

- iv. School officials and staff members shall not request, nor disclose, the identity of any student who completes any survey (created by any person or entity, including the district) containing any sensitive information.
- v. Parents have the right to inspect any survey which requests sensitive information before that survey is distributed to their student.
- c. Survey Inspection Requests
 - i. School officials shall inform parents of their right to inspect surveys requesting sensitive information before the surveys are distributed to any student.
 - ii. All survey inspection requests must be in writing to the building principal and delivered to the building principal prior to the date on which the survey is scheduled to be administered to the students.
 - iii. The principal shall respond to survey inspection requests without delay.
- d. The district will also comply with any survey requirements found in Policy 5108—the district's policy on Parent Involvement in Education Practices.

2. Invasive Physical Examinations

- a. The term "invasive physical examination" means:
 - i. any medical examination that involves the exposure of private body parts; or
 - ii. any act during such examination that includes incision, insertion, or injection into the body; and
 - iii. does not include a hearing, vision, or scoliosis screening.
- b. Parents may refuse to allow their student to participate in any non-emergency, invasive physical examination or screening that is:
 - i. required as a condition of attendance;
 - ii. administered by the school and scheduled by the school in advance; and
 - iii. not necessary to protect the immediate health and safety of the student, or of other students.
- c. This policy does not apply to any physical examination or screening that:

- i. is permitted or required by an applicable state law, including physical examinations or screenings that are permitted without parental notification;
- ii. is administered to a student in accordance with the Individuals with Disabilities Education Act (20 U.S.C. §1400 *et seq.*)
- iii. is otherwise authorized by Board policy.

3. Collection of Personal Information from Students for Marketing

- a. The term “personal information” means individually identifiable information including:
 - i. student’s and parent(s)’ first and last name;
 - ii. home or other physical address;
 - iii. telephone number; and/or
 - iv. social security number.
- b. No school official or staff member shall administer or distribute to students a survey or other instrument for the purpose of collecting personal information for marketing or for selling that information.
- c. This policy does not apply to the collection, disclosure or use of personal information for the exclusive purpose of providing educational services to students, such as the following:
 - i. post-secondary education recruitment;
 - ii. military recruitment;
 - iii. tests and assessments to provide cognitive, evaluative, diagnostic or achievement information about students; and/or
 - iv. student recognition programs.

4. Inspection of Instructional Material

- a. Definition
 - i. The term “instructional materials” means instructional content that is provided to a student regardless of its format, printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet).
 - ii. The term does not include academic tests or academic assessments.
- b. Parents may inspect, upon their request, any instructional material used as part of their child’s education curriculum.
- c. Curriculum inspection requests must be made to the building principal in writing.

- d. Building principals shall respond to inspection requests within a reasonable amount of time.

5. Notification of Rights and Procedures

- a. The superintendent shall notify parents of:
 - i. this policy and its availability upon request from the office of the district;
 - ii. how to opt their child out of participation in activities as provided for in this policy;
 - iii. the approximate dates during the school year when a survey requesting personal information is scheduled or expected to be scheduled; and
 - iv. how to request access to any survey or other material described in this policy.
- b. This notification shall be given to parents as least annually, at the beginning of the school year and within a reasonable period after any substantive change in this policy.

Adopted on: _____

Revised on: _____

Reviewed on: _____

5016

Student Records

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

[OPTION 1] For purposes of the district's compliance with state and federal law, and subject to the limitations in the paragraph above, the district "maintains" only those student records which are reduced to paper or physical format and placed within a student's file in the district's central offices or in the file pertaining to the student's special education or Section 504 services. Records which can be printed in paper form must be printed in order to be "maintained." Other records such as video recordings, which constitute student records, must be reduced to a physical medium in order to be "maintained." For example, a video must be put on a compact disk or other compatible hardware and placed within the student's file to be "maintained."

[OPTION 2] For purposes of the district's compliance with state and federal law, and subject to the limitations in the paragraph above, the district "maintains" student records which are printed and kept in the student's physical file or which school district staff have intentionally saved within the official school district digital student information system that specifically identifies the student for whom those records are maintained. The school district may also use learning management systems, which deliver and manage instructional content. The school district maintains student records within its student information system but not in its learning management system. The official school district student information system is _____ **[INSERT YOUR SYSTEM, E.G. POWERSCHOOL, INFINITE CAMPUS, ETC.]**

[OPTION 3] For purposes of the district's compliance with state and federal law, and subject to the limitations in the paragraph above, the district "maintains" as "student records" all records, files, and documents which are located in any format and within any storage unit of the district, whether in hard copy, digital, or otherwise.

Each building principal will assign responsibilities for the preparation and maintenance of records and will ensure compliance with the applicable federal

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

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

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

seeks or intends to enroll.

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

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

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

Adopted on: _____

Revised on: _____

Reviewed on: _____

Parent ~~and Guardian~~ Involvement ~~In~~ In Education Practices

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

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

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

1. ~~Parents/Guardians~~ will be provided access, ~~as described in district procedures,~~ to district-approved 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") ~~textbooks and other curricular materials and tests used in the district upon request~~ as follows:-
 - a. A parental request to review specific ~~approved textbooks and other district- or building-approved~~ curricular materials (written, visual, ~~or~~ audio) should be made to the principal of the building where the ~~textbooks and curriculum~~ curricular materials are used.
 - ~~b.~~ Parents may check out textbooks and may review curricular materials such as video and audio recordings within a time frame determined by the ~~The~~ building principal will assess the request and determine the allowable volume and time frame of the review to prevent disruption of the instructional process ~~to the efficient operations of the district.~~
 - ~~b-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.
 - ~~c-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/~~Guardians~~ will be permitted, within district procedures, to attend and observe courses, assemblies, counseling sessions, and other instructional activities.
 - a. Parents/~~guardians~~ are invited to make appointments with the building principal to visit classes, assemblies, and other instructional activities. The principal shall give permission after determining that parental/~~guardian~~ observation would not disrupt the activity. Observations that last more than 60 minutes or occur on consecutive days are typically disruptive and will not be permitted absent unusual circumstances, in the sole discretion of the building principal.
 - b. Parents/~~guardians~~ may contact the building principal to request permission to attend counseling sessions in which their child is involved.
3. ~~Parents/guardians will be permitted, within district procedures, to ask~~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.~~
 - a.b. Building principals may excuse a student from any ~~single~~ school ~~event~~~~experience~~ 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.~~
 - b.c. When ~~the building principal determines it appropriate~~~~appropriate~~, alternative experiences ~~will~~~~may~~ be provided for the student by the school.

4. Parents/~~guardians~~ 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/~~guardians~~ will be informed of the standardized and criterion-referenced district testing program. Parents may request additional information from the building principal.
6. Parents/~~guardians~~ will be informed of the circumstances under which they may opt-out of state and federal assessments.

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

- b. State Assessments

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

- c. National Assessment of Educational Progress

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

The District shall provide parents/~~guardians~~ of eligible students with reasonable notice prior to the exam being administered. Parents/~~guardians~~ wishing to opt their students out of the NAEP

assessment must notify the district in writing at least **three** days prior to the exam date to ensure that the District can coordinate supervision and alternative activities for students who have opted out.

7. Parents/~~guardians~~ 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/~~guardians~~ 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.

b.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: _____

Revised on: _____

Reviewed on: _____

5031 Student Appearance

~~Any manner of dress, hair style, make up, cleanliness, or personal appearance that constitutes a threat to the safety, health, welfare, or morals of the student or others; violates any statute; interferes with the education process, or school officials can reasonably predict will interfere with the education process; or causes or may cause excessive maintenance problems in the school, may be grounds for corrective or disciplinary action. The superintendent or designee may institute specific dress code regulations in any school consistent with board policy.~~

General Regulations. The District prohibits student attire or appearance that:

- Causes or is likely to cause a material and substantial disruption to the District's programs and activities.
- Promotes, depicts, or refers to violence, drugs, alcohol, vulgarity, obscenity, illegal activity, hate speech, bullying speech, or harassing speech.
- Includes words, gestures, or images that contain or imply sexual content or innuendo.
- Otherwise undermines the District's mission to inculcate the habits, manners, and values fundamental to civility, community, and the educational environment.

The District reserves the right to request immediate attire changes from students. The District will require students to adhere to uniform standards and/or wear district approved or issued uniforms in order to participate in activities.

Altering a student's appearance or removing or altering a student's attire without consent from their parent/guardian/caregiver is not allowed. Additionally, students' hair should not be permanently or temporarily altered by school personnel.

Cultural and Religious Attire. Students are allowed to wear religious attire, adornments, and other attire associated with race, national origin or religion, or tribal regalia. Additionally, students are permitted to wear natural and protective hairstyles including but are not limited to braids,

locks, twists, tight coils or curls, cornrows, Bantu knots, afros, weaves, wigs, or head wraps.

Any person who is a member of an indigenous tribe of the United States or another country may wear tribal regalia in any public or private location where the person is otherwise authorized to be on school grounds or at any school function.

Health and Safety Considerations. Students may be required to wear protective clothing or equipment or otherwise modify their attire or secure their hair to ensure the safety of themselves and others. In such cases, a good faith effort to reasonably accommodate students will be made to ensure safety without compromising religious beliefs, grooming practices, or requiring students to permanently alter their appearance. The least restrictive means appropriate to address the identified health or safety concern shall be used.

Health and Safety Accommodation Process. If a health and safety standard accommodation is necessary, the District will:

1. Engage in a good-faith effort to reasonably accommodate the student and
2. Notify the student's parent or guardian of such an attempt to accommodate the student's appearance or any attire, tribal regalia, hairstyles, adornment, or other characteristic associated with race, national origin, or religion
3. Attempt to obtain consent from a student's parent or guardian prior to altering a student's appearance or removing or altering a student's attire, tribal regalia, hairstyle, adornment, or other characteristic associated with race, national origin, or religion.

Recordkeeping. The District will record efforts made to accommodate a student's appearance, attire, hairstyle, adornment, or other characteristics associated with race, religion, sex, disability, or national origin. Each record must include: the student's name; federally identified demographic characteristics; date of the occurrence; the health and safety standard relating to the accommodation; the nature of the accommodation requested; staff involved; communication with parents/guardians/caregivers, and; the outcome of the effort.

Enforcement. Violations of this policy shall be addressed in a manner consistent with the board's policies regarding student discipline.

Adopted on: _____

Revised on: _____

Reviewed on: _____

6031 Emergency Exclusion

Grounds for Emergency Exclusion. Any student may be excluded from school in the following circumstances subject to the procedural provisions governing short term suspension found elsewhere in these policies or state law:

(a) If the student has a dangerous communicable disease transmissible through normal school contacts and poses an imminent threat to the health or safety of the school community; or

(b) If the student's conduct presents a clear threat to the physical safety of himself, herself, or others, or is so extremely disruptive as to make temporary removal necessary to preserve the rights of other students to pursue an education.

Any emergency exclusion shall be based upon a clear factual situation warranting it and shall last no longer than is necessary to avoid the dangers that prompted the exclusion.

Extension of Exclusion. Pursuant to the Student Discipline Act, the principal has the authority to exclude a student from school for up to five school days on an emergency basis. If the superintendent or superintendent's designee determines that it is appropriate to consider the extension of an exclusion beyond five days, such consideration shall be made according to the procedures set forth below.

Notification of Student's Parent(s) or Guardian(s). The superintendent or the superintendent's designee shall notify the student's parent(s) or guardian(s) that the principal has proposed the extension of the exclusion. If the initial notice is oral, the superintendent shall confirm it in writing. The notice shall include notice of a recommended hearing examiner and an alternate hearing examiner for consideration by the parent(s) or guardian(s) if a hearing is requested.

Opportunity to Request a Hearing. The student's parent(s) or guardian(s) may submit a request for a hearing on the proposed extension of the exclusion within one school day of receiving the notice of the proposed extension.

Failure to Request a Hearing. If the parent(s) or guardian(s) do not request a hearing within ~~two~~one school days of receiving oral or written notice, the proposed extension of the exclusion shall automatically go into effect.

Appointment and Qualifications of a Hearing Examiner. The parent(s) or guardian(s) shall notify the superintendent within one school day of receiving notice of the recommended extension and proposed hearing examiner and alternate hearing examiner if the alternate hearing examiner is preferred.

Hearing Examiner's Notice to Parent(s) or Guardian(s). The hearing examiner shall promptly give written notice of the time, date and place of the hearing. The hearing will be held within ten school days after the initial date of exclusion; provided, the hearing may be held more than five school days after receipt of the request upon a showing of good cause. No hearing will be held on less than two (2) school days' notice unless otherwise agreed to by the student's parent(s) or guardian(s) and school officials.

Continued Exclusion. If a hearing is requested, the principal may determine in his or her sole discretion that the student shall remain excluded from school until the hearing officer makes a recommendation to the superintendent.

Examination of Student's Records and Affidavits. Prior to the hearing, the student and his/her parent(s) or guardian(s) shall have the right to examine and have school officials explain the student's records and any affidavits that will be used by school officials at the hearing.

Attendance at Hearing. The hearing may be attended by the hearing examiner, the principal (or designee), the student, and the student's parents or guardian(s). The student may be represented at this hearing by a representative of the family's choice.

Student's Witness(es). The student and his/her parent(s) or guardian(s) may ask any person with knowledge of the events leading up to the sanction or with general knowledge of the student's character to testify on behalf of the student. If school personnel or other students are requested to testify by the student's parent(s) or guardian(s), the hearing officer shall endeavor to help obtain the presence of such witnesses at the hearing.

Right to Know Issues and Nature of Testimony. The student and his/her

parent(s) or guardian(s) have the right to request in advance of the hearing the issues which the administration will propose in support of the extension, and the general nature of the testimony of any administrative or expert witnesses.

Presence of Student and Witnesses at the Hearing. The student and witnesses may be excluded at the discretion of the hearing examiner in accordance with state statutes. The student may speak in his/her own defense and may be questioned on such testimony, but may choose not to testify. The school district shall make available to testify at the hearing any employee who is a witness to the matter upon request from the parent(s) or guardian(s).

Sworn or Affirmed Testimony. The principal or his or her designee shall present evidence supporting the recommended extension. Witnesses will give testimony under oath of affirmation, and may be questioned.

Hearing Examiner's Report and Recommendations. The hearing examiner shall prepare a report of his or her findings and recommendations, and forward the report to the superintendent.

Superintendent's Decision. The superintendent will review the hearing examiner's report and determine whether to extend the exclusion. He or she shall have the decision delivered or sent by registered or certified mail to the student, student's parent(s), or guardian(s). If the superintendent decides to extend the exclusion, the extension will take effect immediately.

Adopted on: _____

Revised on: _____

Reviewed on: _____

6034 Concussion Awareness

The Nebraska Unicameral has found that concussions are one of the “most commonly reported injuries in children and adolescents who participate in sports and recreational activities and that the risk of catastrophic injury or death is significant when a concussion or brain injury is not properly evaluated and managed.”

The School District will:

- a. Require all coaches and trainers to complete a training course approved by the Chief Medical Officer ~~one of the following on-line courses~~ on how to recognize the symptoms of a concussion or brain injury and how to seek proper medical treatment for a concussion or brain injury.÷
 - ~~HEADS UP to Youth Sports Coaches: Online Concussion Training~~Heads UP Concussions in Youth Sports
 - ~~Concussion in Sports (NFHS) – What You Need to Know~~
 - ~~Sports Safety International~~
 - ~~ConcussionWise~~
 - ~~ACTIVE™ Athletic Concussion Training for Coaches; and~~
- b. On an annual basis provide concussion and brain injury information to students and their parents or guardians prior to such students initiating practice or competition. This information will include:
 - 1 The signs and symptoms of a concussion;
 - 2 The risks posed by sustaining a concussion; and
 - 3 The actions a student should take in response to sustaining a concussion, including the notification of his or her coaches.

A student who participates on a school athletic team must be removed from a practice or game when he/she is reasonably suspected of having sustained a concussion or brain injury in such practice or game after observation by a coach or a licensed health care professional who is professionally affiliated with or contracted by the school. The student will not be permitted to participate in any school supervised team athletic activities involving physical exertion, including practices or games, until the student:

- a. has been evaluated by a licensed health care professional;
- b. has received written and signed clearance to resume participation in athletic activities from the licensed health care professional; and

- c. has submitted the written and signed clearance to resume participation in athletic activities to the school accompanied by written permission to resume participation from the student's parent or guardian.

If a student is reasonably suspected after observation of having sustained a concussion or brain injury and is removed from an athletic activity, the parent or guardian of the student will be notified by the school of:

- a. the date and approximate time of the injury suffered by the student,
- b. the signs and symptoms of a concussion or brain injury that were observed, and
- c. any actions taken to treat the student.

The school district will not provide for the presence of a licensed health care professional at any practice or game.

School officials shall deem the signature of an individual who represents that he/she is a licensed health care professional on a written clearance to resume participation that is provided to the school to be conclusive and reliable evidence that the individual who signed the clearance is a licensed health care professional. The school will not take any additional or independent steps to verify the individual's qualifications.

Students who have sustained a concussion and returned to school may need informal or formal accommodations, modifications of curriculum, and monitoring by medical or academic staff until the student is fully recovered. The school's "return to learn protocol" shall ~~be the guidance~~ [follow the model](#) provided by the Nebraska Department of Education, ~~entitled "Bridging the Gap from Concussion to the Classroom REAP," and accompanying materials and future supplements.~~ Nothing in this policy or the referenced protocol shall entitle a student who has sustained a concussion to an individualized plan under Section 504 of the Rehabilitation Act, although staff will refer students who have sustained a concussion for evaluation under Section 504 as appropriate.

Adopted on: _____

Revised on: _____

Reviewed on: _____

Public School Activities Handbook

Rules and Regulations
20254 - 20265

Table of Contents

Introduction

Student participation in extracurricular activities has been linked to improved attendance, higher academic achievement, and greater student self-confidence and self-esteem. [REDACTED] Public Schools provides students with the opportunity to participate in a comprehensive activities program that includes athletics, fine arts, and select clubs or organizations associated with academic areas.

Although the school district believes strongly in the value of student activities, participation in the activities program is a privilege, not a right. Students must obey the rules set out in this handbook and any additional rules created by their coach or activity sponsor. This handbook is advisory and does not create a “contract” with parents, students, or staff. The administration reserves the right to make decisions and make rule revisions at any time to implement the educational program and to assure the well-being of all students. The administration is responsible for interpreting the rules contained in the handbook. If a situation or circumstance arises that is not specifically covered in this handbook, the administration will make a decision based upon all applicable school district policies, and state and federal statutes and regulations.

Please read this handbook carefully. Students and their parents are responsible for complying with all of the rules and procedures detailed in this booklet.

Parents must sign the acknowledgement and permission to participate form at the end of this handbook before their student will be permitted to participate in the activity programs of the district.

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

Notice of Nondiscrimination

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

Students who believe that they have been the subject of unlawful discrimination or harassment due to their disability, or that have other related concerns or questions, should contact the Section 504 Coordinator: [REDACTED] at [REDACTED] (phone number), [REDACTED] (e-mail address) or in person at school.

Students who believe that they have been the subject of unlawful discrimination or harassment on the basis of sex, or that have other related concerns or questions, should contact the following Title IX Coordinator: [REDACTED] at [REDACTED] (phone number), [REDACTED] (e-mail address), [REDACTED] (mailing address) or in person at school. The School District's specific Notice of Nondiscrimination on the Basis of Sex may be accessed at the following link: [\[Insert Link to Notice of Nondiscrimination\]](#)

Students who believe that they have been the subject of unlawful discrimination or harassment due to their race, color, or national origin, or that have other related concerns or questions, should contact the following Title VI Coordinator: [REDACTED] at [REDACTED] (phone number), [REDACTED] (e-mail address), [REDACTED] (mailing address) or in person at school.

Students who believe that they have been the subject of any other unlawful discrimination or harassment should contact the [REDACTED] at [REDACTED] (phone number), [REDACTED] (e-mail address) or in person at school. Students may report discrimination or harassment to any staff member who will then forward it on to the appropriate coordinator or administrator. The staff member will follow school district policies to respond to the report.

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

SECTION ONE: GENERAL INFORMATION ABOUT THE ACTIVITIES PROGRAM

Academic Eligibility

To be eligible to participate in the school's activity programs, each student must (1) meet Nebraska State Activities Association (NSAA) requirements concerning scholastic eligibility, (2) meet the requirements of board policy including all rules applicable to the activity, and (3) have not less than a 70% grade in two or more classes for a period of one week to remain eligible to participate in any portion of the activities program. Participants must attend practices and participate in all conditioning during any period of ineligibility.

The school district will notify a participant and his or her parents whenever the participant is declared academically ineligible.

Students may not participate in any activity, performance or practice while serving a short-term suspension, long-term suspension, or expulsion from school.

Attendance at Practices and Contests

Participants in the activities program are expected to attend and be on time at all practices and meetings scheduled by the coach or sponsor. Participants may be excused for absences resulting from a participant's illness, a death in the family, a doctor's appointment, a court appearance, or other absences that are arranged in advance. The coach, sponsor, or director of an activity may require a participant who has an excused absence to complete an alternate assignment for missing a practice, meeting, event, performance, or contest. A participant who is unable to attend a scheduled practice, meeting, or game must contact the coach or sponsor in advance. Students who are absent from school due to illness are not required to provide the coach or sponsor with additional notification of the student's absence from practice.

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

If a participant misses a scheduled contest or performance, the coach or sponsor may impose discipline up to and including suspension of the participant from the activity for the remainder of the season or length of the activity.

Closings

Unless the administration determines that it is permissible for the activity to continue as scheduled, all activities will be cancelled or postponed in the event that school has been called off for inclement weather or any other reason as determined by the administration. Unless the administration determines that it is permissible for the activity to continue as scheduled.

Colors

The School colors are .

Complaint Procedure

To reduce conflicts in the school's activities program, students and/or their parents should use district's formal complaint procedure to manage conflicts about the program. The complaint procedure is printed in the school's student handbook and may be found on the district's web site: www..

Concussion Awareness

The Nebraska Unicameral has found that concussions are one of the "most commonly reported injuries in children and adolescents who participate in sports and recreational activities and that the risk of catastrophic injury or death is significant when a concussion or brain injury is not properly evaluated and managed."

The School District will:

- a. Require all coaches and trainers to complete ~~one of the following on-linea training~~ course approved by the Chief Medical Officers on how to recognize the symptoms of a concussion or brain injury and how to seek proper medical treatment for a concussion or brain injury.÷
 - ~~Heads UP Concussions in Youth Sports~~
 - ~~Concussion in Sports—What You Need to Know~~
 - ~~Sports Safety International~~
 - ~~ConcussionWise~~
 - ~~ACTIVE™ Athletic Concussion Training for Coaches; and~~
- b. On an annual basis provide concussion and brain injury information to students and their parents or guardians prior to such students initiating practice or competition. This information will include:
 - 1 The signs and symptoms of a concussion;
 - 2 The risks posed by sustaining a concussion; and
 - 3 The actions a student should take in response to sustaining a concussion, including the notification of his or her coaches.

A student who participates on a school athletic team must be removed from a practice or game when he/she is reasonably suspected of having sustained a concussion or brain injury in such practice or game after observation by a coach or a licensed health care professional who is professionally affiliated with or contracted by the school. The student will not be permitted to participate in any school supervised team athletic activities involving physical exertion, including practices or games, until the student:

- a. has been evaluated by a licensed health care professional;
- b. has received written and signed clearance to resume participation in athletic activities from the licensed health care professional; and
- c. has submitted the written and signed clearance to resume participation in athletic activities to the school accompanied by written permission to resume participation from the student's parent or guardian.

If a student is reasonably suspected after observation of having sustained a concussion or brain injury and is removed from an athletic activity, the parent or guardian of the student will be notified by the school of:

- a. the date and approximate time of the injury suffered by the student,
- b. the signs and symptoms of a concussion or brain injury that were observed, and
- c. any actions taken to treat the student.

The school district will not provide for the presence of a licensed health care professional at any practice or game.

School officials shall deem the signature of an individual who represents that he/she is a licensed health care professional on a written clearance to resume participation that is provided to the school to be conclusive and reliable evidence that the individual who signed the clearance is a licensed health care professional. The school will not take any additional or independent steps to verify the individual's qualifications.

Dances

School dances are part of the district's extracurricular activity program. Students who wish to participate in school dances must comply with the

activity code. Students may be prohibited from participating in school dances as a consequence for violating school rules or these activity rules.

Junior High/Middle School Dances

Junior high/middle school (6-8) dances are restricted to students currently enrolled in the junior high school and will be sponsored by junior high teachers and parents. Any organization wishing to sponsor a junior high dance must obtain permission from the principal regarding date and times. Each dance must be sponsored by at least two faculty members and one additional adult couple. Once admitted to the dance, students must remain until the close of the dance. Students who leave the dance will not be readmitted. Students who are academically ineligible will not be allowed to attend school dances.

High School Dances

All high school dances are restricted to High School students and their guests. Any organization wishing to sponsor a dance must obtain permission from the principal regarding date and times. Each dance must be sponsored by at least two faculty members and one additional adult couple. Once admitted to the dance, students must remain until the close of the dance. Students who leave the dance will not be readmitted. Students who are academically ineligible will not be allowed to attend school dances.

Homecoming and Prom

The Homecoming dance is open to students and guests of High School.

The Junior/Senior Prom is open to students and guests of the High School junior and senior classes. Guests must follow all rules that the students must follow. Each student is responsible for his/her guest's conduct. Appropriate attire is required for these dances. No blue jeans, shorts, or T-shirts will be allowed at the banquet or dance for Prom. Black dress jeans will be acceptable.

Electronic Communication

The school board supports the use of technology by coaches, extracurricular sponsors, and other staff members to communicate with students for legitimate educational, extracurricular, and other school-related purposes. However, electronic communication between students and teachers, sponsors, and coaches shall be appropriate at all times and shall not violate any law, district policies, or the Regulations and Standards for Professional Practices Criteria, commonly known as Rule 27 of the Nebraska Department of Education ("Rule 27"). Please see the Social Media Policy For School District Employees for further explanation.

Equipment

Each participant in the athletic portion of the activities program will be issued a locker to store his/her personal belongings and school equipment that has been checked out. Students should secure their athletic lockers with combination locks.

School-owned clothing or equipment that is checked out to individual students remains the property of the school. The clothing or equipment is not to be used or worn by the student except for the intended use. Each piece of equipment or clothing is to be returned to the instructor or coach when the season or the use for such clothing or equipment is over. Each participant is responsible for all equipment checked out to him/her. Students will be assessed the replacement cost for school equipment that has been check out to him/her and is lost or stolen.

Fundraising

All school-sponsored fundraising activities must be approved by a member of the school district administration. Fundraising for any activity must comply with the district's policies, including applicable provisions specifically pertaining to Booster Clubs and PTOs for non-school-sponsored fundraising. Use of the school mascot shall not be permitted unless approved by the superintendent.

Individual Training Rules and Rules of Conduct

Head coaches or sponsors may develop additional training rules or rules of conduct for their activity. Students are responsible for knowing these rules and complying with them.

Initiations and Hazing

Initiations and hazing by members of classes, clubs, athletic teams, or any other organization affiliated with the district are prohibited except as otherwise permitted by this policy. Any student engaging in hazing or non-approved initiations is subject to discipline as permitted by policy and law.

Initiations are defined as any ritualistic expectations, requirements, or activities placed upon new members of a school organization for the purpose of admission into the organization, even if those activities do not rise to the level of "hazing" as defined below. Initiations are prohibited except by permission of the superintendent.

Hazing is defined as any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued

membership in any school organization. Hazing activities include, but are not limited to, whipping, beating, branding, an act of sexual penetration, an exposure of the genitals of the body done with the intent to affront or alarm any person, a lewd fondling or caressing of the body of another person, forced and prolonged calisthenics, prolonged exposure to the elements, forced consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption, prolonged sleep deprivation, or any brutal treatment or the performance of any unlawful act that endangers the physical or mental health or safety of any person.

Injuries

Participants who suffer any type of injury while involved in extracurricular activities must notify the coach or sponsor immediately. The coach or sponsor will then evaluate the injury and, if necessary, notify the participant's parents or seek immediate medical treatment.

If at any time during participation a doctor removes an athlete from participation because of an illness or injury, the athlete must have a written release from a doctor before participating again. The written release must be given to the coach or sponsor of the activity.

Note: The release requirement will be satisfied if the initial doctor's order specifies the duration of the student's restriction from participation and/or competition. Also see Concussion Awareness above.

Insurance

The school district does not provide medical or other insurance coverage for students who participate in athletic contests or other activities. It is the parents' responsibility to provide adequate insurance to cover any medical expenses that may be incurred while the student is participating in athletics or other activities.

The school district makes an accident insurance plan available for purchase by participants and their families through an authorized insurance agent. Information about policies which families may purchase will be available prior to each sports season and at fall registration.

Lettering Requirements

The following guidelines will be used in determining students' eligibility for lettering:

Football: The athlete must participate in twelve quarters of varsity play, complete the season, and/or have the recommendation of the head coach.

Volleyball: The athlete must participate in 33% of the total games, complete the season, and/or have the recommendation of the head coach.

Basketball: The athlete must participate in 25% of the total games, complete the season, and/or have the recommendation of the head coach.

Golf: The athlete must participate in at least 3 varsity golf meets, complete the season, and/or have the recommendation of the head coach.

Track: The athlete must average 1.5 points per meet scheduled, participate in 50% of all the meets, or place in an individual event at the conference or district meets, or be a member of a relay team which places third or higher in the conference or district meets, or participate as a member of a relay team at the state meet, complete the season, and/or have the head coach's recommendation.

Wrestling: The athlete must accumulate 15 varsity team points, or place in a major varsity tournament (eight teams or more), or wrestle in at least five varsity competitions, complete the season and/or have the recommendation of the head coach.

Student Managers: The student manager must complete the season and have the recommendation of the head coach of the sport involved.

Instrumental and Vocal Music

1. Participants must have a current average of 94% or better, and have had a 94% or better for the previous 3 quarters. Criteria for earning an "A" are posted in the music room and/or are available from the instructor.
2. Participants must demonstrate high quality rehearsal and performance habits, exhibit and encourage a positive attitude toward the music program, and demonstrate strong positive leadership skills.
3. Participants must attend all scheduled rehearsals, performances, and contests unless previously excused by the director.
4. Participants who have one "B" in any one of the previous 3 quarters may, at the discretion of the director, be allowed to make up for the "B" by earning 20 points in the fourth quarter.

A list of approved activities and corresponding point values is available from the director.

5. Participants with any quarter of a "C" or more than one quarter with a "B" will not be eligible to letter in the activity.

Speech: The criteria for receiving a letter for Speech Competition will be based on the participant's commitment to preparation and participation. In order to letter, a participant must earn a minimum of 200 points. Points can be earned in the following ways:

1. Practice / Rehearsal with Speech Coach - up to 10 points per practice session; extemporaneous speakers must verify prep time equivalent to 10 practice sessions.
2. Performance - 20 points for performing at each speech meet, including invitationals, conference, district, and state.
3. If a participant attends a meet but scratches for any reason, no points will be earned and 10 points will be deducted from his/her point total.
4. If a participant does not show up for a meet for which he/she has been entered, 50 points will be deducted from his/her point total unless a parent or guardian has notified the Speech Coach with a valid excuse for the reason that the participant missed the meet.
5. If one person of an OID or Duet Acting group does not attend a meet for which he/she has been entered, he or she will lose 10 points. The remaining members of the group will be awarded 10 points for attendance even though they cannot perform.
6. Novice speech team members will earn 10 points for attending speech meets with the team, even though they are not competing, providing they support and encourage team members by watching their events.
7. Any participant who is reprimanded by a contest director for improper behavior at a speech meet will be penalized 50 points. If this happens more than once during any part of the season, the participant will be removed from the team. Parents of removed team members will be notified of the removal and the reasons for the removal.

Mascot

The official emblem for boys' and girls' athletic teams is the . The mascot cannot be used for non-school-sponsored purposes unless approved by the **superintendent**.

Practices

The individual head coach or sponsor, in cooperation with the high school principal, will schedule all starting times of practices. All participants are expected to be ready at the time set by the coach or sponsor.

To be eligible to practice, a participant must satisfy the following requirements:

1. Submit to the coach or sponsor a signed physical form and Activities Code that verifies that a physical examination has been completed and that the student and parent(s) understand the school's position regarding the use or possession of alcohol, tobacco, and other related drugs.
2. Furnish the high school principal with proof of insurance.

Secret Organizations

Secret organizations are prohibited. School officials shall not allow any person or representative of any such organization to enter upon school grounds or school buildings for the purpose of rushing or soliciting students to participate in any secret fraternity, society, or association.

Student Manager, Helpers, or Activity Aids

Students wishing to serve as student volunteers for extracurricular activities must gain the permission of the activity coach or sponsor. Student volunteers must comply with all of the rules and procedures contained in this handbook.

Sunday and Wednesday Night Activities

In order to provide students sufficient time away from school for family-related activities, the school will endeavor not to schedule activities on Wednesday evenings or on Sundays. Practices will be organized so that all participants are showered, dressed, and/or leave the facilities by 6:00 p.m. on Wednesday nights. An exception to this guideline would be when a team, group of students, or an individual may be required to participate in an activity sponsored by the conference, district, or state on a Wednesday night.

The school does not allow Sunday practice sessions, except when a varsity team, group of students, or individual is scheduled to compete or perform on a Monday. Practices scheduled for a Sunday must have the prior approval of the activities director or building principal.

Transportation

All participants are expected to ride to and from away activities by means of approved school transportation.

A participant may ride home with his or her parent/guardian only if the parent/guardian personally contacts the sponsor at the activity. A participant may ride home with an adult if the participant's parent/guardian has personally contacted the principal prior to the activity and the adult personally contacts the sponsor at the activity prior to leaving with the student. Parents are discouraged from requesting to take their children home after an away contest or performance. Travel to and from an event provides time for the students to further develop a strong team concept.

Weight Room

The weight room has been developed to help each athlete, student, or adult in the community maintain a level of physical fitness. No one may use the weight room or equipment without proper supervision. The school will develop a schedule for use of the weight room by athletes during the school year and during the summer months.

The weight room is a high demand area within the school facilities. The following guidelines will help determine the priorities in reference to use if more than one group desires to use the facility at the same time:

1. Physical education instruction
2. By the team sports, which are in season
3. Conditioning programs for athletes not currently out for a sport
4. Summer conditioning programs
5. Adult education

SECTION TWO: AVAILABLE ACTIVITIES

Athletic Teams

Baseball
Basketball (boys and girls)
Cross County
Football
Golf
Tennis
Track (boys and girls)
Soccer
Softball
Volleyball
Wrestling

Art Club

Membership is open to those students who wish to work on out of class projects such as painting windows in classrooms and painting pictures and designs on the art room walls.

Band

The school district sponsors marching band, pep band, and jazz band in addition to concert band. Participants must be enrolled in band class in order to eligible to participate in these groups.

Cheer Squad

Participants are selected by the sponsor(s) or judges appointed by the sponsor. Members of the cheer squad will attend all home and selected away athletic contests.

Community Service Club

The Community Service Club, sponsored by the Kiwanis Club, promotes clean speech, clean sports, scholarship, and community service. Membership is open to all students by application.

Drama Club

The Drama Club is open to all students interested in any aspect of theater and offers varying levels of involvement. The main focus of this club is to produce the fall and spring plays, and the winter musical (in cooperation with the Vocal Music Department).

Family Career and Community Leadership of America (FCCLA)

FCCLA is an integral part of the Family and Consumer Sciences department. Members should have taken or presently be taking a family and consumer sciences class. Program emphasis for FCCLA is on leadership development, family cooperation and communication, community service and peer education.

Future Business Leaders of America (FBLA)

FBLA is an integral part of the vocational business department and membership is limited to those students with at least one semester of work in the business education field. One of the primary objectives of FBLA is developing leadership and responsibility.

Future Farmers of America (FFA)

FFA is an integral part of the agricultural education department and all students of that department are urged to belong. The activities include training in leadership, opportunities for travel and recreation, and safety and community service activities. Students may participate in field trips, conventions, judging contests, and hands-on experience.

Letter Club

Any student who has lettered in any sport is eligible for membership. The purpose of the Club is to stimulate and encourage sportsmanship and to assist in bringing about a closer bond between students in all sports.

National Honor Society

The National Honor Society is a national organization that recognizes student character, scholarship, leadership, and service to the school.

Student members shall be selected from the junior and senior classes by the high school faculty. Ten percent of the Junior and Senior classes will be selected each year. The results of the selection will be announced at an honors convocation.

[Include any other information regarding your specific Honor Society chapter/program as you deem appropriate. The National Association recommends several details be included about your program in the [National Honor Society Handbook](#).]

Quill and Scroll

Quill and Scroll is a national honor society for student journalists. Students must be a sophomore, junior or senior and be in the upper third of the class scholastically. The student must also have shown superior work in some

phase of high school journalism (that is, writing, editing, photography, art, business, broadcasting, management, or design) and must be recommended by the adviser of the publication.

Science Club

The purpose of the science club is to support students involved in student research projects. The club members include students enrolled in physical science honors, biology honors, and science independent study. The club encourages student participation in competitions, seminars, training camps, and research programs.

Student Government

The purpose of student government is to arouse the spirit of loyalty toward the school, to promote good citizenship, to sponsor school activities, to extend the spirit of good fellowship throughout the student body, to foster a spirit of cooperation between the students and faculty, and to seek to develop a spirit of cooperation, good will, and better understanding with other schools. The organization, operation, and scope of the student government shall be administered by the Superintendent or designee.

Spanish Club

The Spanish Club is designed to give students an opportunity to develop their knowledge of different Spanish speaking cultures. Members of the club are also interested in becoming involved with the Spanish speaking community in the area.

Speech & Debate Team

Students compete in 12 different categories of competition. These include debate, current events speaking, and several theatre-type acting events.

Student Publications

The yearbook is published by the Journalism class along with the help of its teacher. The annual is financed partially by funds raised from the sale of the books.

The school paper is "_____." It is published each three weeks by the journalism classes and their teacher. It is financed in part by advertising and subscription.

SECTION THREE: CODE OF CONDUCT

All students associated with [REDACTED] Public Schools and participating in extracurricular or school sponsored activities (including all NSAA activities) are required to avoid conduct that is detrimental to the integrity of, and public confidence in, the school. Rules promoting lawful, ethical, and responsible conduct serve the interests of all people associated with the school. Illegal and irresponsible conduct puts people at risk, tarnishes the reputation of the offender and everyone else associated with the school, and undermines the public support and respect of the school district.

Standard of Conduct. Participation in school-sponsored or extracurricular activities is a privilege and not a right. Participants must follow board policy, this code, and all the training rules and rules of conduct of the coaches and/or activity sponsors. Students participating in school-sponsored or extracurricular activities are held to a high standard. Students are expected to conduct themselves in a way that is lawful, responsible, promotes the values upon which the school is based, and that brings credit to themselves and the school. Students who fail to live up to the required standard of conduct are guilty of detrimental conduct and subject to discipline under all school policies, the general student code of conduct, and these Activity Participation Rules.

Coach and Sponsor Rules. Coaches and/or activity sponsors shall establish training rules or rules of conduct for participation in or attendance at the activity or event. General training rules or rules of conduct shall be established prior to the activity or event. This Code shall control in the event that there is a conflict with coach or sponsor rules.

Prohibited Conduct. Students in school-sponsored and/or extracurricular activities may not engage in the following conduct:

1. Receipt of a criminal citation by law enforcement for any reason.
2. Conviction of a crime in adult court or the adjudication of a criminal charge in juvenile court.
3. Any behavior that is illegal under the laws of Nebraska or the United States of America regardless of whether it results in a criminal charge or conviction.
4. Any conduct that substantially interferes with the educational process or disrupts the activity or event.
5. Possession, consumption, use, distribution, or being under the influence of alcohol, illicit drugs, tobacco, controlled substances, or any lookalike or imitations thereof; or being in the presence of alcohol, illicit drugs,

controlled substances, or any lookalike or imitations thereof that are being possessed, consumed, used, or distributed by any person under twenty-one (21) years of age without parental supervision. "Lookalike or imitations" means substances such as K2 and products like electronic nicotine delivery systems, vapor pens, etc. (Note: the term "under the influence" for school purposes has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol on the breath or person of a student; also, it includes being impaired by reason of the use or abuse of any substance for the purpose of inducing a condition of intoxication, stupefaction, depression, giddiness, paralysis, inebriation, excitement, or irrational behavior, or in any manner changing, distorting, or disturbing the auditory, visual, mental, or nervous processes).

6. Engaging in initiations, defined as any ritualistic expectations, requirements, or activities placed upon new members of a school organization for the purpose of admission into the organization, even if those activities do not rise to the level of "hazing" as defined below. Initiations are prohibited except by permission of the superintendent.
7. Engaging in hazing as defined by state law and this policy. Hazing is defined as any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership in any school organization. Under state criminal law, hazing activities include, but are not limited to, whipping, beating, branding, an act of sexual penetration, an exposure of the genitals of the body done with the intent to affront or alarm any person, a lewd fondling or caressing of the body of another person, forced and prolonged calisthenics, prolonged exposure to the elements, forced consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption, prolonged sleep deprivation, or any brutal treatment or the performance of any unlawful act that endangers the physical or mental health or safety of any person. For purposes of school rules, hazing also includes any activity expected of someone joining a group, team, or activity that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate; personal servitude; restrictions on personal hygiene; yelling, swearing and insulting new members/newcomers; being forced to wear embarrassing or humiliating attire in public; consumption of vile substances or smearing of such on one's skin; binge drinking and drinking games; sexual simulation and sexual assault.
8. Bullying which shall include cyber-bullying, defined as the use of the internet, including but not limited to social networking sites such as Facebook, cell phones or other devices to send, post, or text message

images and material intended to hurt or embarrass another person. This may include, but is not limited to; continuing to send 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; posting false statements as fact intended to humiliate the victim; disclosure of personal data, such as the victim's real name, address, or school at websites or forums; posing as the identity of the victim for the purpose of publishing material in their name that defames or ridicules them; sending threatening and harassing text, instant messages, or emails to the victims; and posting or sending rumors or gossip to instigate others to dislike and gang up on the target.

9. Using any Internet or social networking websites to make statements, post pictures, or take any other actions that are indecent, vulgar, lewd, slanderous, abusive, threatening, harassing, or terrorizing.
10. Violating any school policy, handbook provision, or a coach's or activity sponsor's training rules or rules of conduct.
11. Dressing or grooming in a manner which is (A) dangerous to the student's health and safety or a danger to the health and safety of others, (B) lewd, indecent, vulgar, or plainly offensive, (C) materially and substantially disruptive to the work and discipline of the school or an extracurricular activity, (D) interpreted to advocate the use of illegal drugs or other substances by a reasonable observer.
12. Failing to report for an activity at the beginning of a season unless excused by the coach or activity sponsor.
13. Failing to attend scheduled practices and meetings unless excused by the coach or activity sponsor.

Option A (Calendar Year): Such conduct is prohibited year-round regardless of whether it occurs on-campus or off-campus. However, punishment for violations that occur during the summer break shall be administered by the coach at his or her discretion.

Option B (School Year): Such conduct is prohibited during the school year, regardless of whether it occurs on-campus or off-campus. School year means the period commencing on the first day of fall sports practice through the last day of spring sports practice, events, or attendance at school for a given school year.

Option C (Activity Season): Such conduct is prohibited during the activity season, regardless of whether it occurs on-campus or off-campus. Activity season means that period commencing on the first day of an activity practice through the last day of the season or the last scheduled event.

Discipline. Students who violate any provision of these Activity Participation Rules may be subject to discipline up to and including expulsion from extracurricular activities and school sponsored events. (including but not limited to graduation ceremony and related activities). These disciplinary consequences and this Activity Code of Conduct are in addition to and do not prejudice, diminish, impede, or reduce any discipline that is authorized by the Nebraska Student Discipline Act, NEB. REV. STAT. §§ 79-254 to 79-294, Board Policy, or the Student Handbook. Disciplinary action may include a probationary period and conditions that must be satisfied prior to or following reinstatement. Administrators and coaches will take the following into consideration when making disciplinary decisions:

1. Any prior or additional misconduct;
2. The nature and seriousness of the offense;
3. The motivation for the offense;
4. The amount of violence involved;
5. The student's demeanor and attitude regarding the violation;
6. The actual, threatened, or potential risk to the student and others due to the student's behavior;
7. Whether the student has compensated or will compensate the victim in the event of property damage or personal injury;
8. Whether the circumstances of the violation are likely to recur;
9. The student's willingness to participate in evaluations, counseling, or other programs;
10. Any mitigating factors;
11. Any other relevant factors.

If suspended, the student must continue to participate in practices and conditioning during the suspension if required by the coach or activity sponsor. The failure to comply with the practice and conditioning requirement will make the student ineligible for reinstatement to the activity.

Evaluation, Counseling, and Treatment. Apart from any other disciplinary procedures, students who violate any provision of these rules may be required to undergo a formal clinical evaluation at the **administration's/coach's/sponsor's** discretion. Based upon the results of that evaluation, the student may be encouraged or required to participate in an education program, counseling, or other treatment deemed appropriate by the evaluating professional.

Reporting of Incident. Students shall report any violation of these rules to the coach, principal, or superintendent no later than 30 minutes after the beginning of the next school day after the violation has occurred. Failure to report an incident will constitute a violation of these rules and will be taken into consideration in making disciplinary determinations under this policy.

Discipline Procedures. Prior to any disciplinary action under this activities code, the following procedures shall be followed:

As used in this "Discipline Procedures" section, "Investigator" means the coach or activity sponsor of the team or activity in which the student is participating, or any teacher, school official, or school representative whom the Principal or the Superintendent has authorized to perform the duties and responsibilities of "Investigator" as described below.

1. The Investigator shall make an investigation of alleged violation and provide an opportunity for the student to present his or her version of the facts surrounding the alleged violation.
2. The Investigator shall consider all information obtained as a result of the investigation, including information obtained from the student, and shall render a decision regarding disciplinary action. Within a reasonable period of time of the Investigator's decision, the student and his/her parent or guardian shall be given written notice of the disciplinary action taken by the Investigator.

Review of Investigator's Decision. A student or the student's parents may, within five (5) school days of the notice of disciplinary action from the Investigator, notify the **superintendent** in writing of their request for a review of the coach or activity sponsor's determination. The **superintendent** or his or her designee shall review the situation and render a decision within three (3) school days from the date of the request for review. The superintendent's decision shall be in writing and shall be final.

Misrepresentations. Any misrepresentation of fact by a student regarding any alleged violation of these rules shall be considered a separate violation of these rules, and the student shall be subject to additional disciplinary action.

Questions. Any parent or student who has questions about board policy, this code, training rules, or rules of conduct of coaches or activity sponsors, or their interpretation or application shall consult with the activities director and/or the superintendent.

Assistance. Students are encouraged to consult with their coach, an administrator, a counselor, or a teacher to obtain access to educational, counseling, and other programs and resources that may be available to help avoid misconduct that may result in discipline under this policy.

A Parent's Guide to Concussions

WHAT IS A CONCUSSION?

A concussion is a brain injury that results in a temporary disruption of normal brain function. A concussion occurs when the brain is violently rocked back and forth or twisted inside the skull as a result of a blow to the head or body. An athlete does not have to lose consciousness ("knocked-out") to suffer a concussion.

CONCUSSION FACTS

- It is estimated that more than 140,000 high school athletes across the United States suffer a concussion each year. (Data from NFHS Injury Surveillance System).
- Concussions occur most frequently in football, but girl's lacrosse, girls' soccer, boy's lacrosse, wrestling, and girls' basketball follow closely behind. All athletes are at risk.
- A concussion is a traumatic injury to the brain.
- Concussion symptoms may last from a few days to several months.
- Concussions can cause symptoms that interfere with school, work, and social life.
- Athletes who have symptoms from a concussion should not return to sports because they are still at risk for prolonging symptoms and further injury.
- A concussion may cause multiple symptoms. Many symptoms appear immediately after the injury, while others may develop over the next several days or weeks. The symptoms may be subtle and are often difficult to fully recognize.

WHAT ARE THE SIGNS AND SYMPTOMS OF A CONCUSSION?

Signs Observed by Parents or Guardians

- Appears dazed or stunned
- Is confused about assignment or position
- Forgets an instruction
- Is unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows behavior or personality changes

- Can't recall events prior to hit or fall
- Can't recall events after hit or fall

Symptoms Reported by Athlete

- Headache or “pressure” in head
- Nausea or vomiting
- Balance problems or dizziness
- Double or blurry vision
- Sensitivity to light or noise
- Feeling sluggish, hazy, foggy, or groggy
- Concentration or memory problems
- Confusion
- Does not “feel right”

WHAT SHOULD I DO IF I THINK MY CHILD HAS HAD A CONCUSSION?

An athlete who is suspected of having a concussion must be removed from play immediately, whether it is in a game or practice. Continuing to participate in physical activity after a concussion can lead to worsening concussion symptoms, increased risk of further injury, and even death. Parents and coaches are not expected to be able to “diagnose” a concussion, as that is the job of a medical professional. However, they must be aware of the signs and symptoms of a concussion and if they are suspicious, the child must stop playing:

WHEN IN DOUBT – SIT THEM OUT!

Every athlete who sustains a concussion needs to be evaluated by a health care professional who is familiar with sports concussions. Parents should call their child’s physician, explain what has happened, and follow the physician’s instructions. A child who is vomiting, has a severe headache, or has difficulty staying awake or answering simple questions should be taken to the parent’s doctor or emergency room immediately.

WHEN MAY AN ATHLETE RETURN TO PLAY FOLLOWING A CONCUSSION?

No athlete who has suffered a concussion should return to play or practice the same day. Previously, athletes were allowed to return to play if their symptoms resolved within 15 minutes of the injury. Studies have shown that the young brain does not recover quickly enough for an athlete to return to activity in such a short time.

Concerns about athletes who return to play too quickly have led state lawmakers in Oregon and Washington to pass laws stating that **no athlete shall return to play on the day he or she suffered a concussion and the athlete must be cleared by an appropriate health care professional before he or she are allowed to return to play in games or practices.** The laws also mandate that coaches receive education on recognizing the signs and symptoms of concussion.

Once an athlete is free of symptoms of a concussion and is cleared to return to play by a health care professional knowledgeable in the care of sports concussions, he or she should proceed with activity in a step-wise fashion to allow the brain to readjust to exertion. On average, the athlete will complete a new step each day. The return-to-play schedule should proceed as below following medical clearance:

Step 1: Light exercise, including walking or riding an exercise bike. No weight-lifting.

Step 2: Running in the gym or on the field. No helmet or other equipment.

Step 3: Non-contact training drills in full equipment. Weight training can begin.

Step 4: Full contact practice or training.

Step 5: Game play.

If symptoms occur at any step, the athlete should cease activity and be re-evaluated by a health care provider.

HOW CAN A CONCUSSION AFFECT SCHOOLWORK?

Following a concussion, many athletes will have difficulty in school. These problems may last from days to months and often involve difficulties with short and long-term memory, concentration, and organization.

In many cases, it is best to reduce the athlete's class load after the injury. This may include staying home from school for a few days, followed by a lightened schedule for a few days or perhaps a longer period of time if needed. Decreasing the stress on the brain soon after a concussion may reduce symptoms and shorten the recovery period.

WHAT CAN YOU DO?

- Both you and your child should learn to recognize the "Signs and Symptoms" of a concussion as listed above.
- Emphasize to administrators, coaches, teachers, and other parents your concerns and expectations about concussion and safe play.
- Teach your child to tell the coaching staff if he or she experiences such symptoms.
- Teach your child to tell the coaching staff if he or she suspects that a teammate has a concussion.
- Monitor sports equipment for safety, fit, and maintenance.
- Ask teachers to monitor any decrease in grades or changes in behavior that could indicate concussion.
- Report concussions that occurred during the school year to appropriate school staff. This will help in monitoring injured athletes as they move to the next season's sports.

OTHER FREQUENTLY ASKED QUESTIONS:

Why is it so important that an athlete not return to play until they have completely recovered from a concussion?

An athlete who has not fully recovered from an initial concussion is very vulnerable to recurrent, cumulative, and even catastrophic consequences of a second concussive injury. Such difficulties are prevented if the athlete is allowed time to recover from the concussion and return-to-play decisions are carefully made. No athlete should return to sport or other at-risk participation when symptoms of a concussion are present and recovery is ongoing.

Is a “CT scan” or MRI needed to diagnose a concussion?

Diagnostic testing which includes CT (“CAT”) and MRI scans are rarely needed following a concussion. While these are helpful in identifying life-threatening brain injuries (e.g., skull fracture, bleeding, swelling), they are not normally used, even by athletes who have sustained severe concussions. A concussion is diagnosed based upon the athlete’s story of the injury and the health care provider’s physical examination.

What is the best treatment to help my child recover more quickly from a concussion?

The best treatment for a concussion is rest. There are no medications that can speed the recovery from a concussion. Exposure to loud noises, bright lights, computers, video games, television, and phones (including text messaging) may exacerbate the symptoms of a concussion. You should allow your child to rest as much as possible in the days following a concussion. As the symptoms decrease, you may allow increased use of computers, phone, video games, etc., but the access must be reduced if symptoms worsen.

How long do the symptoms of a concussion usually last?

The symptoms of a concussion will usually go away within one week of the initial injury. You should anticipate that your child will likely be out of sports for about two weeks following a concussion. However, in some cases, symptoms may last for several weeks or even months. Symptoms such as headache, memory problems, poor concentration, and mood changes can interfere with school, work, and social interactions. The potential for such long-term symptoms indicates the need for careful management of all concussions.

How many concussions can an athlete have before he or she should stop playing sports?

There is no “magic number” of concussions that determine when an athlete should give up playing contact or collision sports. The circumstances surrounding each individual injury, such as the way the injury happened and length of symptoms following the concussion are very important and must be considered when assessing the athlete’s risk for further and potentially more serious concussions. The decision to “retire” from sports is a decision best reached following a complete evaluation by your child’s primary care provider and consultation with a physician or neuropsychologist who specializes in treating sports concussion.

I’ve read recently that concussions may cause long-term brain damage in professional football players. Is this a risk for high school athletes who have had a concussion?

The issue of “chronic encephalopathy” in several former NFL players has received a great deal of media attention lately. Very little is known about what may be causing dramatic abnormalities in the brains of these unfortunate retired football players. At this time, we have very little knowledge of the long-term effects of concussions that happen during high school athletics.

In the cases of the retired NFL players, it appears that most had long careers in the NFL after playing in high school and college. In most cases, they played football for over 20 years and suffered multiple concussions in addition to hundreds of other blows to their heads. Alcohol and steroid use may also be contributing factors in some cases. Obviously, the average high school athlete does not come close to suffering the total number or sheer force of head trauma seen by professional football players. However, the fact that we know very little about the long-term effects of concussions in young athletes is further reason to carefully manage each concussion.

Adapted from A Parent’s Guide to Concussion in Sports, National Federation of High School Associations.

Some of this information has been adapted from the CDC’s “Heads Up: Concussion in High School Sports” materials by the NFHS’s Sports Medicine Advisory Committee. See www.cdc.gov/ncipc/tbi/Coaches_Tool_Kit.htm for more information.

AUTHORIZATION AND ACKNOWLEDGEMENT

WARNING: SERIOUS CATASTROPHIC AND PERHAPS FATAL INJURY MAY RESULT FROM ATHLETIC PARTICIPATION

Many forms of athletic competition result in violent physical contact among players, the use of equipment that may result in accidents, strenuous physical exertion, and numerous other exposures to risk of injury. Students and parents must assess the risks involved in such participation and make their choice to participate in spite of those risks. No amount of instruction, precaution, or supervision will eliminate these risks. Students have suffered accidents resulting in death, paraplegia, quadriplegia, and other very serious permanent physical impairment while playing sports. By granting permission for your student to participate in athletic competition, you, the parent or guardian, acknowledge that such risk exists. Students will be instructed in proper techniques to be used in athletic competition and in the proper utilization of all equipment worn or used in practice and competition. Students must adhere to that instruction and utilization and must refrain from improper uses and techniques.

I understand the statement above and I understand that by allowing my student to participate in athletic events, I assume the risk that he/she may be injured, perhaps severely.

Signature of Parent

Printed Name of Parent

Date

ACKNOWLEDGEMENT OF CONDUCT CODE

I understand that as a student representing the school district in activities, I am obligated to comply with the athletic handbook, including the code of conduct. **Option A:** This means that I may not possess, use, or be at parties in the presence of alcohol, illicit drugs, or controlled substances at any time during the calendar year. I understand that this policy applies both during the school year and in the summer. **Option B:** This means that I may not possess, use, or be at parties in the presence of alcohol, illicit drugs, or controlled substances at any time during the school term. **Option C:** This means that I may not possess, use, or be at parties in the presence of alcohol, illicit drugs, or controlled substances at any time during the activity season. I understand that if I violate the code of conduct or other rules in this handbook,

I may be suspended from participation in all co-curricular activities and/or school sponsored activities or events.

Signature of Student

Printed Name of Student

Date

I understand that my student is obligated by this handbook, including the statements above.

Signature of Parent

Printed Name of Parent

Date



Public School Staff Handbook



20254-265

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INTRODUCTION

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

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

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

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

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

Notice of Nondiscrimination

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

Individuals who believe that they have been the subject of unlawful discrimination or harassment due to their disability, or that have other related concerns or questions, should contact the ADA/Title II Coordinator: [REDACTED] at [REDACTED] (phone number), [REDACTED] (e-mail address) or in person at school.

Individuals who believe that they have been the subject of unlawful discrimination or harassment due to their sex, or that have other related concerns or questions, should contact the Title IX Coordinator: [REDACTED] at [REDACTED] (phone number), [REDACTED] (e-mail address), [REDACTED] (mailing address) or in person at school. The School District's specific Notice of Nondiscrimination on the Basis of Sex may be accessed at the following link: [\[Insert Link to Notice of Nondiscrimination\]](#)

Individuals who believe that they have been the subject of unlawful discrimination or harassment due to their race, color, or national origin, or that have other related concerns or questions, should contact the Title VI Coordinator: [REDACTED] at [REDACTED] (phone number), [REDACTED] (e-mail address), [REDACTED] (mailing address) or in person at school.

Individuals who believe that they have been the subject of any other unlawful discrimination or harassment should contact the [REDACTED] at [REDACTED] (phone number), [REDACTED] (e-mail address) or in person at school. Students may report discrimination or harassment to any staff member who will then forward it on to the appropriate coordinator or administrator. The staff member will follow school district policies to respond to the report.

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

DRUG-FREE WORKPLACE REQUIREMENTS

[NOTE TO BE DELETED: The following provision and the board policy on this subject indicate that copies of the policy will be provided to staff. To meet this requirement, we have recited it here in full, as the handbooks is generally the medium for staff to receive such notices. Please review this carefully to ensure that it follows your policy verbatim, and revise them as necessary.]

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

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

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

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

POLICIES AND PROCEDURES REGARDING ALL STAFF

Accidents and Injuries

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

Activity Accounts and Fundraising

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

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

Activity Tickets

All staff, spouses, and their school-age children will be admitted to home games free of charge. Activity tickets will be issued to staff through the building offices.

Agents, Salesmen and Other Business Representatives

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

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

Announcements and Circulars

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

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

Bell Schedule

	Begin	End
First Period	8:00	8:50

Second Period	8:52	9:42
Third Period	9:44	10:34
Fourth Period	10:36	11:26
Fifth Period	11:28	12:46
Sixth Period	12:48	1:38
Seventh Period	1:40	2:30
Eighth Period	2:32	3:22

Board Policies, Rules, and Directives

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

Child Abuse

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

1. Any school employee who has reasonable cause to believe that a child has been abused or neglected shall report the suspicion to the building principal immediately. Employees shall also personally report or cause a report to be made to local law enforcement or to the Department of Health and Human Services.
2. When the principal makes a report of suspected child abuse or neglect, he/she shall inform the employee(s) who made the initial report.
3. Nothing in the paragraph above shall hinder a school employee from fulfilling his/her/their obligation to report suspected abuse or

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

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

Complaint Procedure

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

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

Under this policy, factual conclusions will be based on a preponderance of the evidence.~~A preponderance of the evidence will be required to discipline a party accused of misconduct. This means that the investigator must conclude that it is more likely than not that misconduct occurred.~~

Complaint and Appeal Process.

1. The first step is for the complainant to speak directly to the person(s) with whom the complainant has a concern. For example, a parent who is unhappy with a classroom teacher should initially discuss the matter with the teacher. However, the complainant should skip the first step if complainant reasonably believes speaking directly to the person would subject complainant or complainant's student to discrimination or harassment.
2. The second step is for the complainant to speak to the building principal, coordinator, superintendent of schools, or president of the board of education, as set forth below. Anyone with questions about the

appropriate person to speak with may request clarification from the superintendent.

- a) Complaints about the operation, decisions, or personnel within a building should be submitted to the principal of the building.
 - b) Complaints about the operations of the school district or a building principal should be submitted in writing to the superintendent of schools.
 - c) Complaints about the superintendent of schools should be submitted in writing to the president of the board of education.
 - d) Complaints involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age may also be submitted at any time during the complaint procedure to the applicable coordinator. Complaints involving discrimination or harassment may also be submitted at any time to the Office for Civil Rights, U.S. Department of Education: by email at OCR.KansasCity@ed.gov; by telephone at (816) 268-0550; or by fax at (816) 268-0599.
3. When a complainant submits a complaint to an administrator or coordinator, the administrator or coordinator shall first determine whether another applicable procedure is required by policy or law and if so, direct the complaint to the appropriate person to follow that procedure. If not, the administrator or coordinator will promptly and thoroughly investigate the complaint, and shall:
- a) Determine whether the complainant has discussed the matter with the respondent.
 - 1) If the complainant has not, urge the complainant to discuss the matter directly with the respondent, if appropriate.
 - 2) If the complainant refuses to discuss the matter with the respondent, the administrator or coordinator shall, in his or her sole discretion, determine whether the complaint should or must be pursued further.
 - b) Strongly encourage the complainant to reduce his or her concerns to writing.

- c) Interview the complainant and, if necessary, the respondent against whom the complaint is filed, to determine:
 - 1) All relevant details of the complaint;
 - 2) All witnesses and documents which the complainant believes support the complaint;
 - 3) The action or solution which the complainant seeks.
 - d) Respond to the complainant. If the complaint involves discrimination or harassment, the response shall be in writing and shall be submitted within 180 calendar days after the administrator or coordinator receives the complaint.
4. If either the complainant or the respondent is not satisfied with the decision he or she may appeal the decision to the superintendent. The superintendent may assign a qualified designee to hear any appeal. ~~This provision applies to appeals under the board's policies governing complaints of discrimination or harassment, including Title IX and any other policy with a separate grievance or complaint procedure, unless that other procedure includes its own appeal process. All requirements for appeals within any other policy apply, and in addition to those requirements, the following also apply.~~
- a) The appeal must be in writing.
 - b) This appeal must be received by the superintendent no later than three (3) calendar days from the date of the decision.
 - c) For complaints addressed through other applicable procedures that do not include a separate investigatory process, the superintendent will investigate as he or she deems appropriate..
 - d) The superintendent will prepare a written decision and provide it to the complainant and any other person entitled by law to receive the appeal decision. For complaints involving discrimination or harassment, the superintendent shall submit the decision within 180 calendar days after the superintendent received complainant's written appeal. Appeals to the superintendent from complaints involving discrimination or harassment are final once the superintendent delivers the written decision, as are all other appeals/complaints to the superintendent unless the complaint

can be appealed on the limited grounds to appeal to the board below.

5. The board's role is to set policy, establish and implement a budget, and evaluate the superintendent. The board does not manage the daily operations of the school district entrusted to its administration unless required by law or policy. Because of the board's statutory roles, it does not hear complaints or appeals that may involve oversight or discipline of students, staff, or others, unless those involve the superintendent as discussed below. The board does not hear complaints or appeals based on allegations of discrimination or harassment unless otherwise required by law. The board will hear appeals only in the following circumstances:
 - a) When the complaint is about a board policy, not implementation of the policy;
 - b) When the complaint involves the budget or school expenditures that have been or must be approved by the board; or
 - c) When the board is required by law, policy, or contract to hear a complaint or appeal.

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

- d) This appeal must be in writing.
- e) This appeal must be received by the board president no later than ten (10) calendar days from the date the superintendent communicated his/her decision to the complainant.
- f) This policy allows, but does not require the board to receive statements from interested parties and witnesses relevant to the complaint appeal. However, all matters involving discrimination or harassment allegations against the superintendent shall be promptly and thoroughly investigated by the board president or a designee.
- g) The board president will notify the complainant and any other person legally required to receive the decision in writing of its decision. If the complaint involves discrimination or harassment allegations against the Superintendent, the board president shall submit the decision within 180 calendar days after receiving the written appeal.

- h) There is no appeal from any decision of the board unless authorized by law.
6. Formal complaints about the superintendent shall be filed with the president of the board. However, complaints about the superintendent do not include disagreement with the superintendent's decision on appeal based on a complaint of discrimination, harassment, or action of any other employee who is not the superintendent. Upon receipt of a complaint, the board president or his or her designee shall promptly and thoroughly investigate the complaint, and shall:
- a) Coordinate with school district staff, other than the superintendent, to determine if another procedure in policy or law requires the complaint against the superintendent to follow another procedure. If so, the board president will coordinate handling the complaint through that procedure. If another procedure applies, such as in the case of allegations of sex discrimination against the superintendent, the board president or, at his or her discretion, the full board will serve only to hear any appeal by a party to the complaint.
 - b) Determine whether the complainant has discussed the matter with the superintendent.
 - 1) If the complainant has not, the board president or designee will urge or require the complainant to discuss the matter directly with the superintendent, if appropriate or required.
 - 2) If the complainant refuses to discuss the matter with the superintendent, the board president shall, in his or her sole discretion, determine whether the complaint should or must be pursued further.
 - c) Determine, in his or her sole discretion, whether to place the matter on the board agenda for consideration at a regular or special meeting by the full board.
 - d) Respond to the complainant or appeal. If the complaint or appeal involves discrimination or harassment, the response shall be in writing and shall be submitted within 180 calendar days after the president received the complaint.

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

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

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

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

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

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

Bad Faith or Serial Filings. The purpose of the complaint procedure is to resolve complaints at the lowest level possible within the chain of command. Individuals who file complaints (a) without a good faith intention to attempt to resolve the issues raised; (b) for the purpose of adding administrative burden; (c) at a volume unreasonable to expect satisfactory resolution; or (c) for purposes inconsistent with the efficient operations of the district may be dismissed by the superintendent without providing final resolution other than

noting the dismissal. There is no appeal from dismissals made pursuant to this section.

Computers and the Internet: Acceptable Use by Staff

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

Conflict of Interest

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

Contact Information

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

Copyright and Fair Use

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

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

Corporal Punishment

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

Crisis Response Team

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

Disability Leave (Short-Term)

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

Discrimination and Harassment

The school district prohibits discrimination and harassment based upon or related to race, color, national origin, sex, religion, marital status, disability, age or any other unlawful basis that (1) has the purpose or effect of creating an intimidating, hostile, or offensive school environment, (2) has the purpose or effect of substantially or unreasonably interfering with an employee's school performance, or (3) otherwise adversely affects an employee's employment opportunities. Employees who believe that they have been the subject of unlawful discrimination or harassment due to their disability should contact the following Section 504 Coordinator: _____ at _____ (phone number), _____ (e-mail address) or in person at school. Employees who believe that they have been the subject of unlawful discrimination or harassment due to their sex should contact the following Title IX Coordinator: _____ at _____ (phone number), _____ (e-mail address), _____ (mailing address), or in person at school. Employees who believe that they have been the subject of any other unlawful discrimination or harassment should contact the _____ at _____ (phone number), _____ (e-mail address) or in person at school. Employees may report discrimination or harassment to any staff member who will then forward it on

to the appropriate coordinator or administrator. The staff member will follow school district policies to respond to the report.

Driving (both school and personal vehicles)

Staff members who drive school vehicles or volunteer to use their personal automobile to transport students must have a valid driver's license and proof of insurance. Staff members will be provided a Driver's Certification form to verify this information. Staff members who drive school vehicles or transport students in their personal vehicles are responsible for following safe driving practices, including use of seat belts by all occupants, and are responsible for any injury or accident. Staff members are not to use cell phones while driving a school vehicle or while transporting students. Please see the school district's policy on school vehicle use for further information.

Drivers for the school district must be free from drug and alcohol use or abuse. The school district will test drivers as permitted under state and federal law and in accordance with board policy.

Dress Code

Staff should dress in a manner that reflects the honorable profession of education. Certified staff, paraeducators and office staff should generally dress in business casual attire. Custodial, maintenance and transportation staff should dress in attire appropriate to the work they are performing.

OR

The attire worn by staff members projects an important image to students and the general public.

Certified staff, paraeducators and office staff should generally dress in business casual attire.

Classroom staff **may not** wear the following types of clothing during the traditional school day from 7:45 a.m. to 4:00 p.m. when students or visitors are in attendance or when the employee is supervising, directing or coaching students when the public is in attendance:

- For men: shirts worn without ties, except when the shirt has a logo which identifies the school and/or the school's mascot.
- Sweat, jogging and wind suits, except when teaching a physical education activity in the gymnasium or on a playing field.

- Shorts, except when teaching physical education class or at athletic or other activity practices.
- Blue jeans, except at athletic or other activity practices.
- Any clothing which creates modesty difficulties for the employee or distracts other employees or students in the learning environment.

The building principal may temporarily suspend all or a portion of the dress code in the event other factors support a lower dress expectation for school employees.

The appearance of professional staff members shall be appropriate to their assigned duties and indicative of their professional standing in the school and community. To help meet that end, jeans of any color will not be allowed to be worn except on Friday which is considered a "dress down" day. Casual dress is acceptable.

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

Staff **may not** wear visible body piercing jewelry, including tongue adornment, while at school or during a school function on or off school premises. This prohibition applies to all parts of the body other than the ear.

OR

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

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

The following are examples of unprofessional attire which should not be worn by classroom staff during the traditional school day, when students or visitors are in attendance, or when the employee is supervising, directing, or coaching students when the public is in attendance:

- For men: shirts without collars, unless the shirt can be deemed professional by other standards.
- Athletic wear, including sweat, jogging and wind suits, except when teaching a physical education activity in the gymnasium, on a playing field, or at athletic or other activity practices.

- Shorts, except when teaching physical education class or at athletic or other activity practices.
- Blue jeans, except at athletic or other activity practices, or on days considered to be “dress down” days.
- Hats, except when worn outside for sun coverage.
- Rubber soled ‘flip flop’ thong sandals.
- Any attire which is excessively wrinkled or torn, so that it is no longer neat and professional.
- Any attire which is immodest or may distract other employees or students in the learning environment.

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

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

Drug and Alcohol Testing

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

Duty to Report

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

- Any criminal citation if the alleged offense is a misdemeanor or felony under federal or Nebraska law or in the state in which the alleged offense occurred;
- Any arrest for any reason;
- Any criminal conviction;
- Any sentence of incarceration;
- Any criminal or civil filing or Department of Health and Human Services or law enforcement investigation for child abuse and/or neglect;

- Any complaint or other administrative that could impact any certificate or professional license held by the employee;
- Any action or threat of action by any entity against the employee's driver's license or ability or authority to operate a motor vehicle if the employee's job duties may require the operation of a motor vehicle.

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

Electronic Communication While Driving

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

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

Expenses

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

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

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

Family and Medical Leave (FMLA)

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

In-School Communication

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

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

Intellectual Property

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

Jury and Witness Duty Leave

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

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

Keys

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

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

Locker Room Supervision

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

Maintenance & Cleaning Request Forms

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

Meals Program

Staff may take advantage of meals offered through the district's foods program. Staff may purchase lunches from the school cafeteria for \$___ per day or \$___ per week. The lunch price includes one carton of milk. Extra cartons cost ___ cents. Staff members must deposit funds in their lunch accounts before purchasing meals. Staff members will not be allowed to run a deficit in their lunch accounts.

Military Leaves of Absence

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

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

Milk Expression

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

News and Press Releases

Only individuals who have prior administrative approval may issue press releases or other official communications regarding school activities and events in furtherance of the individual's official responsibilities. The

superintendent may delegate responsibility for communicating with the media to building principals, the activities director, event sponsors, and other staff on an ad hoc basis.

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

Newsletters

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

Obligations Related to American Civics Instruction

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

Outside Employment

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

Political Activities

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

While the District supports its employees by allowing them to exercise their rights, any impact on the employee's ability to perform his or her functions as required by the district is grounds for discipline. For further guidance regarding political conduct on school grounds, contact the superintendent and consult the board policies.

Pregnant or Parenting Students

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

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

Professional Boundaries Between Staff and Students

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

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

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

A violation of board policies for professionalism will form the basis for

employee discipline up to and including termination or cancellation of employment, filing a report with law enforcement officials, and filing a report with the Commissioner of Education.

Professional Growth

All employees must complete [REDACTED] and shall be provided opportunities for the development of increased competence beyond that which they may attain through the performance of their assigned duties.

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

Purchasing

All requisitions for books and school supplies must be filed with the building principal. The requisition must include the name of the article being requested, where it may be purchased, how many articles are required and their cost. Requisition forms are available from the office. Orders should not be placed until the district office has issued a printed purchase order. Once an order has been received, the staff member must notify the building secretary so payment can be processed. Failure to follow the procedure for requisitions may prevent the staff member from receiving the items requisitioned. All orders or supplies must be authorized by the administration. Staff may be personally liable for any orders placed without such authorization.

When routine supplies are needed for immediate use, staff should contact the building secretary. When it is necessary to make a special or emergency requisition for supplies or equipment, staff should contact the principal for the necessary forms. The superintendent will either approve or disapprove the request through the principal.

Records and Reports

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

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

Recordings of Students and Classrooms

Staff members may make audio and video recordings of classroom instruction

and school activities upon authorization of the superintendent or supervising administrator. Staff should refer to Board Policy 3059 for information on recording by students.

School Calendar

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

School Property

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

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

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

School Vehicle Use

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

Security

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

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

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

loaned to students under any circumstances.

Smoking on School Premises or at School Activities

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

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

"Option C" - Smoking, including the use of cigarettes, cigars, or other tobacco or tobacco derivative products; vapor products or electronic nicotine delivery systems; alternative nicotine products; or any other such look-alike or imitation product, is permitted on school property only in specifically designated areas.

Sniffer (Drug) Dogs

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

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

Social Media Usage by Staff

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

Solicitation and Distribution of Merchandise

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

[OPTION: Add "except as approved by the administration."]

Staff Room

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

Student Interviews

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

Telephones

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

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

Threat Assessment and Response INSERT THE OPTION SELECTED BY YOUR BOARD AND DELETE THE OTHER TWO OPTIONS

[Option 1: Team Concept]

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

1. Definitions

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

- i. The threat may be expressed/communicated behaviorally, orally, visually, in writing, electronically, or through any other means.
 - ii. A **transient threat** is an expression of anger or frustration that can be quickly or easily resolved.
 - iii. A **substantive threat** is an expression of serious intent to harm others which includes, but is not limited to, any threat which involves a detailed plan and means.
- b. A **threat assessment** is a fact-based process emphasizing an appraisal of observed (or reasonably-observable) behaviors to identify potentially dangerous or violent situations, to assess them and to manage/address them. Threat assessment is the process of identifying and responding to serious threats in a systematic, data-informed way.
 - i. The threat assessment process is distinct from student disciplinary procedures. The mere fact that the district is conducting a threat assessment does not by itself necessitate suspension, expulsion or emergency exclusion without complying with state law and board policy related governing those actions.
 - ii. The threat assessment process is distinct from specialized instruction which a student with a disability may receive from the school district. The school district will not change a student's educational placement as that term is used in the Individuals with Disabilities in Education Act *solely* as part of a threat assessment.

2. **Obligation to Report Threatening Statements or Behaviors.**

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

THREATS OR ASSAULTS WHICH REQUIRE IMMEDIATE INTERVENTION

SHOULD BE REPORTED TO THE POLICE AT 911.

3. Threat Assessment Team

The threat assessment team (team) shall consist of _____.

[Note to be deleted: This team should include at least the superintendent of schools, building principal(s), guidance counselor and local law enforcement. It also could include information technology staff, the school nurse, members of the mental health profession who would be willing to work with the school. It should not include parents or board members. Members of the school crisis team may also serve on the threat assessment team.] Not every team member need participate in every threat assessment. If the threat has been made by or is directed towards, a student with a disability, the threat assessment team must include a staff member who is knowledgeable about special education services or Section 504 of the Rehabilitation Act, as appropriate. Neither the student nor their student's family members are part of the threat assessment team.

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

4. Threat Assessment Investigation and Response

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

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

- Review of the threatening behavior and/or communication;
- Interviews with the individuals involved including students, staff members, and family members as necessary and/or appropriate;

- Review of school and other records for any prior history or interventions with the students involved;
- Any other investigatory methods that the team determines to be reasonable and useful.

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

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

5. Communication with the Public about Reported Threats

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

6. Coordination with the Crisis Team After Resolution of Threat

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

[Option 2: Superintendent as Primary Investigator and Decision-Maker]

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

1. Definitions

- a. A **threat** is an expression of willful intent to physically or sexually harm someone or to damage property in a way that indicates that an individual poses a danger to the safety of school staff, students or other members of the school community.
 - i. The threat may be expressed/communicated behaviorally, orally, visually, in writing, electronically, or through any other means.
 - ii. A **transient threat** is an expression of anger or frustration that can be quickly or easily resolved.
 - iii. A **substantive threat** is an expression of serious intent to harm others which includes, but is not limited to, any threat which involves a detailed plan and means
- b. A **threat assessment** is a fact-based process emphasizing an appraisal of observed (or reasonably-observable) behaviors to identify potentially dangerous or violent situations, to assess them and to manage/address them. Threat assessment is the process of distinguishing “transient” threats from serious ones in a systematic, data-informed way.
 - i. The threat assessment process is distinct from student disciplinary procedures. The mere fact that the district is conducting a threat assessment does not by itself necessitate suspension, expulsion or emergency exclusion without complying with state law and board policy related governing those actions.
 - ii. The threat assessment process is distinct from specialized instruction which a student with a disability may receive from the school district. The school district will not change

a student's educational placement as that term is used in the Individuals with Disabilities in Education Act *solely* as part of a threat assessment.

2. Obligation to Report Threatening Statements or Behaviors.

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

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

3. Threat Assessment Investigation and Response

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

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

- Review of the threatening behavior and/or communication;
- Interviews with the individuals involved including students, staff members, and family members as necessary and/or appropriate;
- Review of school and other records for any prior history or interventions with the students involved;
- Any other investigatory methods that the law enforcement unit determines to be reasonable and useful.
- The superintendent must confer with at least one member of the school's guidance counseling staff as part of his/her investigation. If the threat has been made by, or is directed towards, a student with a disability,

the superintendent must confer with a staff member who is knowledgeable about special education services or Section 504 of the Rehabilitation Act, as appropriate.

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

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

4. Communication with the Public about Reported Threats

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

5. Coordination with the Crisis Team After Resolution of Threat

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

[Option 3: Law Enforcement Unit as Primary Investigator; Superintendent as Primary Decision Maker – Please note, this option is only available if you have adopted Policy 3054 designating a Law Enforcement Unit]

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

1. Definitions

- a. A **threat** is an expression of willful intent to physically or sexually harm someone or to damage property in a way that indicates that an individual poses a danger to the safety of school staff, students or other members of the school community.
 - i. The threat may be expressed/communicated behaviorally, orally, visually, in writing, electronically, or through any other means.
 - ii. A **transient threat** is an expression of anger or frustration that can be quickly or easily resolved.
 - iii. A **substantive threat** is an expression of serious intent to harm others which includes, but is not limited to, any threat which involves a detailed plan and means.
- b. A **threat assessment** is a fact-based process emphasizing an appraisal of observed (or reasonably-observable) behaviors to identify potentially dangerous or violent situations, to assess them and to manage/address them. Threat assessment is the process of distinguishing “transient” threats from serious ones in a systematic, data-informed way.
 - i. The threat assessment process is distinct from student disciplinary procedures. The mere fact that the district is conducting a threat assessment does not by itself necessitate suspension, expulsion or emergency exclusion without complying with state law and board policy related governing those actions.
 - ii. The threat assessment process is distinct from specialized instruction which a student with a disability may receive from the school district. The school district will not change

a student's educational placement as that term is used in the Individuals with Disabilities in Education Act *solely* as part of a threat assessment.

2. Obligation to Report Threatening Statements or Behaviors.

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

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

3. Threat Assessment Investigation and Response

All reports of violent, threatening, stalking or other behavior or statements which could be interpreted as posing a threat to school safety will immediately be forwarded to the designated law enforcement unit. Upon receipt of an initial report of any threat, the law enforcement unit shall initiate an initial inquiry/triage and make a determination of the seriousness of the threat as expeditiously as possible. The law enforcement unit must contact local law enforcement if it determines that an individual poses a clear and immediate threat of serious violence.

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

- Review of the threatening behavior and/or communication;
- Interviews with the individuals involved including students, staff members, and family members as necessary and/or appropriate;
- Review of school and other records for any prior history or interventions with the students involved;
- Any other investigatory methods that the law enforcement unit determines to be reasonable and useful.

If the threat has been made by, or is directed towards, a student with a disability, the superintendent must confer with a staff member who is knowledgeable about special education services or Section 504 of the Rehabilitation Act, as appropriate.

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

4. Communication with the Public about Reported Threats

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

5. Coordination with the Crisis Team After Resolution of Threat

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

Ticket Taking

All staff will be expected to take tickets at one time or another at home events. Staff members who coach a sport may take tickets at an event they do not coach. Staff members who are unavailable to take tickets at the event they are assigned to work must find their own replacements and notify the building principal of who will be taking their place.

Transportation Request Forms

Staff members must complete transportation request forms as soon as they know they need school-provided transportation to allow the activities director adequate time to schedule drivers and vehicles.

Visitors

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

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

Visitors must comply with the following guidelines:

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

Wage and Salary Payments

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

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

Staff members, by their signature on the acknowledgement page of this handbook, authorize the school district to withhold such sums from their

paychecks as necessary to cover property damage, cash shortages or other amounts owed to the school district by the employee.

Weather-Related Closings

If school is called off because of bad weather or for any other reason, it will be announced on [REDACTED].

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

Workplace Searches

To safeguard the property and interests of our students, employees, and patrons; to help prevent the possession, sale, and use of illegal drugs on school grounds, and in keeping with the spirit and intent of the district's drug-free workplace policy and other policies, the school district reserves the right to question employees and all other persons entering and leaving our premises, and to inspect any packages, parcels, purses, handbags, briefcases, lunch boxes, or any other possessions or articles carried to and from school when it has reasonable grounds to do so. The school also reserves the right to search any employee's office, desk, files, locker, or any other area or article on school grounds. All offices, desks, files, lockers, and so forth, are school district property and are issued or provided for the use of employees only during their employment with the district. Inspections may be conducted at any time at the discretion of the administration. Employees who refuse to cooperate with this provision will be subject to disciplinary action up to and including discharge.

POLICIES AND PROCEDURES REGARDING CERTIFIED STAFF

Absences

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

1. **Sick Leave**

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

2. **Personal Leave**

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

3. **Professional Leave**

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

4. **Substitute Folders**

Each teacher must prepare a substitute folder and keep the completed folder in the upper right-hand drawer of his/her desk. The folder must contain:

- a.) the current seating chart for each class;
- b.) the daily routine followed by each class;
- c.) all schedules (fire drill procedures, lunch schedule, etc.);
- d.) a copy of this handbook; and

- e.) plans for the day if the teacher's absence was anticipated. (These plans are in addition to the teacher's regular lesson plan book.)

Certified staff members may not make arrangements for their own substitute.

Assemblies

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

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

Assignment Notebooks

Assignment Notebooks function as students' make-up slips, as well as a pass out of class or to see another instructor. They can also be used as a communication tool home to parents. Students may not be in the hallways during class time without his/her assignment notebook signed by the instructor. Every time a student leaves class during class time, it should be signed. This way, other staff can ascertain where the student has permission to be.

Students may not go to another classroom without a signed pass obtained from that teacher. No student may be in the halls during class or study time without a signed pass for a specific destination. If a teacher retains a student after the period ends, staff must write a note in the student's assignment book stating why the student was late, rather than sending the student to the office for a tardy slip.

Assignment of Teachers

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

Certificates, Teacher Contracts, Salary Information

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

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

- a. social security number,
- b. retirement number,
- c. withholding form W-4, and

d. authorization to withhold for insurance benefits.

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

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

Cheating

Students caught cheating (including plagiarizing) must be sent to the building principal for administrative discipline. The classroom teacher may also give the cheating student a zero grade for the test or assignment.

Check-out Forms

All certified staff must complete a check-out form and obtain the building principal's signature on the form prior to departing for the summer. Classrooms must be tidy to allow the custodial staff to clean classrooms and work areas. Certified staff members who do not clean their work area before departing for the summer will not receive their paychecks until the work is completed.

Class Record Books

A class record book is the school's official record of matters relating to each student in each teacher's class. It may be maintained in paper or electronic form and must be complete in scope and accurately maintained. All classroom teachers are required to keep class record books which list students in each class in alphabetical order and show the attendance and all grades earned by each student. At the end of each school year, classroom teachers must turn their record books into the building office. Record books are subject to examination by the building principal or superintendent at any time.

Classroom Management and Student Discipline

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

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

Classroom teachers may not close the door to their rooms until they have left

the building or unless they are sponsoring some other group in other areas.

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

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

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

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

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

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

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

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

Classroom Sanitation

1. Handling of Body Fluids

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

2. Infectious Diseases

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

Coaching Supplies

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

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

Collection of Student Money

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

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

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

Community Involvement

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

Computer Lab

Students and staff who use computers owned by the district must abide by the district's acceptable use policies. Students may use the computer lab during lunch and after school. Classroom teachers may not send students to the computer lab during study halls or class unless they have made prior arrangements with the lab coordinator.

Classroom teachers who wish to bring classes to the computer lab must sign up as far in advance as possible with the lab coordinator. Absolutely no food or drink is allowed in the computer lab.

Display of Classroom Work in the School and the Community

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

Down Slips

Down Slips are due by 4:00 on Friday or whenever the week ends.

Duties of Certified Staff

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

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

- l) Participating in Student Assistance Teams pursuant to board policy.
- m) Assisting with the administration of standardized testing as assigned by the administration.
- n) Provide homebound instruction as assigned by the administration.
- o) Performing additional duties as assigned by the administration.

Eligibility Grades 7-12

Student academic eligibility for participation in extra-curricular activities will be determined on a weekly basis. A student will become ineligible by maintaining an average of less than **seventy percent (70%) in two or more classes weekly**. Eligibility will be based on the weekly cumulative semester mathematical average of each student. The grading period will end at the conclusion of school on the last school day of the week. Beginning on the **fourth Monday of each semester**, classroom teachers must submit the names of all students who are not academically eligible to the office by noon on the first school day of each school week. At the discretion of the sponsor, ineligible students will be allowed to participate in practice. Activities affected by the eligibility rule are:

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

Extracurricular Activities

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

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

Regular classroom work in all grades will have precedence over any other activity. Students will not be dismissed from classes to participate in extra-curricular activities without permission from the principal. Make up slips must be completely signed and returned to the sponsor of the activity prior to

dismissal from class. All evening activities, except practices, must have no less than two school sponsors. Non school sponsors must be approved by the administration. If vehicles are used for transportation, the drivers must be adults who have been approved by the school.

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

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

Evacuations

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

1. Fire Drills

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

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

- a) Students nearest the windows will close them before leaving.
- b) The classroom teacher will be the last to leave the room. He or she will turn out all lights and close the door as he or she leaves.
- c) Classroom teachers will take their fire drill packets and class grade books with them when they leave their classrooms.
- d) The first two students reaching the exit doors will hold the doors wide open until everyone has filed out.
- e) Staff and students will move far enough away from the building to avoid possible injury from fire and falling embers, and also, to remain clear of emergency vehicle traffic.
- f) Once outside, each teacher must account for every student in the class. Classroom teachers will take roll for their class and;
 - 1) hold up a Green Card (all students accounted for)
 - 2) hold up a Red Card (missing student (s) listed)
 - 3) hold up a White Card (extra students listed)

The signal to return to the school building will be the short bell. It will be sounded upon completion of the drill. Students will return in an orderly

manner.

2. Tornado Drills

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

- a) All students and staff should proceed to the designated tornado shelter.
- b) Once in the basement, each teacher must account for every student in the class.
- c) Classroom teachers should be sure that each student is sitting with his or her back to the wall, their knees up and their heads should be between their legs.

3. Protocol for all Evacuations

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

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

Evaluations

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

Examinations

Semester examinations will be given in all classes except physical education and music at the senior high level. Tests and final exams will not be given ahead of time. Students are not to type tests or grade any major tests.

Faculty Meetings

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

Field Trip Request Forms

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

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

Grading Policy

Failing reports for Jr.-Sr. High School students must be turned into the office on or before 8:30 a.m. on each Monday. A pupil should never be placed on "pupils failing" list without first being on the "pupils about to fail."

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

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

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

<u>Report Cards</u>	<u>Numerical Scale for Report Cards</u>
A= Excellent	93-100 = A
B= Above Average	85-92 = B
C= Average	76-84 = C
D= Below Average	65-75 = D
F= Failing	64 and below = F
S= Satisfactory Progress	
U= Unsatisfactory Progress	

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

1st Grade – 4th Grade

5th-6th Grade

A, B, C, D, F

Reading
Math
Spelling
Language
Science
Health

A, B, C, D, F

Reading
Math
Spelling
Language
Science
Health
Social Studies

S/U

Social Studies
Penmanship
Art

S/U

Penmanship
Art

Guest Lecturers

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

Hall Duty

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

Homework Policy

Homework is an important part of student learning. When parents, teachers, and students work together, out-of-class assignments are a valuable part of the instructional program. Homework should provide opportunities for students to practice acquired skills, develop initiative, form independent study habits, and use community resources.

Instructional Materials

Instructional materials are made available through the Education Service Unit. A catalog and order forms will be made available to all members. Films should be used as instructional materials. All media must be previewed for suitability by the classroom teacher before being shown to students.

Lesson Plans

Each teacher will prepare and complete a proper lesson plan on Friday for the following week. These plans must be written so that they are clear to any substitute teacher and readily available to any teacher. An up-to-date seating chart of the class or classes shall be part of the lesson plan book. Other regulations relative to lesson plans will be made by individual building principals. The lesson plans of all classroom teachers are subject to review of

the building principal or other members of the school district's administration at any time.

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

Lesson plans for the upcoming week must be submitted by 4:00 p.m. on Friday of each week or the last day of the week if it ends earlier.

Media Center

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

Students may use the media center during study halls, at lunch, after school and in the evenings. Classroom teachers may send individual students to use the media center during class time, but should contact the media staff before sending a group of students during class. The media staff may send disruptive students back to class or study hall, or may exclude unruly students from the media center for a specified period of time. Classroom teachers who send their entire class to the media center must accompany and supervise the students, unless prior arrangements have been made with the media specialist.

Audiovisual materials are available to certified staff through the media center. Certified staff may obtain these materials by filling out the required requisition form and sending it to the media specialist in their building. When certified staff return media, they should complete the film report card and return it to the media specialist.

Paraeducators

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

paraeducator to work hours other than the assigned work hours or assigned work day, he or she must contact the administration for approval.

Parent-Teacher Communication

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

Parking

Staff members have the [REDACTED] parking lot reserved for them. **Students are not to park their cars in the staff lot.** Staff members may not allow students to park in the staff lot when groups leave early in the morning on a school day for field trips or athletic events.

Parties

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

Planning Time

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

The Board defines planning time as time for educational planning and other task-related functions that cannot normally be accomplished during instructional periods. Planning time should not be confused with personal time. **Planning time is not to be used for running personal errands, conducting personal business, or pursuing non-school hobbies and/or interests.**

PowerSchool and PowerGrade

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

Classroom teachers will be required to synchronize the PowerGrade application weekly with the main PowerSchool server.

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

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

Certified staff who have trouble/problems with PowerSchool/PowerGrade, should contact _____.

Private Tutoring

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

- Certified staff may not arrange to provide private tutoring for any child enrolled in the staff member's class.
- Certified staff are not to provide private tutoring in a school building.
- Certified staff are not to provide private tutoring during duty time.
- Certified staff are prohibited from advertising or promoting the private tutoring services in the school or in the school's communications systems except with the express permission of the Superintendent or designee.

Projection Maps

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

1. The Mercator projection map is used in conjunction with other projection maps in a teaching exercise to demonstrate that all maps are flawed in

some way and different map projections serve different functions and may affect how individuals view the world; or

2. The Mercator projection map is part of any:
 - a. book or material obtained prior to July 19, 2024; or geographic information system; or computer program that renders a three-dimensional representation of Earth based primarily on satellite imagery, such as Google Earth or similar software; and
 - b. a Gall-Peters projection map or similar cylindrical equal-area projection map or an AuthaGraph projection map is displayed in the classroom or shown to students during the lesson in which a Mercator projection map is used.

Pupils' Records

1. Each classroom teacher must keep a set of records in the daily class record book of the class recitations, tests, exams, daily work, notebook, etc. This serves as a justification of the final grade in case of dispute between teacher and pupil, or teacher and parent, and assists in making out the final grades. This book must be turned into the principal at the end of each school year.
2. Report cards will be issued within one week following the end of the quarter unless otherwise announced.
 - a) Reports should be conscientiously and accurately made because they are a serious estimate of the degree of success of the pupil.
 - b) Each classroom teacher should be adequately prepared to defend all decisions given on the report card.
 - c) Each classroom teacher is responsible for distribution of class cards on time.
 - d) Classroom teachers must confer with the principal before recording any incomplete, failing, or conditional grades on report cards.

Rights of Certified and Probationary Teachers

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

School Day

All certified staff must be at school or on duty between the hours of 8:00 a.m. and 4:00 p.m., Monday through Friday. On Fridays and days preceding certain holidays or vacation periods, certified staff are permitted to leave after the

students are dismissed. Under special circumstances, certified staff may seek permission from their building principal to vary these duty hours. In addition, certified staff may be assigned responsibilities at other hours by the principal or superintendent for supervising or directing school activities or affairs or for participation in affairs under the direct sponsorship of the school.

Each teacher will be in his or her classroom and ready to teach at 8:00 a.m. each day. Classroom teachers will stand at their doors when class is dismissed and must be outside their classroom doors before each class period. Classroom teachers must be physically present in their classrooms at all times during class periods and conference periods.

Personal work may not be done on school time.

Sponsors

Certified staff members are assigned by the superintendent as class and club sponsors. Sponsors must be present at all meetings and activities of the sponsored group. The procedure for activity accounts and meetings can be found in the student manual. Purchasing of supplies must be approved by the Superintendent.

Student Activities

Staff members who sponsor extracurricular activities such as athletics, class plays, and class activities may leave the school building only after making sure that all students and other individuals have left the building. No student is to be left unattended in the school building at any time.

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

Student Aides

Student aides are to be directly supervised by the certified staff member and are not to leave the building or be in the halls or anywhere they are not being supervised. Student aides are not to be used to assist the certified staff member by helping supervise another student, grade tests or class work, calculate student grades, or record grades. Keys are NEVER to be given to students, whether they are student aides or not. A student aide should not be present and assisting a certified staff member without another adult present after the end of regular teacher duty hours.

Student Attendance

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

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

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

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

Student Attire

The responsibility for proper daily grooming and dress is primarily the responsibility of students and parents/guardians. However, certified staff members must insist that students do not remain in school while wearing attire that violates the dress code set forth in the Student Handbook.

Classroom teachers must report students who are not in compliance with the dress code to the building principal. The final decision on what is considered proper grooming and appearance is the responsibility of the building principal.

Student Illness

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

Student Medication

Student medications should not be dispensed by staff members unless they follow the following procedures.

No staff members other than the school nurse may dispense medications (prescription or over-the-counter) to students at any time. Students may,

with written parental or guardian permission, self-administer medications such as aspirin and cough syrup or cough drops.

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

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

Student Searches

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

Substitute Teaching During Planning Period

Certified staff may be required to substitute during their planning period.
[Insert policy on payment, if any, here.]

Teaching Controversial Issues

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

- The issues discussed must be relevant to the curriculum and be part of a planned educational program.
- Students must have free access to appropriate materials and information for analysis and evaluation of the issues.
- The teacher must encourage students to consider and discuss a variety of viewpoints.
- The topic and materials used must be within the range, knowledge, maturity, and competence of the students.
- The teacher must inform parents and the building principal before discussing sensitive or controversial issues.
- The teacher must keep detailed, documentary evidence to prove that both sides and/or all facts available were presented.
- Teachers must refrain from advocating partisan causes, sectarian religious views, or selfish propaganda through any classroom or a school

device; however, a teacher shall not be prohibited from expressing a personal opinion as long as the student is encouraged to reach his/her own decision independently.

Textbooks

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

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

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

POLICIES AND PROCEDURES REGARDING CLASSIFIED STAFF

At-Will Employment

Classified staff members are employed "at-will." Either you or the school district may terminate your employment at any time, for any reason, with or without cause or notice. This handbook is not a contract, express or implied, guaranteeing employment for any specific duration.

Bereavement Leave

Classified employees will be granted up to ____ days off from work [with] OR [without] pay in the event of the death of your spouse, child, parent, or sibling; up to ____ days in the event of the death of your grandparents, father-in-law, mother-in-law, son-in-law, or daughter-in-law; and ____ day in the event of the death of a relative not a member of your immediate family as defined above. All requests for bereavement leave should be submitted to the Superintendent.

Holidays

Employees will receive paid time off on the following holidays: New Year's Day, Martin Luther King, Jr. Day, Presidents Day (Washington's Birthday), Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving and the day after Thanksgiving, and Christmas Day.

Holidays falling on a Saturday are normally observed on the preceding Friday. Holidays falling on a Sunday are normally observed on the following Monday.

Classified employees will generally be required to work their regularly scheduled hours the workday preceding and workday following the holiday in order to be eligible to receive holiday pay.

Hours

Work hours vary with the classified staff member's department and position. Meetings will occasionally be scheduled before or after normal working hours.

It is vital that the district's employees arrive at work punctually and consistently. Staff members who are chronically late or excessively absent will be disciplined, up to and including discharge.

Overtime and Compensatory Time

All classified staff members must keep an accurate record of all hours worked for the district. The only exceptions are those who have been notified in writing that they are exempt from this time-keeping requirement. Classified staff should not work more than forty hours in a given week without the express permission of their immediate supervisor. Those who accrue more

than forty hours in a given workweek will receive overtime or compensatory time, pursuant to board policy.

Personal Leave [OPTION 1]

Classified employees will receive up to _____ days of paid personal leave each school year for personal business that cannot be taken care of outside regular business hours and other events of personal significance. Personal leave must be approved in advance by the employee's immediate supervisor or the Superintendent. There shall be no carryover of personal days from year to year. Classified employees shall be paid for any unused personal days at the end of the school year or in the event of termination of employment.

Personal Leave [OPTION 2]

Classified employees shall not receive any paid personal leave. Classified employees may be given unpaid personal leave requested in advance at the discretion of the employee's immediate supervisor or the Superintendent.

Reporting When School is Closed

When school is closed due to inclement weather, classified staff should report to work based on their positions:

- a) **Secretaries/Clerical staff** should not report to work unless specifically directed to do so by their supervisor or the superintendent.
- b) **Paraprofessionals** should not report to work unless teaching staff are asked to report.
- c) **Food Service staff** should not report to work.
- d) **Bus Drivers** should not report to work.
- e) **Custodians/Maintenance staff** should report to work.

OR

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

Sick Leave

Classified employees will receive _____ days of sick leave. A staff member who is too ill to come to work, or who has a qualifying family member who is too ill to be left alone, must notify his or her immediate supervisor at least three hours prior to the time he/she regularly reports to work. Sick leave does not accumulate from year to year. Classified employees shall not be paid for

accrued unused sick days at the end of the school year or in the event of termination of employment.

Vacation

Eligible classified employees will receive paid vacation each school year. Employees should consult with their immediate supervisor for vacation information.

New employees will not be entitled to any vacation leave for the first six months of employment. After the completion of the last day of the sixth month of employment, new employees will be awarded one-half of the total vacation days provided for their job assignment. After the completion of the last day of the ninth month of employment, new employees will receive the remaining days of vacation provided for their job assignment.

Employees may accrue up to days of vacation. Once vacation days are accrued, they may be carried forward from year to year. If an employee carries forward accrued vacation days, he/she shall receive additional vacation days for the next contract year to bring the total of accrued vacation days to the maximum number of days allowed for his/her particular job assignment. In no event shall the employee receive any additional days beyond the maximum accrual cap listed above. Classified employees shall be paid for any unused vacation days in the event of termination of employment.

STAFF DIRECTORY

Members of the Board of Education:

.....
President
..... Vice-
President
.....
Secretary
.....
Treasurer
.....
Member
.....
Member

Administrative Staff:

.....
Superintendent
..... High
School Principal
.....
Elementary Principal

Teaching Staff:

Office Staff:

..... Bookkeeper/Superintendent's Secretary
..... Principal's
Secretary
.....
Office Aide

Child Nutrition Program:

..... Cafeteria
Manager
..... Assistant
Cook
.....
Assistant Cook
.....
Assistant Cook

Custodians:

.....
Maintenance/Custodian
..... Secondary
Custodian
..... Elementary
Custodian

Transportation Department:

..... Route
Driver
..... Route
Driver
..... Route Driver
..... Activity
Driver
..... Activity
Driver

[NOTE TO BE DELETED: The following policy indicates that copies of the policy will be provided to staff. To meet this requirement, we included our form policy as an attachment to the staff handbook, as the handbooks is generally the medium for staff to receive such notices. Please review this carefully to ensure that it follows your policy verbatim, and revise them as necessary.]

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

I. Staff Expectations in Use of the Internet

A. Acceptable Use While on Duty or on School Property

1. Staff shall be restricted to use the Internet to conduct research for instructional purposes.
2. Staff may use the Internet for school-related e-mail communication with fellow educators, students, parents, and patrons.
3. Staff may use the Internet in any other way which serves a legitimate educational purpose and that is consistent with district policy and good professional judgment.
4. Teachers should integrate the use of electronic resources into the classroom. As the quality and integrity of content on the Internet is not guaranteed, teachers must examine the source of the information and provide guidance to students on evaluating the quality of information they may encounter on the Internet.

B. Unacceptable Use While on Duty or on School Property

1. Staff shall not access obscene or pornographic material.
2. Staff shall not engage in any illegal activities on school computers, including the downloading and reproduction of copyrighted materials.

3. Staff shall not use school computers or district internet access to use peer-to-peer sharing systems such as BitTorrent, or participate in any activity which interferes with the staff member's ability to perform their assigned duties.
4. The only political advocacy allowed by staff on school computers or district internet access is that which is permitted by the Political Accountability and Disclosure Act and complies with district policy.
5. Staff shall not share their passwords with anyone, including students, volunteers or fellow employees.

II. School Affiliated Websites

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

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

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

III. Enforcement

A. Methods of Enforcement

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

1. The district uses a technology protection measure that blocks access to some sites that are not in accordance with the district's policy. Standard use of the Internet utilizes a proxy server-based filter that screens for non-curriculum related pages.
2. Due to the nature of technology, the filter may sometimes block pages that are appropriate for staff research. The system administrator may override the technology protection measures that blocks or filters Internet access for staff access to a site with legitimate educational value that is wrongly blocked.
3. The district will monitor staff use of the Internet by monitoring Internet use history to ensure enforcement of this policy.

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

1. Discharge from employment or such other discipline as the administration and/or the board deem appropriate;
2. The filing of a complaint with the Commissioner of Education alleging unprofessional conduct by a certified staff member;
3. When appropriate, the involvement of law enforcement agencies in investigating and prosecuting wrongdoing.

IV. Off-Duty Personal Use

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

[Insert Title IX Policy in Entirety.]

[SCHOOL CALENDAR]

[BLANK COPY OF DISTRICT EVALUATION FORM]

ACKNOWLEDGMENT OF RECEIPT

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

Signature

Date

**PUBLIC
SCHOOL**

STUDENT HANDBOOK

20254-265 Edition

, NE

Phone: (402)
Fax: (402)

Table of Contents

WELCOME

Dear Students and Parents:

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

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

There are several forms at the end of this handbook that you must read, sign, and return no later than [REDACTED].

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

Sincerely,

[REDACTED]
Superintendent

Intent of Handbook

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

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

Notice of Nondiscrimination

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

Students who believe that they have been the subject of unlawful discrimination or harassment due to their disability, or that have other related concerns or questions, should contact the following Section 504 Coordinator: [REDACTED] at [REDACTED] (phone number), [REDACTED] (e-mail address) or in person at school.

Students who believe that they have been the subject of unlawful discrimination or harassment due to their sex, or that have other related concerns or questions, should contact the Title IX Coordinator: [REDACTED] at [REDACTED] (phone number), [REDACTED] (e-mail address), [REDACTED] (mailing address) or in person at school. The School District’s

specific Notice of Nondiscrimination on the Basis of Sex may be accessed at the following link: [\[Insert Link to Notice of Nondiscrimination\]](#)

Students who believe that they have been the subject of unlawful discrimination or harassment due to their race, color, or national origin, or that have other related concerns or questions, should contact the following Title VI Coordinator: [\[redacted\]](#) at [\[redacted\]](#) (phone number), [\[redacted\]](#) (e-mail address), [\[redacted\]](#) (mailing address) or in person at school.

Students who believe that they have been the subject of any other unlawful discrimination or harassment should contact the [\[redacted\]](#) at [\[redacted\]](#) (phone number), [\[redacted\]](#) (e-mail address) or in person at school. Students may report discrimination or harassment to any staff member who will then forward it on to the appropriate coordinator or administrator. The staff member will follow school district policies to respond to the report.

For additional prohibited discrimination and related information, please review school district Policy [\[redacted\]](#) – Nondiscrimination.

MISSION STATEMENT
[NOT REQUIRED]

BELIEF STATEMENTS
[NOT REQUIRED]

SECTION ONE

BASIC SCHOOL RULES AND GENERAL PRACTICES

Attendance

Required Attendance

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

Mandatory Attendance Age

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

Exceptions

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

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

Discontinuing Enrollment – ~~5-Year-Old~~ Students

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

Discontinuing Enrollment – ~~16- and 17-Year-Old~~ Students

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

district's legal criteria allowing for disenrollment to the superintendent using the applicable district form. The district will follow the procedures outlined on the attached form in considering requests to disenroll.

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

Attendance Officer

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

Excused Absences

NOTE TO BE DELETED: This sample list is very liberal in what the school considers "excused." Schools that adopt this sample list will have very few students who accrue many "unexcused" absences. Boards may eliminate any of these categories of excused absence except for illness documented by a physician, suspension/expulsion and severe weather. Boards may also add additional requirements before an absence will be excused (e.g. require funeral card to verify family funeral, etc.)

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

1. Physical or mental illness of the student or of a child whom the student is parenting (a physician's verification is required after four (4) consecutive days of absence for illness)
2. Severe weather
3. Medical appointments for the student or for a child whom the student is parenting.
4. Death or serious illness of the student's family member
5. Attending a funeral, wedding or graduation

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

Excessive Absenteeism

When a student receives [REDACTED] unexcused absences or the hourly equivalent in any semester, the Attendance Officer will follow the district's policy to address barriers to the student's attendance.

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

Absences due to illness

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

Planned absences

Parents who know in advance that a student will be absent must call the school or send a written note at the earliest possible date. Students who will be absent for reasons that can be anticipated, such as routine medical appointments and school activities, must complete any work required by the teacher before the absence. Parents should make every attempt to schedule medical and other appointments after school hours when possible.

Students are obligated to:

- 1) Complete all class work in advance for any absence that can be anticipated.
- 2) Attend school a full day before attending practice or participating in a scheduled student activity except in cases of family emergencies or prearranged absences.
- 3) Check out of school at the office if leaving school during the school day.
- 4) Make up any and all work that is assigned by teachers as make-up work for the instructional time that has been missed.

Parents are obligated to:

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

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.]

Pregnant and Parenting Students

The District will not discriminate in its education program or activity against any student ~~absed~~based on the student's current, potential, or past pregnancy. Students who are pregnant or parenting are encouraged to continue participating in the district's educational and extracurricular programs. Students who anticipate deviations from their regular school experience or accrue absences due to pregnancy or parenting should notify their building principal as early as possible to discuss their educational programming in ~~collabeoration~~collaboration with the Title IX Coordinator.

Band

Students may participate in the elementary band and begin taking band lessons in the 5th grade. Students in grades 7-8 may participate in the middle school band; grades 9-12 may participate in the high school band. Instruments will be provided by students or the school as provided by school policy. Fees may be charged as allowed or provided in the Public Elementary and Secondary Student Fee Authorization Act and the school's student fee policy or other applicable policy.

Bills

Students should pay bills for supplies, fines, shop materials, clothing orders, etc. in the school bookkeeper's office. Any check for these payments should be made out to [REDACTED] Public Schools unless otherwise instructed. Pursuant to board policy, the district will assess an additional penalty of \$30 for any check returned from the bank for insufficient funds.

When students purchase items of significant value, such as class rings and letter jackets, they must make payment at the time of purchase or when the order is placed.

Books and Supplies

Students must take care of books and other supplies provided by the district. The school will assess fines for damage to books and school property.

Students must supply their own consumable items such as pens, pencils, tablets, notebooks, erasers, and crayons. Each classroom teacher will prepare a supply list for students at the beginning of the school year.

Breastfeeding and Lactation

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

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

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

Bulletin Boards

Bulletin boards are maintained throughout the building to communicate general information, material, and school announcements. Students should check the bulletin boards carefully each school day. A written copy of daily announcements will be posted on the main bulletin board by the offices.

Bulletin board or electronic publishing space may be provided for the use of students and student organizations for notices relating to matters of general interest to students. The following general limitations apply to all posting or publishing:

1. All postings must be approved by the appropriate building principal or designee. Students may not post any material containing any statement or expression that is libelous, obscene, or vulgar; that would violate

board of education policies, including the student code of conduct; or that is otherwise inappropriate for the school environment.

2. All postings must identify the student or the student organization posting or publishing the notice.
3. Material shall be removed after a reasonable time to assure full access to the bulletin boards or electronic publishing media.

Bullying

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

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

Reporting Bullying

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

Bullying Investigations

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

Cafeteria Rules

1. All food must be consumed in the areas designated by the school.
2. After students have eaten, they must return trays to the kitchen. All straws, papers, milk cartons should be deposited in the trash cans. All

leftover food should be scraped off the tray on to the correct container. Forks and spoons should be placed in the pan with water, NOT THROWN AWAY!

3. Students are to use proper manners including eating quietly.
4. Students may not throw food or other items.
5. Second servings are available to those who have made an effort to clean their trays and have requisite funds as required by board policy.
6. Students should remain at their tables until they are dismissed.
7. Parents who wish their child to eat lunch away from school must provide a written authorization to the student's building principal.
8. Students must treat lunch personnel with respect.
9. Students who violate the above rules will be disciplined.

Candy and Gum

Students may not bring candy or gum to school unless they have prior permission from their classroom teacher or the administration.

Cell Phones and Other Electronic Devices

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

Students may use cell phones or other electronic devices on the school sidewalks and in the common areas of the school before and after school, so long as they do not create a distraction or a disruption. Students may not use cell phones or other electronic devices while they are in locker rooms or restrooms. Students must comply with each teacher's classroom rules regarding cell phone use in class.

Students may not use cell phones or other electronic devices while riding in a school vehicle unless they have express permission to do so from the vehicle's driver.

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

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

The taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise may constitute a crime under state and/or federal law. Any person engaged in these activities while on school grounds, in a school vehicle or at a school activity will be subject to the disciplinary procedures of the student code of conduct. Any student found to be in possession of obscene, pornographic, lewd, or otherwise illegal images or photographs will be promptly referred to law enforcement and/or other state or federal agencies, which may result in arrest, criminal prosecution, and possible inclusion on sex offender registries.

Cheating, Plagiarism, and Academic Dishonesty

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

- Obtaining, attempting to obtain, or aiding another person to obtain credit for work by any dishonest or deceptive means.
- Lying.
- Copying another person's work or answers.
- Discussing the answers or questions on a test or assignment unless specifically authorized by the teacher.
- Taking or receiving copies of a test without the permission of the teacher.
- Using or displaying notes, "cheat sheets," or other sources of unauthorized information.
- Using the ideas or work of another person as if they were your own without giving proper credit to the source.
- Submitting work or any portion of work completed by another person.
- Failing to give credit for ideas, statements, facts, or conclusions which rightfully belong to another person.
- Failing to use quotation marks or other appropriate means of attribution when quoting directly from another person or source.

A student who cheats, plagiarizes, or otherwise participates in any academic dishonesty is subject to discipline, up to and including expulsion.

Child Abuse and Neglect

School employees will report suspected abuse or neglect of a child as required by state law and school policy. Nebraska law defines abuse or neglect as knowingly, intentionally, or negligently causing or permitting a minor child or

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

Class Dismissal

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

Classroom Behavior

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

- arrive to class on time;
- prepare for class with all necessary materials;
- be considerate of others;
- respond promptly to all directions of the teacher; and
- take care of school property and the property of others.

Teachers will establish classroom conduct rules that students must obey.

Closed Campus

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

Coats and Boots

Elementary students must wear coats outdoors when the weather makes it advisable. The staff will decide when coats are required for recess.

Elementary students may choose to wear overshoes or boots when the playground is wet or muddy. Waterproof boots worn to school should be taken off and regular shoes worn during the day. Boots worn to school must be marked with the student's name.

Communicable Diseases

Any student who has contracted a contagious disease may be restricted from attendance at school until the student is no longer contagious. The school

district uses the Title 173- Nebraska Health and Human Services/Control of Communicable Disease, Chapter 3 of the Nebraska Administrative Code as a “best practice” guideline for contagious and infectious diseases. If there are questions regarding the communicability of your child’s health condition or if you know your child has contracted a contagious or communicable disease or condition not otherwise specified in board policy or this handbook, please call [REDACTED].

Communicating with Parents

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

Complaint Procedure

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

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

~~A preponderance of the evidence will be required to discipline a party accused of misconduct. This means that the investigator must conclude that it is more likely than not that misconduct occurred.~~Under this policy, factual conclusions will be based on a preponderance of the evidence.

Complaint and Appeal Process.

1. The first step is for the complainant to speak directly to the person(s) with whom the complainant has a concern. For example, a parent who is unhappy with a classroom teacher should initially discuss the matter with the teacher. However, the complainant should skip the first step if complainant reasonably believes speaking directly to the person would subject complainant or complainant's student to discrimination or harassment.
2. The second step is for the complainant to speak to the building principal, coordinator, superintendent of schools, or president of the board of education, as set forth below. Anyone with questions about the appropriate person to speak with may request clarification from the superintendent.
 - a) Complaints about the operation, decisions, or personnel within a building should be submitted to the principal of the building.
 - b) Complaints about the operations of the school district or a building principal should be submitted in writing to the superintendent of schools.
 - c) Complaints about the superintendent of schools should be submitted in writing to the president of the board of education.
 - d) Complaints involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age may also be submitted at any time during the complaint procedure to the applicable coordinator. Complaints involving discrimination or harassment may also be submitted at any time to the Office for Civil Rights, U.S. Department of Education: by email at OCR.KansasCity@ed.gov; by telephone at (816) 268-0550; or by fax at (816) 268-0599.
3. When a complainant submits a complaint to an administrator or coordinator, the administrator or coordinator shall first determine whether another applicable procedure is required by policy or law and if so, direct the complaint to the appropriate person to follow that procedure. If not, the administrator or coordinator will promptly and thoroughly investigate the complaint, and shall:

- a) Determine whether the complainant has discussed the matter with the respondent.
 - 1) If the complainant has not, urge the complainant to discuss the matter directly with the respondent, if appropriate.
 - 2) If the complainant refuses to discuss the matter with the respondent, the administrator or coordinator shall, in his or her sole discretion, determine whether the complaint should or must be pursued further.
 - b) Strongly encourage the complainant to reduce his or her concerns to writing.
 - c) Interview the complainant and, if necessary, the respondent against whom the complaint is filed, to determine:
 - 1) All relevant details of the complaint;
 - 2) All witnesses and documents which the complainant believes support the complaint;
 - 3) The action or solution which the complainant seeks.
 - d) Respond to the complainant. If the complaint involves discrimination or harassment, the response shall be in writing and shall be submitted within 180 calendar days after the administrator or coordinator receives the complaint.
4. If either the complainant or the respondent is not satisfied with the decision, he or she may appeal the decision to the superintendent. The superintendent may assign a qualified designee to hear any appeal. ~~This provision applies to appeals under the board's policies governing complaints of discrimination or harassment, including Title IX and any other policy with a separate grievance or complaint procedure, unless that other procedure includes its own appeal process. All requirements for appeals within any other policy apply, and in addition to those requirements, the following also apply.~~
- a) The appeal must be in writing.
 - b) This appeal must be received by the superintendent no later than three (3) calendar days from the date of the decision.

- c) For complaints addressed through other applicable procedures that do not include a separate investigatory process, the superintendent will investigate as he or she deems appropriate.
 - d) The superintendent will prepare a written decision and provide it to the complainant and any other person entitled by law to receive the appeal decision. For complaints involving discrimination or harassment, the superintendent shall submit the decision within 180 calendar days after the superintendent received complainant's written appeal. Appeals to the superintendent from complaints involving discrimination or harassment are final once the superintendent delivers the written decision, as are all other appeals/complaints to the superintendent unless the complaint can be appealed on the limited grounds to appeal to the board below.
- 5. The board's role is to set policy, establish and implement a budget, and evaluate the superintendent. The board does not manage the daily operations of the school district entrusted to its administration unless required by law or policy. Because of the board's statutory roles, it does not hear complaints or appeals that may involve oversight or discipline of students, staff, or others, unless those involve the superintendent as discussed below. The board does not hear complaints or appeals based on allegations of discrimination or harassment unless otherwise required by law. The board will hear appeals only in the following circumstances:
 - a) When the complaint is about a board policy, not implementation of the policy;
 - b) When the complaint involves the budget or school expenditures that have been or must be approved by the board; or
 - c) When the board is required by law, policy, or contract to hear a complaint or appeal.
- 6. If a complaint involves those limited grounds and a party is not satisfied with the superintendent's decision regarding the complaint or appeal, he or she may appeal the decision to the board.
 - a) This appeal must be in writing.
 - b) This appeal must be received by the board president no later than ten (10) calendar days from the date the superintendent communicated his/her decision to the complainant.

- c) This policy allows, but does not require the board to receive statements from interested parties and witnesses relevant to the complaint appeal. However, all matters involving discrimination or harassment allegations against the superintendent shall be promptly and thoroughly investigated by the board president or a designee.
 - d) The board president will notify the complainant and any other person legally required to receive the decision in writing of its decision. If the complaint involves discrimination or harassment allegations against the Superintendent, the board president shall submit the decision within 180 calendar days after receiving the written appeal.
 - e) There is no appeal from any decision of the board unless authorized by law.
7. Formal complaints about the superintendent shall be filed with the president of the board. However, complaints about the superintendent do not include disagreement with the superintendent's decision on appeal based on a complaint of discrimination, harassment, or action of any other employee who is not the superintendent. Upon receipt of a complaint, the board president or his or her designee shall promptly and thoroughly investigate the complaint, and shall:
- a) Coordinate with school district staff, other than the superintendent, to determine if another procedure in policy or law requires the complaint against the superintendent to follow another procedure. If so, the board president will coordinate handling the complaint through that procedure. If another procedure applies, such as in the case of allegations of sex discrimination against the superintendent, the board president or, at his or her discretion, the full board will serve only to hear any appeal by a party to the complaint.
 - b) Determine whether the complainant has discussed the matter with the superintendent.
 - 1) If the complainant has not, the board president or designee will urge or require the complainant to discuss the matter directly with the superintendent, if appropriate or required.

- 2) If the complainant refuses to discuss the matter with the superintendent, the board president shall, in his or her sole discretion, determine whether the complaint should or must be pursued further.
- c) Determine, in his or her sole discretion, whether to place the matter on the board agenda for consideration at a regular or special meeting by the full board.
- d) Respond to the complainant or appeal. If the complaint or appeal involves discrimination or harassment, the response shall be in writing and shall be submitted within 180 calendar days after the president received the complaint.
- e) Appoint or contract with other individuals qualified to assist the board through this process or any other applicable procedure used to address allegations against the superintendent.

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

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

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

Complaints about the educational services provided a student with a disability pursuant to a Section 504 plan must be submitted to the school district's 504 Coordinator. The 504 Coordinator will address the complaint in a manner that

he/she deems appropriate and will provide the complainant with a copy of the Notice of Section 504 Parental Rights adopted by the board of education.

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

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

Computer Network Use by Students

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

I. Student Expectations in the Use of the Internet

A. Acceptable Use

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

B. Unacceptable Use

1. Students shall not use school computers to gain access to material that is obscene, pornographic, harmful to minors, or otherwise inappropriate for educational uses.
2. Students shall not engage in any illegal or inappropriate activities on school computers, including the downloading and copying of copyrighted material.

3. Students shall not use e-mail, chat rooms, instant messaging, or other forms of direct electronic communications on school computers for any unauthorized or unlawful purpose or in violation of any school policy or directive.
4. Students shall not use school computers to participate in on-line auctions, on-line gaming or mp3 sharing systems including, but not limited to Aimster or Freenet and the like.
5. Students shall not disclose personal information, such as their names, school, addresses, or telephone numbers outside the school network.
6. Students shall not use school computers for commercial advertising or political advocacy of any kind without the express written permission of the system administrator.
7. Students shall not publish web pages that purport to represent the school district or the work of students at the school district without the express written permission of the system administrator.
8. Students shall not erase, rename, or make unusable anyone else's computer files, programs or disks.
9. Students shall not share their passwords with fellow students, school volunteers or any other individuals, and shall not use, or try to discover, another user's password.
10. Students shall not copy, change or transfer any software or documentation provided by the school district, teachers or another student without permission from the system administrator.
11. Students shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called, but is not limited to, a bug, virus, worm, or Trojan Horse.
12. Students shall not configure or troubleshoot computers, networks, printers or other associated equipment, except as directed by a teacher or the system administrator.
13. Students shall not take home technology equipment (hardware or software) without permission of the system administrator.
14. Students shall not falsify electronic mail messages or web pages.

II. Enforcement

A. Methods of Enforcement

1. The district monitors all Internet communications, Internet

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

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

B. Consequences for Violation of this Policy

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

III. Protection of Students

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

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

B. Education About Appropriate On-Line Behavior

1. School district staff will educate students about appropriate

- online behavior, both in specific computer usage units and in the general curriculum.
2. Staff will specifically educate students on
 - a. Appropriate interactions with other individuals on social networking websites and in chat rooms.
 - b. Cyberbullying awareness and response.
 3. The School District's **technology coordinator** shall inform staff of this educational obligation and shall keep records of the instruction which occurs in compliance with this policy

Conferences

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

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

Copyright and Fair Use

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

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

Damage to School Property

Students who damage school property either intentionally or unintentionally may be required to pay to replace or restore the property, at the discretion of the administration.

Dating Violence [NOTE: This section should be modified to include your school's dating violence policy verbatim.]

Dating violence, as that term is defined by Nebraska law, will not be tolerated by the school district. Students who engage in dating violence on school grounds, in a school vehicle or at a school activity or that otherwise violates the Nebraska Student Discipline Act will receive consequences consistent with the Act and the district's student discipline policies.

The school district shall provide dating violence training to staff deemed appropriate by the administration and in accordance with Nebraska law.

Discrimination and Harassment

Students who believe that they have been the subject of unlawful discrimination or harassment due to their disability should contact the following Section 504 Coordinator: [REDACTED] at [REDACTED] (phone number), [REDACTED] (e-mail address) or in person at school. Students who believe that they have been the subject of unlawful discrimination or harassment due to their sex should contact the following Title IX Coordinator: [REDACTED] at [REDACTED] (phone number), [REDACTED] (e-mail address), [REDACTED] (mailing address) or in person at school. Students who believe that they have been the subject of any other unlawful discrimination or harassment should contact the [REDACTED] at [REDACTED] (phone number), [REDACTED] (e-mail address) or in person at school. Students may report discrimination or harassment to any staff member who will then forward it on to the appropriate coordinator or administrator. The staff member will follow school district policies to respond to the report.

Dress Code

~~Students must come to school dressed in clean, neat, and appropriate clothing to conform to educational standards.~~

The District prohibits student attire or appearance that:

- Causes or is likely to cause a material and substantial disruption to the District's programs and activities.
- Promotes, depicts, or refers to violence, drugs, alcohol, vulgarity, obscenity, illegal activity, hate speech, bullying speech, or harassing speech.
- Includes words, gestures, or images that contain or imply sexual content or innuendo.

- Otherwise undermines the District's mission to inculcate the habits, manners, and values fundamental to civility, community, and the educational environment.

Violations of the dress code shall be addressed in a manner consistent with the Student Code of Conduct. The District reserves the right to request immediate attire changes from students. The District will require students to adhere to uniform standards and/or wear district approved or issued uniforms in order to participate in activities.

Students may be required to wear protective clothing or equipment or otherwise modify their attire or secure their hair to ensure the safety of themselves and others. In such cases, a good faith effort to reasonably accommodate students will be made to ensure safety without compromising religious beliefs, grooming practices, or requiring students to permanently alter their appearance. The least restrictive means appropriate to address the identified health or safety concern shall be used.

~~Students are prohibited from wearing the following attire:~~

- ~~1. Clothing displaying indecent, suggestive, or profane writing, pictures or slogans~~
- ~~2. Clothing that advertises or displays alcohol, tobacco, or any illegal substance~~
- ~~3. Caps, hats, and bandannas during the school day or at school-sponsored events~~
- ~~4. Bare feet (some type of footwear must be worn)~~
- ~~5. Short-shorts, biker shorts, or cutoffs~~
- ~~6. Hairstyles which distract from the learning process or the health and safety for either the student or others~~
- ~~7. Any clothing that could cause damage to others or school property~~
- ~~8. Clothing that is torn, ripped, or cut~~
- ~~9. Shirts, blouses, or other clothing worn unbuttoned, unzipped, or otherwise purposely unfastened~~
- ~~10. "Grubby clothes," those which are purposely torn or bedraggled or threadbare, dirty, or disheveled~~
- ~~11. Costumes and/or those clothes intended only for leisure, entertaining, or special occasions~~
- ~~12. Bare "midriff" (belly button) styles, see-through and low-cut low-cut blouses, halters, tank tops or thin-strapped tops (spaghetti straps)~~
- ~~13. Pants and shorts worn below the waist so as to expose undergarments~~
- ~~14. Pants that drag on the floor~~
- ~~15. Chains hanging or attached to pants or shorts~~
- ~~16. Coats during school hours, unless the student has permission from a faculty member~~

~~17. Clothing with tears or holes that expose flesh or underclothes~~

~~Students who violate dress code guidelines will be required to correct the violation by changing into something appropriate at school or returning home to change. A detention or suspension may be given to make up the time away from school. Students will also receive zeros for any class time they miss while correcting the violation. Repeated dress code violations may result in more severe consequences.~~

Driving and Parking Personal Vehicles

Students who drive privately owned motor vehicles to school must obey the following rules:

1. Students may not move their vehicles during the school day without the permission of the building principal or superintendent. Students will not be allowed to sit in or be around their vehicles during the school day, without administrative permission.
2. Students must drive with care to ensure the safety of the pedestrians. Students may not drive carelessly or with excessive speed.
3. By driving personal vehicles to school and parking on school grounds, students consent to having that vehicle searched by school officials when they have reasonable suspicion that such a search will reveal a violation of school rules.

Drug Free Schools

The board of education has adopted policies to comply with the Federal Drug-Free Schools and Communities Act. Students are prohibited from using, possessing, or selling any drug, alcohol, or tobacco while on school grounds, at a school activity or in a school vehicle. In addition, students who participate in the school's activities program should refer to the Activities Handbook which prohibits the use or possession of alcohol, controlled substances and tobacco at all times.

Any student who violates any school policy regarding drug, alcohol, and tobacco use will be disciplined, up to and including short-term suspension, long-term suspension, or expulsion from school and/or referral to appropriate authorities for criminal prosecution.

Emergency Contact Information

Parents must complete an emergency information card for each child enrolled in the district. The card should list the family physician's name, where parents or a responsible adult can be located, and any necessary emergency instructions. Parents must promptly inform the school if this contact information changes during the school year.

Evacuations

The school district will hold routine evacuation drills throughout the school year. Classroom teachers will provide students with detailed instructions on building evacuations.

Eye Exams

All students enrolling in kindergarten or transferring into the school district from out of state must undergo a visual examination by a physician, a physician assistant, an advanced practice registered nurse, or an optometrist, which consists of testing for amblyopia, strabismus, and internal and external eye health, with testing sufficient to determine visual acuity, except that no such physical examination or visual evaluation shall be required of any child whose parent or guardian objects in writing. They must provide evidence of the vision examination within six months prior to entrance. The cost of such physical examination and visual evaluation shall be borne by the parent or guardian of each child who is examined.

Food Service Program

The school district provides a food service program that is designed to provide adequate nutrition and an educational experience for students.

Breakfast

The school will serve breakfast daily from 7:30 a.m. until 7:50 a.m. Students who qualify for free or reduced-price lunch also qualify for free or reduced-price breakfast. The school district charges students \$_____ and adults \$_____ for breakfast.

Lunch

Lunch prices depend on the federal funding that the program receives. Lunch for K-6 is \$_____. Lunch for 7-12 lunch is \$_____ for students and \$_____ for adults.

Milk break

The school will offer a milk program to students in grades K-2. All milk served to a student (except the initial carton served with lunch) will cost \$_____ per half pint. The price for milk may change during the school year. Milk will be served at the morning recess. Teachers will record the number of cartons of milk each child consumes and give the information to the office at the end of the month where it will be added to the family account.

Payment for Meals

Students are encouraged to pay for meals several weeks in advance. Payment should be made to the bookkeeper in the office.

[Note to be deleted: The following is a list of 4 options which correspond with the 4 options listed in the 2017 wellness update to policy 3012. Please select the option which corresponds with that which your board adopted.]

[Option A]

If a student has no funds available to pay for a meal, no food will be provided.

Students who qualify for free meals will not be denied a reimbursable meal, even if they have accrued a negative balance from other food purchases. School staff may prohibit any students from charging a la carte or extra items if they do not have cash in hand or their account has a negative balance.

If a student repeatedly lacks funds to purchase a meal, has not brought a meal from home, and is not enrolled in a free meal program, the district will use its resources and contacts to protect the health and safety of the student. Failure or refusal of parents or guardians to provide meals for students may require mandatory reporting to child protection agencies as required by law.

[Option B]

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

Students who qualify for free meals will not be denied a reimbursable meal, even if they have accrued a negative balance from other food purchases. School staff may prohibit any students from charging a la carte or extra items if they do not have cash in hand or their account has a negative balance.

If a student repeatedly lacks funds to purchase a meal, has not brought a meal from home, and is not enrolled in a free meal program, the district will use its resources and contacts to protect the health and safety of the student. Failure or refusal of parents or guardians to provide meals for students may require mandatory reporting to child protection agencies as required by law.

[Option C]

If a student has no funds available to pay for a meal, the student will be provided and charged for a limited "courtesy meal" option, such as a plain sandwich.

Students who qualify for free meals will not be denied a reimbursable meal, even if they have accrued a negative balance from other food purchases. School staff may prohibit any students from charging a la carte or extra items if they do not have cash in hand or their account has a negative balance.

If a student repeatedly lacks funds to purchase a meal, has not brought a meal from home, and is not enrolled in a free meal program, the district will use its resources and contacts to protect the health and safety of the student. Failure or refusal of parents or guardians to provide meals for students may require mandatory reporting to child protection agencies as required by law.

[Option D]

If a student has no funds available to pay for a meal, the student will be provided and charged for up to five limited “courtesy meals,” such as a plain sandwich. Thereafter, if a student has no funds available to pay for a meal, no food will be provided.

Students who qualify for free meals will not be denied a reimbursable meal, even if they have accrued a negative balance from other food purchases. School staff may prohibit any students from charging a la carte or extra items if they do not have cash in hand or their account has a negative balance.

If a student repeatedly lacks funds to purchase a meal, has not brought a meal from home, and is not enrolled in a free meal program, the district will use its resources and contacts to protect the health and safety of the student. Failure or refusal of parents or guardians to provide meals for students may require mandatory reporting to child protection agencies as required by law.

Collection of Delinquent Meal Charge Debt

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

Notice of Non-discrimination

In accordance with federal law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age, disability, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

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

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the school district. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

Field Trips

Classes occasionally take field trips off school property for educational enrichment. A student's parent, or "caregiver" as that term is defined in the Nebraska Strengthening Families Act, must authorize a student to participate in a field trip by signing a permission slip and providing it to the school before the field trip. Students who have not completed classroom work on time may not be allowed to attend field trips. Students must comply with the student code of conduct, any applicable extracurricular conduct codes, and all directives by trip chaperones.

First-Aid

First-aid items may only be used by school staff. Students who need first aid should ask for assistance from their classroom teacher or the nearest staff member.

Head Lice

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

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

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

Health Problems Limiting Activities

Parents who do not want their children to play outdoors or participate in physical education for health reasons must send a written request to school. If a student persistently requests to be excused from these activities, the building principal or classroom teacher may require a doctor's verification.

Parents should notify principal or superintendent if their student has any special health problems such as diabetes, asthma, or the like.

Homebound Instruction

The school district may provide a student with instruction in his or her home and under parental supervision if the student is physically or mentally ill or injured and unable to attend regular classes for an extended period of time. Homebound instruction shall be provided when the student's physical and mental condition are such that the student can benefit from instruction and no other provision will meet the student's educational needs. If you believe that homebound instruction is appropriate for your child, please contact the building principal to initiate the appropriate process to determine eligibility.

Homeless Children and Youth

Homeless students generally include children who lack a fixed, regular, and adequate nighttime residence, as further defined by applicable state and federal law.

It is the school's policy not to stigmatize or segregate homeless students on the basis of their status of being homeless. Transportation for homeless students who enroll in the district shall be furnished by the district under the same guidelines applying to other students or if such transportation is necessary for compliance with federal law.

Each homeless child shall be provided services for which the child is eligible comparable to services provided to other students in the school selected regardless of residency. Homeless children shall be provided access to education and other services that such children need to ensure that they have an opportunity to meet the same student performance standards to which all students are held.

If a homeless child registered to attend school in the district is receiving family reconciliation services pursuant to state law, the district will work in cooperation with any county or department of social services in the district to jointly develop an educational program for the child. The district's homeless coordinator is [REDACTED], who may be contacted at [REDACTED].

Illness or Injury at School

Students who feel ill or are hurt while at school should seek immediate assistance from their classroom teacher or the nearest staff member. The school will contact parents to pick students up from school whenever necessary. When school officials determine that a student needs immediate medical attention but the parents cannot be reached by phone, emergency services will be summoned or the student will be taken directly to the doctor and/or hospital. Parents must complete an emergency information card for each child enrolled in the district. The card should list the family physician's name, where parents or a responsible adult can be located, and any necessary emergency instructions.

Immunizations

All students must furnish one of the following to school officials:

- proof of adequate immunizations for mumps, measles, rubella; diphtheria, pertussis, tetanus; polio; and hepatitis B series; or
- a signed parental statement of refusal to provide the immunization history. Homeless students who are in need of immunizations will be referred to the homeless coordinator, who shall assist in obtaining necessary immunizations or medical records.

Provisional Enrollment. Students who meet the statutory requirements for provisional enrollment shall be allowed to attend school for sixty days without the necessary immunizations.

Students who are excepted from the immunization requirement may be excluded from school in the event of an outbreak of any contagious disease in the school population.

Initiations and Hazing

Initiations and hazing by members of classes, clubs, athletic teams, or any other organization affiliated with the district are prohibited except as otherwise permitted by this policy. Any student engaging in hazing or non-approved initiations is subject to discipline as permitted by policy and law.

Initiations are defined as any ritualistic expectations, requirements, or activities placed upon new members of a school organization for the purpose of admission into the organization, even if those activities do not rise to the level of "hazing" as defined below. Initiations are prohibited except by permission of the superintendent.

Hazing is defined as any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued

membership in any school organization. Hazing activities include, but are not limited to, whipping, beating, branding, an act of sexual penetration, an exposure of the genitals of the body done with the intent to affront or alarm any person, a lewd fondling or caressing of the body of another person, forced and prolonged calisthenics, prolonged exposure to the elements, forced consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption, prolonged sleep deprivation, or any brutal treatment or the performance of any unlawful act that endangers the physical or mental health or safety of any person.

Lockers and Other School Property

The school district owns and exercises exclusive control over student lockers, desks, computer equipment, and other such property. Students should not expect privacy regarding usage of or items placed in or on school property, because school property is subject to search at any time by school officials. Periodic, random searches of lockers, desks, computers, and other such property may be conducted at the discretion of the administration. The assignment of a locker is on a temporary basis and may be revoked at any time. School officials may inspect student lockers without any particularized suspicion or reasonable cause.

Lost and Found

All lost and found articles are to be taken to [REDACTED]. Students may claim lost articles there. Unclaimed articles will be donated to a local charity or otherwise disposed of at the conclusion of each semester.

Medications

Whenever possible, parents should arrange medication schedules to eliminate the need for giving medication during school hours. When it is necessary for school personnel to administer medication to students, the school district will comply with the Nebraska Medication Aide Act, the requirements of Title 92, Nebraska Administrative Code, Chapter 59, (promulgated by the Nebraska Department of Education and entitled *Methods of Competency Assessment of School Staff Who Administer Medication*), and all state and federal regulations. Parents and guardians who wish to have their child receive medication from school personnel must comply with the following procedures:

Prescription medication. (1) Parents/guardians must provide a physician's written authorization for the administration of the medication. (2) Parents/guardians must provide their own written permission for the administration of the medication. (3) The medication must be brought to school in the prescription container and must be properly labeled with the student's name, the physician's name, and directions for administering the medication.

Non-prescription medication. (1) Parents/guardians must provide written permission for the administration of the medication. (2) The medication must be brought to the school in the manufacturer's container. (3) The container must be labeled with the child's name and with directions for provision or administration of the medication

The district reserves the right to review and decline requests to administer or provide medications that are not consistent with standard pharmacological references, are prescribed in doses that exceed those recommended in standard pharmacological references, or that could be taken in a manner that would eliminate the need for giving them during school hours. The district may request parental authorization to consult with the student's physician regarding any medication prescribed by such physician.

Media Center

Students must check out materials from the librarian on duty. Each borrower is responsible for all books checked out in his/her name. A fine of five cents per day per book may be charged for overdue books. Each student is responsible for any fine that accumulated on a book charged to him/her. If a book is lost and not found by the end of the semester, the student must pay for it. Students must also pay for any damage they cause to library books.

Memorials

Memorials or plaques honoring deceased students are generally not allowed in or on the school grounds unless authorized by board policy. Dedications to students will not be allowed.

Scholarships in the deceased person's name will not be set up by the school. Scholarships set up by outside organizations or individuals, such as a foundation, will be allowed.

Opting Out of Assessments

The Board of Education has adopted a policy on approval and denial of state and federal assessment opt-out requests, which is based on requirements in law. The policy can be requested by contacting the Superintendent of Schools at [or can be viewed online by visiting: {hyperlink}].

Parental Involvement

The school district recognizes the unique needs of students who are being served in its Title I program, and the importance of parent and family engagement in the Title I program. Parent and family engagement in the Title I Program shall include, but is not limited to:

1. An annual meeting to which all parents of participating children will be invited to inform parents of their school's participation

under this part, to explain the requirements of this part, and the right of the parents to be involved. Invitations may take the form of notes sent with students or announcements in the school newsletter. Additional meetings may be scheduled, based upon need and interest for such meetings.

2. An explanation of the details for the child's and parents' participation, including but not limited to: curriculum objectives, the forms of academic assessment used to measure student progress and the achievement levels of the challenging State academic standards, type and extent of participation, parental input in educational decisions, coordination, and integration with other Federal, State, and district programs, and evaluations of progress.
3. Opportunities for participation in parent involvement activities, such as training to help parents work with their children to improve achievement. A goal of these parent activities is to provide parents with opportunities to participate in decisions relating to the education of their students, where appropriate.
4. The district will, to the extent practicable, provide parents of limited English proficiency, parents with disabilities, parents with limited literacy, are economically disadvantaged, are of a racial or minority background or parents of migratory children with opportunities for involvement in the Title I Program. Communication to parents about student progress and the district's other Title I Program communications will be provided in the language used in the home to the extent practicable. Responses to parent concerns will be provided in a timely manner.
5. Opportunities for parent-teacher conferences, in addition to those regularly scheduled by the school district, if requested by the parents or as deemed necessary by school district staff.
6. The district will coordinate and integrate parental involvement programs and activities with other programs in the community. These may include cooperation with other community programs such as Head Start and preschools and other community services such as the public library.
7. The district will educate teachers, specialized instructional support personnel, principals, and other school leaders, with the assistance of parents in the value and utility of contributions of

parents, how to reach out to, communicate with, and work with parents as equal partners.

Parties

Elementary classes may have seasonal parties during the year. Parents shall communicate with their student's classroom teacher for the teacher's rules regarding birthday and holiday parties. Invitations for private parties and non-school-sponsored events may not be distributed at school.

Personal Items

The school provides the necessary equipment for classroom and school day activities. **Students should not bring items such as athletic equipment, electronic devices, toys, or other similar personal items to school unless they have the prior permission of their classroom teacher or a school administrator. The school is not responsible for damaged or lost personal items or equipment.**

Physical Education

The school district requires students to receive physical education to assist them in developing gross and fine motor skills. Students are not required to wear P.E. uniforms, but are encouraged to wear tennis shoes for P.E.

Physical Exam

Students entering kindergarten and the seventh grade, and those entering school from another state, are statutorily required to show evidence that they have had a physical examination within six months prior to the date of entering school.

Pictures

The school district arranges for a photographer to be present at school in the fall to take class pictures. Parents will be notified of the date. Included in the individual packet is a class composite. Parents who want pictures of their students or of their student's class composite may purchase them directly from the photographer.

Playground Rules

Students must follow these rules to keep the playground safe when they are using the playground as part of the school day:

1. Students must obey the playground supervisor at all times.
2. Students may not enter the street/highway to retrieve a ball unless given permission by the playground supervisor.
3. Students must play away from the school windows.
4. Touch and flag football are permitted, but tackle football is prohibited. Students may only play football on grassy areas.

5. Students may throw balls and other authorized play equipment. They may not throw rocks, gravel, snowballs, and clothing.
6. Students must use the playground equipment properly and in a safe manner.
7. Students may not leave the playground after they have arrived at school for the day.

Students who violate these rules will be disciplined with the loss of recess or other privileges, detention, and/or other consequences.

The school's playgrounds, equipment, and surrounding areas are generally not supervised. Staff will supervise students when the students are using these areas as part of the school day or as part of a school activity. At all other times and in all other circumstances, the school district does not provide supervision of its playgrounds, equipment, and surrounding areas.

Police Questioning and Apprehension

Police or other law enforcement officers may be called to the school at the request of school administration, or may initiate contact with the school in connection with a criminal investigation. The school district shall inform parents when law enforcement officers seek access to their student prior to the student being questioned unless the officers are investigating charges that the student has been the victim of abuse or neglect. Members of the school district staff will comply with board policy regarding police questioning of students.

Protection of Student Rights

The Board of Education respects the rights of parents and their children and has adopted a Protection of Pupil Rights policy in consultation with parents to comply with the Protection of Pupil Rights Amendment (PPRA). The policy is available on the district's website or upon request from the district's administrative office. Parents may opt their child out of participation in activities identified by the Protection of Pupil Rights policy by submitting a written request to the superintendent. The approximate dates during the school year when a survey requesting personal information as defined in the Protection of Pupil Rights policy is scheduled are as follows:

[REDACTED] Parents may have access to any survey or other material described in the Protection of Pupil Rights policy by submitting a written request to the superintendent.

ACT Exam

Students taking the ACT Exam will be prompted to complete a short, optional questionnaire addressing a number of topics. If you wish to review this questionnaire prior to the administration of the exam, please submit a written request to the superintendent.

Public Displays of Affection

Students may not engage in public displays of affection that are disruptive to the school environment or distracting to others. Prohibited conduct includes hugging, kissing, touching or any other display of affection that a staff member determines to be inappropriate.

Reasonable Suspicion Testing

Students may be required to submit to drug or alcohol testing if there is a reasonable suspicion that the student is under the influence of drugs or alcohol.

Rights of Custodial and Non-Custodial Parents

The school district will honor the parental rights of natural and adoptive parents unless those rights have been altered by a court.

The term "custodial parent" refers to a biological or adoptive parent to whom a court has given primary physical and legal custody of a child, and a person such as a caseworker or foster parent to whom a court has given legal custody of a child.

The district will not restrict the access of custodial and non-custodial parents to their students and their students' records, unless the district has been provided a copy of a court order that limits those rights. If the district is provided such a court order, school officials will follow the directives set forth in the order.

The district will provide the custodial parent with routine information about his or her child, including notification of conferences. The district will not provide the non-custodial parent with such information on a routine basis, but will provide it upon the non-custodial parent's request unless it has been denied by the courts.

A non-custodial parent who wishes to attend conferences regarding his or her child will be provided information about conference times so both parents may attend a single conference. The district is not required to schedule separate conferences if both parents have been previously informed of scheduled conference times.

If either or both parents' behavior is disruptive, staff members may terminate a conference and reschedule it with appropriate modifications or expectations.

Secret Organizations

Secret organizations are prohibited. School officials shall not allow any person or representative of any such organization to enter upon school grounds or

school buildings for the purpose of rushing or soliciting students to participate in any secret fraternity, society, or association.

School Day

The school day typically begins at [REDACTED] a.m. and ends at [REDACTED] p.m. Students are to leave the school grounds after dismissal. School staff will provide supervision for students on school grounds [REDACTED] minutes before the school day begins and [REDACTED] minutes after the school day ends. **There will be no supervision provided by the school before or after these times.** Parents must arrange for their children to leave school promptly at the end of the day.

Self-ManagementSelf-Management of Diabetes or Asthma/Anaphylaxis

Subject to school policy, the school district will work with the parent or guardian in consultation with appropriate medical professionals to develop a medical management plan for a student with diabetes, asthma, or anaphylaxis. Parents desiring to develop such a plan should contact [REDACTED].

Smoking and Tobacco

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

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

"Option C" - Smoking, including the use of cigarettes, cigars, or other tobacco or tobacco derivative products; vapor products or electronic nicotine delivery systems; alternative nicotine products; or any other such look-alike or imitation product, is permitted on school property only in specifically designated areas.

Sniffer (Drug) Dogs

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

1. Lockers may be sniffed by sniffer dogs at any time.
2. Vehicles parked on school property may be sniffed by sniffer dogs at any

time.

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

Standardized Testing

The Iowa Test of Basic Skills is administered annually in grades 3-11 to determine the students' achievement probability for individual success. Tests are administered in April, and the results are sent home.

Student Assistance

Parents who believe their students have any learning, behavior, or emotional needs that they believe are not being addressed by the school district should contact the student's teacher. If appropriate, the teacher may convene the Student Assistance Team (SAT). The SAT can explore possibilities and strategies that will best meet the educational needs of the student.

Student Fee Policy

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

Definitions.

1. "Students" means students, their parents, guardians, or other legal representatives.
2. "Extracurricular activities" means student activities or organizations that (1) are supervised or administered by the district; (2) do not count toward graduation or advancement between grades; and (3) are not otherwise required by the district.
3. "Post-secondary education costs" means tuition and other fees associated with obtaining credit from a post-secondary educational institution.

Listing of Fees Charged by this District.

- 1. 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/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 school 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 either 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. To the extent that a student is not required by the district's curriculum to utilize a device off district property, the district may charge students a convenience fee to take the device off district property. **The maximum dollar amount of this convenience fee charged by the district will be \$_____.**

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

Additionally, the district may allow students to purchase technological devices by arranging for the students to purchase these devices through a single, or series of, payments.

- 6. Extracurricular Activities.** The school 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: \$_____
 - Covers admission to all extracurricular events
- Student Participation Fee: \$_____
 - Required of all students who participate in athletics and/or other extracurricular activities
- Future Business Leaders of America: \$_____
- DECA: \$_____
- National Honor Society: \$_____
- Cheerleading, Drill Team, Flag Corps: \$_____

- 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: \$ [REDACTED]
- Football: \$ [REDACTED]
 - Students must provide their own football shoes, undergarments, and mouthguards
- Golf: \$ [REDACTED]
 - Students must provide their own golf shoes, undergarments, and clubs
- Softball and Baseball: \$ [REDACTED]
 - Students must provide their own shoes, gloves, and undergarments
- Track, Volleyball, and Wrestling: \$ [REDACTED]
 - Students must provide their own shoes and undergarments
- Future Farmers of America: \$ [REDACTED]
 - Students must purchase their own jackets and pay dues
- Rifle and Trap Teams: \$ [REDACTED]
 - Students must provide their own weapons and ammunition
- Science Club: \$ [REDACTED]
- FCCLA: \$ [REDACTED]
- Spanish Club: \$ [REDACTED]

7. Post-Secondary Education Costs. Some students enroll in post-secondary courses while still enrolled in 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 \$ [REDACTED] per course.

8. Transportation Costs. The district will charge students reasonable fees for district-provided transportation services 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 \$ [REDACTED] per mile.

9. Copies of Student Files or Records. The school district will charge a fee for making copies of a student's files or records for the student's parents or guardians. The Superintendent or the Superintendent's designee shall establish a schedule of student record fees. Students' parents 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 [REDACTED] cents per page for reproduction of student records.

10. Participation in Before-School, After-School or Pre-Kindergarten Services. The district will charge reasonable fees for participation in before-school, after-school or pre-kindergarten services offered by the district pursuant to statute.

11. Participation in Summer School or Night School. The district will charge reasonable fees for participation in summer school or night school and may charge reasonable fees for correspondence courses. The maximum dollar amount for summer and night school shall be \$[REDACTED].

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 \$[REDACTED]
 - Reduced Price \$[REDACTED]
- Breakfast Program – Grades 7-12
 - Regular Price \$[REDACTED]
 - Reduced Price \$[REDACTED]
- Lunch Program – Grades K-6
 - Regular Price \$[REDACTED]
 - Reduced Price \$[REDACTED]
- Lunch Program – Grades 7-12
 - Regular Price \$[REDACTED]
 - Reduced Price \$[REDACTED]

- Second milk or second entrée (each) \$

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. For musical extracurricular activities, the school district will require students to provide the following equipment and/or attire:

- Band students must provide their own instruments.
- 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 Class Extracurricular Activities. Students are eligible to participate in a number of extracurricular activities during their years in Junior/ Senior 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 beginning in seventh grade. 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 \$ to \$ per year.

Waiver Policy.

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

Voluntary Contributions to Defray Costs.

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

Fund-Raising Activities

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

Student Illness

Students who suffer from a significant illness which has an actual or expected duration of six months or more may be eligible for accommodations and supports under Section 504 of the Rehabilitation Act or under the Individuals with Disabilities in Education Act. The school will provide accommodations to students who are returning to school after a prolonged absence due to illness, including pediatric cancer, through a 504 plan or an IEP, as appropriate. The student's plan will include informal or formal accommodations, modifications of curriculum and monitoring by medical or academic staff as determined by the student's IEP team or 504 committee. Parents and staff will engage in ongoing communication about the needs of a student who is facing these circumstances.

Students who become ill at school will be sent to the building office where the school nurse or other school employee will determine the appropriate response. When a child is too ill to remain at school, a school employee will contact the child's parent(s) and arrange for the child to be picked up or sent home. If an illness or injury requires immediate medical attention, school officials shall attempt to contact the child's parent(s) regarding treatment for the child. If the parents cannot be contacted, school officials may have the child treated by an available physician. Students who show symptoms of a contagious disease may be sent home, and the district may require a physician's statement before allowing such students to return to school.

Student Government

Students are encouraged to formulate and participate in elective and representative student government activities. The organization, operation, and scope of the student government shall be administered by the superintendent or designee.

Student Records

The Family Education Rights and Privacy Act ("FERPA") provides parents certain rights with respect to their student's education records. These rights include the right to inspect and review the student's education records within 45 days of the date the school receives a request for access; and the right to

request the amendment of the student's education records that you believe to be inaccurate.

If parents believe one of their student's records is inaccurate, they should write to the school principal, clearly identify the part of the record they want changed, and specify why they believe it is inaccurate. If the school decides not to amend the record as requested, it will notify the parents of the decision and advise them of their right to a hearing regarding the request for amendment.

Directory Information. FERPA and the Nebraska Public Records Law authorize school districts to make "directory information" available for review at the request of non-school individuals. These laws also give parents and guardians a voice in the decision-making process regarding the disclosure of directory information regarding their children. The school district has designated the following as directory information:

name and grade, name of parent and/or guardian, address, telephone number, including the student's cell phone number, e-mail address, date and place of birth, dates of attendance, the image or likeness of students in pictures, videotape, film or other medium, major field of study, participation in activities and sports, degrees and awards received, social media usernames and handles, weight and height of members of athletic teams, most recent previous school attended, certain class work which may be published onto the Internet, classroom assignment and/or home room teacher, student ID number, user ID, or other unique personal identifier used by the student for purposes of accessing or communicating in electronic systems (but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a personal identification number (PIN), password, or other factor known or possessed only the authorized user). Directory information does not include a student's social security number.

Directory information about students may be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that market or manufacture class rings, sell student photographs or publish student yearbooks.

Federal law requires school districts to provide military recruiters and institutions of higher education with the names, addresses, and telephone listings of high school students unless parents have notified the school district in writing that they do not want this information disclosed without prior written

parental consent. Military recruiters will be granted the same access to a student in a high school grade as is provided to postsecondary educational institutions or to prospective employers of such students.

Parents who **OBJECT** to the disclosure of any directory information about their student should write a letter to the principal. This letter should specify the particular categories of directory information that the parents do not wish to have released about their child or the particular types of outside organizations to which they do not wish directory information to be released. This letter must be received by the school district no later than [REDACTED].

Non-Directory Information

All of the other personally identifiable information about students that is maintained in the school district's education records will generally not be disclosed to anyone outside the school system except under one of two circumstances: (1) in accordance with the provisions of the FERPA statutes and related administrative regulations, or (2) in accordance with the parent's written instructions.

One FERPA exception permits disclosure to school officials with legitimate educational interests without consent. A school official includes, but is not necessarily limited to, a teacher or other educator, administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); school board member; volunteer; contractor or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, representative of the district's insurance providers, auditor, medical consultant, therapist, or a third-party website operator who has contracted with the school district or its agent to offer online programs for the benefit of students and/or the district; members of law enforcement acting on behalf of the school district; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a "legitimate educational interest" if the official needs to review an education record in order to fulfill a school-related professional, contractual, statutory, or regulatory responsibility.

The district will share information with the Department of Education necessary to comply with the requirement of state law that all third-year high school students take a college entrance exam. Any redisclosure of information related to the administration of this exam shall be governed by the agreement between the Nebraska Department of Education and the third-party testing company.

Transfer of Records Upon Student Enrollment

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. The school is not obligated to inform parents when it makes a disclosure under this provision.

Complaints

Individuals who wish to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA may contact the Office that administers FERPA:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

Student Schedule Changes

Student schedule changes may be made without penalty during the first three days of each semester. Drop and Add slips are to be obtained from the office of the Guidance Counselor and must be signed by the guidance counselor and building principal before they are presented to the teacher of the class that is to be added or dropped.

After the first week of the semester, students who insist on dropping a class, except for instances of an extended illness, will receive a "0" on their permanent records, and that grade will be averaged into the student's cumulative grade point average. If an extended illness makes it impossible or impracticable for a student to successfully complete a class or classes, the student may be allowed to withdraw from a class or classes as (WP)-Withdraw Passing or (WF)-Withdraw Failing. If permission to withdraw as WP or WF is given by the building principal and guidance counselor, the grade(s) will not be averaged into the cumulative grade point average of the student.

Before students are allowed to withdraw from a class as WP or WF, the student, the parents of the student, the guidance counselor, and the building principal must meet and review the circumstances of the situation. All available means that could be utilized to allow the student to successfully complete the course(s) must be reviewed before permission to withdraw as WP or WF is given by the building principal and guidance counselor.

Tardiness

A student who does not have a valid excuse for being tardy to any class may be required to serve detention. After four tardies to school, the student and parents will be required to meet with the principal to discuss the situation.

Telephone Calls

The school's telephone may be used only with permission of staff.

Threat Assessment and Response INSERT THE OPTION YOUR BOARD HAS SELECTED AND DELETE THE OTHER TWO

[Option 1: Team Concept]

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

1. Definitions

- a. A **threat** is an expression of a willful intent to physically or sexually harm someone or to damage property in a way that indicates that an individual poses a danger to the safety of school staff, students or other members of the school community.
 - i. The threat may be expressed/communicated behaviorally, orally, visually, in writing, electronically, or through any other means.
 - ii. A **transient threat** is an expression of anger or frustration that can be quickly or easily resolved.
 - iii. A **substantive threat** is an expression of serious intent to harm others which includes, but is not limited to, any threat which involves a detailed plan and means.
- b. A **threat assessment** is a fact-based process emphasizing an appraisal of observed (or reasonably-observable) behaviors to identify potentially dangerous or violent situations, to assess them and to manage/address them. Threat assessment is the process of identifying and responding to serious threats in a systematic, data-informed way.
 - i. The threat assessment process is distinct from student disciplinary procedures. The mere fact that the district is conducting a threat assessment does not by itself necessitate suspension, expulsion or emergency exclusion without complying with state law and board policy related governing those actions.

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

2. Obligation to Report Threatening Statements or Behaviors.

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

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

3. Threat Assessment Team

The threat assessment team (team) shall consist of _____.

[Note to be deleted: This team should include at least the superintendent of schools, building principal(s), guidance counselor and local law enforcement. It also could include information technology staff, the school nurse, members of the mental health profession who would be willing to work with the school. It should not include parents or board members. Members of the school crisis team may also serve on the threat assessment team.]

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

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

4. Threat Assessment Investigation and Response

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

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

- Review of the threatening behavior and/or communication;
- Interviews with the individuals involved including students, staff members, and family members as necessary and/or appropriate;
- Review of school and other records for any prior history or interventions with the students involved;
- Any other investigatory methods that the team determines to be reasonable and useful.

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

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

5. Communication with the Public about Reported Threats

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

6. Coordination with the Crisis Team After Resolution of Threat

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

[Option 2: Superintendent as Primary Investigator and Decision-Maker]

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

1. Definitions

- a. A **threat** is an expression of willful intent to physically or sexually harm someone or to damage property in a way that indicates that an individual poses a danger to the safety of school staff, students or other members of the school community.
 - i. The threat may be expressed/communicated behaviorally, orally, visually, in writing, electronically, or through any other means.
 - ii. A **transient threat** is an expression of anger or frustration that can be quickly or easily resolved.
 - iii. A **substantive threat** is an expression of serious intent to harm others which includes, but is not limited to, any threat which involves a detailed plan and means
- b. A **threat assessment** is a fact-based process emphasizing an appraisal of observed (or reasonably-observable) behaviors to identify potentially dangerous or violent situations, to assess them and to manage/address them. Threat assessment is the process of distinguishing “transient” threats from serious ones in a systematic, data-informed way.
 - i. The threat assessment process is distinct from student disciplinary procedures. The mere fact that the district is conducting a threat assessment does not by itself necessitate suspension, expulsion or emergency exclusion without complying with state law and board policy related governing those actions.
 - ii. The threat assessment process is distinct from specialized instruction which a student with a disability may receive from the school district. The school district will not change a student’s educational placement as that term is used in

the Individuals with Disabilities in Education Act *solely* as part of a threat assessment.

2. Obligation to Report Threatening Statements or Behaviors.

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

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

3. Threat Assessment Investigation and Response

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

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

- Review of the threatening behavior and/or communication;
- Interviews with the individuals involved including students, staff members, and family members as necessary and/or appropriate;
- Review of school and other records for any prior history or interventions with the students involved;
- Any other investigatory methods that the law enforcement unit determines to be reasonable and useful.
- The superintendent must confer with at least one member of the school's guidance counseling staff as part of his/her investigation. If the threat has been made by, or is directed towards, a student with a disability, the superintendent must confer with a staff member who is

knowledgeable about special education services or Section 504 of the Rehabilitation Act, as appropriate.

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

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

4. Communication with the Public about Reported Threats

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

5. Coordination with the Crisis Team After Resolution of Threat

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

[Option 3: Law Enforcement Unit as Primary Investigator; Superintendent as Primary Decision Maker – Please note, this option is only available if you have adopted Policy 3054 designating a Law Enforcement Unit]

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

1. Definitions

- a. A **threat** is an expression of willful intent to physically or sexually harm someone or to damage property in a way that indicates that an individual poses a danger to the safety of school staff, students or other members of the school community.
 - i. The threat may be expressed/communicated behaviorally, orally, visually, in writing, electronically, or through any other means.
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 - i. The threat assessment process is distinct from student disciplinary procedures. The mere fact that the district is conducting a threat assessment does not by itself necessitate suspension, expulsion or emergency exclusion without complying with state law and board policy related governing those actions.
 - ii. The threat assessment process is distinct from specialized instruction which a student with a disability may receive from the school district. The school district will not change a student’s educational placement as that term is used in

the Individuals with Disabilities in Education Act *solely* as part of a threat assessment.

2. Obligation to Report Threatening Statements or Behaviors.

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

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

3. Threat Assessment Investigation and Response

All reports of violent, threatening, stalking or other behavior or statements which could be interpreted as posing a threat to school safety will immediately be forwarded to the designated law enforcement unit. Upon receipt of an initial report of any threat, the law enforcement unit shall initiate an initial inquiry/triage and make a determination of the seriousness of the threat as expeditiously as possible. The law enforcement unit must contact local law enforcement if it determines that an individual poses a clear and immediate threat of serious violence.

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

- Review of the threatening behavior and/or communication;
- Interviews with the individuals involved including students, staff members, and family members as necessary and/or appropriate;
- Review of school and other records for any prior history or interventions with the students involved;
- Any other investigatory methods that the law enforcement unit determines to be reasonable and useful.

If the threat has been made by, or is directed towards, a student with a disability, the superintendent must confer with a staff member who is

knowledgeable about special education services or Section 504 of the Rehabilitation Act, as appropriate.

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

4. Communication with the Public about Reported Threats

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

5. Coordination with the Crisis Team After Resolution of Threat

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

Transportation Services

The district operates school buses as a convenience for students and parents. They represent a substantial investment, and students are expected to care for and respect them.

Transportation to School

Students who ride the bus to school will arrive in time for them to eat breakfast at school. Parents must contact their bus driver if a student will not ride the bus on a given day. Bus drivers endeavor to adhere to their schedule, and will wait for riders only a short period of time so as not to jeopardize the time remaining for the rest of their schedule.

Non-resident or option enrollment students may ride the buses, but they will be charged a fee to be established by the board of education. The Superintendent will schedule bus routes, and questions concerning them should be directed to that office.

Bus Regulations

Riding school vehicles is a privilege, not a right. The bus drivers have the same authority as teachers while transporting students. Students must comply with the following rules and all school conduct rules and directives while riding in school vehicles. In addition, students must also comply with the student code of conduct while riding in school vehicles. If misconduct is recurring, the student will not be allowed to ride the bus.

a) Rules of Conduct on School Vehicles:

- 1) Students must obey the driver promptly.
- 2) Students must wait in a safe place for the bus to arrive, clear of traffic and away from where the vehicle stops.
- 3) Students are prohibited from fighting, engaging in bullying, harassment, or horseplay.
- 4) Students must enter the bus without crowding or disturbing others and go directly to their assigned seats.
- 5) Students must remain seated and keep aisles and exits clear while the vehicle is moving.
- 6) Students are prohibited from throwing or passing objects on, from, or into vehicles.
- 7) Students may not use profane language, obscene gestures, tobacco, alcohol, drugs, or any other controlled substance on the vehicles.
- 8) Students may not carry weapons, look-a-like weapons, hazardous materials, nuisance items, or animals onto the vehicle.
- 9) Students may carry on conversations in ordinary tones, but may not be loud or boisterous and should avoid talking to the driver while the vehicle is in motion. Students must be absolutely quiet when the vehicle approaches a railroad crossing and any time the driver calls for quiet.
- 10) Students may not open windows without permission from the driver. Students may not dangle any item (e.g. legs, arms, backpacks) out of the windows.
- 11) Student must secure any item or items that could break or produce injury if tossed about the inside of the vehicle if the vehicle were involved in an accident
- 12) Student must respect the rights and safety of others at all times.
- 13) Students must help keep the vehicle clean, sanitary, and orderly. Students must remove all personal items and trash upon exiting.
- 14) Students may not leave or board the vehicle at locations other than the assigned stops at home or school unless

approved prior to departure by the superintendent or designee.

- 15) Video cameras may be placed on buses, at random, to monitor student behavior on the bus.

b) **Consequences**

Drivers must promptly report all student misconduct to the administration. These reports may be oral or written. Students who violate the Rules for Conduct will be referred to their building principal for discipline. Disciplinary consequences may include a note home to parents, suspension of bus riding privileges, exclusion from extracurricular activities, in-school suspension, short-term or ~~long-term~~long-term suspension from school, and/or expulsion.

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

c) **Records**

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

Requests to be dropped off at a point **not** on the regular route will not be accommodated, unless extenuating circumstances arise and the request is approved by the transportation director or administration.

Students who are not regular route riders may not ride the bus home with a friend, unless the parent of the non-route student presents written permission to the bus driver ahead of time. The written permission should include the date, the non-route rider's name, the signature of the non-rider's parent, and the place approved for drop off. Such requests may not be granted if they cause overcrowding of the vans or buses (Vans-10 riders only, plus driver).

Transportation to Activities

The school district provides transportation to students who are participating in school-sponsored events and they must ride to those events in a school vehicle. Students who wish to take private transportation home from a school event must submit a release form to the sponsor that has been signed by that student's parent.

Video Surveillance, Recordings, and Photographs

The Board of Education has authorized the use of video cameras on school district property to ensure the health, welfare, and safety of all staff, students and visitors, and to safeguard District facilities and equipment. Video cameras may be used in locations deemed appropriate by the Superintendent. If a video surveillance recording captures a student or other building user violating school policies or rules or local, state, or federal laws, it may be used in appropriate disciplinary proceedings against the student or other building user and may also be provided to law enforcement agencies.

Recordings Made by Parents/Guardians and Patrons.

Parents/guardians and patrons may make recordings of school activities intended to be public in a non-disruptive manner including things like athletic contests and school board meetings to the extent permitted by law unless otherwise lawfully restricted by the administration. Parents/guardians or patrons may not make recordings if they are volunteering or visiting school during the school day without permission of the administration or supervising staff member and subject to this policy, such as recording their child's classroom activities or recess. Parents may not record meetings with administrators or staff, including meetings related to a student's IEP or 504 Plan. Violation of this policy will result in immediate termination of any meeting that is being recorded and may be grounds for exclusion from school property, loss of volunteer privileges, or other restrictions deemed appropriate by the administration.

Recordings Made by Students. This policy applies to students during the school day on school grounds; when being transported to and from school activities or programs in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or by his or her designee; or at a school-sponsored activity or athletic event. Students may make recordings of school activities in a non-disruptive manner including things like athletic contests and other extracurricular performances to the extent permitted by law. Students generally are not permitted to record classroom instruction or members of the school community during the school day without the express consent of a staff member or as required by the student's education plan. Student use of assistive technology that has the capacity to record and/or transmit recordings (e.g. AngelSense) must be approved by the student's education team or administration. Students remain subject to all other district policies and rules. In no event shall recordings be taken or made in restrooms, locker rooms, or other areas where there is a reasonable expectation of privacy. Students who violate this policy may be subject to discipline up to and including expulsion.

Weather-Related School Closing

The Superintendent will occasionally announce an emergency early school dismissal, late start, or cancellation of school due to extreme heat, snow, or

ice. School closings will be announced on radio station _____ and television station _____ and **[other methods]**. Parents should assume that school is open and a regular schedule is being followed if there is no announcement concerning the school district. Please do not call the school or individual staff members to find out whether school is being canceled. Parents who do not believe it is safe to transport their students to school may keep their students home after contacting the district office.

If schools are closed due to severe weather conditions, all after-school activities will be canceled.

Withdrawal From School

Students who are moving from the district must notify the school office.

Work Permits

The building principal or other authorized school official shall be responsible for the issuance of work permits for children in accordance with state law.

SECTION TWO

ACADEMIC INFORMATION

Academic Lettering

A student in grades 9-12 is eligible for an academic letter if he/she achieves Honor Roll status any three of the four quarters in a year.

Class Rank

Student class rank shall be determined by using a numeric grade point average derived from all classes graded on a numeric basis. To be included in the class ranking, a student must have received a numeric grade for each core curriculum class in which he/she was enrolled. For the purposes of this policy, core curriculum shall include all courses in the areas of language arts, mathematics, science, and social studies.

Students who transfer into the school district will be eligible to be included in class ranking after two semesters of attendance.

Students who transfer into the school district in middle of their senior year will be eligible to be included in class ranking, although a mid-year transfer will not displace the ranking of a student who has not transferred mid-year. In those circumstances there will be two students holding the relevant class ranking. Mid-year transfer students will not be eligible to receive senior awards such as valedictorian and salutatorian unless the student has been enrolled in the district's high school for the last two semesters.

Credit for Non-Academic Work

Credit is not awarded for participation in extracurricular activities such as sports, speech, drama, etc. However, all such activities in which the student participates, as well as honors earned, are noted on the student's permanent record.

Correspondence and Online Courses

Under certain circumstances, the school district will reimburse students for the cost of tuition, textbooks, and other mandatory class materials for high school correspondence or online courses that are not part of the school district's regular curriculum. To receive reimbursement, the student must: 1) pay all initial course costs when he/she registers for the course; 2) select a course that is not available in the school curriculum, nor is any comparable course available; 3) register for the course during a specific school period; 4) have a faculty member designated as course monitor; and 5) complete the course during the regular school semester(s).

The district will not be liable for the costs of such courses until the student has successfully completed the course according to the established timelines. After the student has completed the course and the district has reimbursed the student for these costs, the textbooks and class materials shall become the property of the district.

Grades

Students will receive letter grades for their academic core classes.

The middle and high school grading system is as follows:

A	Superior	100% - 94%
B	Above Average	93% - 87%
C	Average	86% - 78%
D	Unsatisfactory/Below Average	77% - 70%
F	Failing (no credit)	69% - 0%
I	Incomplete	

A student may earn an incomplete when he or she fails to complete classroom assignments. Any student in grades 7-11 who receives an incomplete will have this grade recorded on his/her permanent record until the required work is completed to the teacher's satisfaction. If a student does not remove an incomplete by completing the minimum classroom assignments, the incomplete will be calculated as a failing grade in determining the student's grade point average.

If a student does not remove an incomplete by completing the necessary work within two weeks of the end of the grading period, the incomplete will become a failing grade that the student may make up only by taking the entire course again. The two-week period may be extended by mutual agreement of the teacher, principal, and student.

A student who receives an incomplete during his/her senior year must satisfactorily complete the classroom assignments to participate in the graduation ceremony. Seniors with incompletes will not be dismissed from school attendance until the classroom assignments are completed to the teacher's satisfaction.

Graduation Awards

Graduating seniors will be awarded for their academic achievements during the annual commencement activities. The winners of these awards will be determined on the basis of student academic achievement in the core curriculum: English, mathematics, science, social studies, business education, foreign language, and computer science.

The valedictorian and salutatorian of the graduating class shall be the students with the highest and second highest cumulative percentage grade point averages respectively in core curriculum course work completed in grades nine through twelve. These students will receive their awards during commencement exercises.

Students whose cumulative grade point average in core curriculum course work completed in grades nine through twelve ranks them in the top twenty-five percent of their class and will be recognized during commencement exercises.

Graduation Requirements

Students must earn [REDACTED] () total credit hours in order to graduate from high school.

Required courses and credit hours that students must complete in order to qualify for the [REDACTED] High School Diploma are:

COURSE REQUIREMENTS

CREDIT HOURS

Transfer students must meet the minimum hour requirement for graduation both in terms of total number and specific subject areas. Substitutions may be made for deficiencies in required courses, provided that it was not possible to include the courses on the student's schedule while enrolled at this school district.

Students who receive special education services are mainstreamed into the regular education curriculum when appropriate. The curriculum content of regular education classes may be modified to accommodate the individual needs and abilities of verified special education students. Each curriculum modification will be included on the student's Individual Education Plan by the Multi-Disciplinary Team and/or school staffing teams composed of special and regular education staff. Hours in special education will be counted toward a high school diploma.

Parents of students who may not qualify for their high school diploma because of academic deficiencies will be notified of this possibility by the beginning of the second semester of the student's senior year.

Homework

Classroom teachers will often assign homework. Parents who have questions about homework or concerns about class work should contact the teacher.

Questions not resolved by the teacher should be referred to the administration.

Each student is expected to spend some time preparing for studies outside of school hours. The amount of time that is needed will depend upon each student. Normally, at least an hour a day should be spent in preparing for an average assignment.

Students who struggle to complete assignments or who must spend an inordinate amount of time completing an assignment should seek the help and advice of their teachers and consult with the principal and/or the guidance counselor.

Honor Roll

To qualify for the honor roll, students must be enrolled in a minimum of seven (7) classes, four of which must be from the core curriculum of English, mathematics, science, social studies, business education, foreign language, and computer science. Students who earn a quarter or semester academic average of 94% or better with no grade in any class lower than 90% will qualify for the honor roll.

Mid-Term Graduation

Students are generally required to attend four years of high school (minimum of seven semesters) to be eligible to receive a diploma from the school district.

The Board of Education, upon receiving administrative recommendation, may grant mid-term exit from high school to students who have completed the requirements for graduation. To be considered for mid-term exit from high school, the student and his/her parents or guardian should apply during the first quarter of the student's senior year. The Board of Education will act on all requests. Any student who is granted mid-term exit from high school forfeits all privileges of high school enrollment, except the right to participate in commencement exercises.

Report Cards

Report cards are sent home the week following the end of the nine-week reporting period. Mid-quarter reports are also sent to parents of students who are having difficulty in an academic subject.

SECTION THREE

STUDENT DISCIPLINE

General Discipline Philosophy

The school district has the authority to discipline students who behave inappropriately on the way to school, at school, during lunch, on the way home, and at all school activities (home and away or any time while on school or district property).

The school district's discipline is guided by the following principles:

1. The school district's discipline policy is intended to ensure that students take responsibility for their behavior.
2. Behavior expectations and the consequences for failing to meet those expectations will be clearly communicated to all students and their parents.
3. The severity of consequences for violating behavior expectations will generally be progressive in nature. That is, sanctions will increase with each instance of misconduct; however, each instance will be assessed on its own facts, and sanctions will be imposed based on the severity of the misconduct.
4. Parents play a vital role in supporting and reinforcing the school district's expectations of their students.
5. Behavior expectations apply to all students; consequences are enforced consistently without regard to a student's academic record or achievement.

Extracurricular activities, including athletics, cheerleading, band, chorus, and club activities, are governed by the Student Activity Handbook. Students who are involved in extracurricular activities may face consequences related to the activity in addition to the consequences discussed in this handbook.

The school district reserves the right to refer to the appropriate non-school agency any act or conduct of its students which may constitute a crime under federal, state, county, or local law. The administration will cooperate with these agencies in their investigations.

Forms of School Discipline

Administrative and teaching personnel may take actions regarding student behavior that are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but need not be limited to, counseling of students, parent conferences, referral to restorative justice practices or services, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation,

or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation. The actions may also include in-school suspensions during the day or mandatory attendance at Saturday school. When in-school suspensions, after-school assignments, Saturday School, or other disciplinary measures are assigned, the student is responsible for complying with such disciplinary measures; a failure to serve such assigned discipline as directed will serve as grounds for further discipline, up to expulsion from school. District administrators may develop building-specific protocols for the imposition of student discipline.

In this section, references to "Principal" shall include building principals, the principal's designee, or other appropriate school district administrators.

Any statement, notice, recommendation, determination, or similar action specified in this section shall be effectively given at the time written evidence thereof is delivered personally to or upon receipt of certified or registered mail or upon actual knowledge by a student or his or her parent or guardian.

Any student who is suspended or expelled from school pursuant to this section may not participate in any school activity during the duration of that exclusion including adjacent school holidays and weekends. The student activity eligibility of a student who is mandatorily reassigned shall be determined on a case-by-case basis by the principal of the building to which the student is reassigned.

After School Sessions and Detentions

Teachers and administrators may require students to stay after school or to serve a detention when the student violates any of the rules contained in this handbook or violates classroom-specific conduct rules set by individual teachers.

Students who ride the bus home from school will be given a 24-hour notice of after-school time or a detention so that the parents may make plans to pick up the student the following day.

- After-school sessions will not exceed 30 minutes from the time of dismissal and are to be served in the teacher's room. A student who fails to attend an ~~after-school~~after-school session may be given a detention by the teacher or may face additional disciplinary consequences up to and including long-term suspension and/or expulsion. A student who has a conflict with an after-school session is responsible for working it out with the teacher.

- Detentions are 30 minutes, served in the central office or the detention room designated by the building principal.

Saturday School

The building administrator may require a student to attend Saturday School for four hours on Saturday morning. Saturday School is held from 8:30 AM to 12:30 PM in a classroom staffed by teachers. Students follow strict rules and must work on assignments the entire time, except for short breaks. Students who do not follow Saturday School rules will be removed from the classroom and will face further disciplinary action.

In-School Suspension

The building administrator may require a student to serve in-school suspension. Students may be required to attend up to six hours per day of school-sponsored suspension a day at a designated location where they will study and participate in campus clean up. There will be zero tolerance for behavior problems from students placed in in-school suspension. Students not completing their In-School Suspension will face further disciplinary action.

Emergency Exclusion

Students may be emergency excluded from school pursuant to the board's separate policy on emergency exclusion or state law.

Short-Term Suspension

The Principal or the Principal's designee may exclude a student from school or any school function for a period of up to five school days (short-term suspension) on the following grounds:

1. Conduct Any of the conduct described in the subsections under "Grounds for Long-Term Suspension, Expulsion, or Mandatory Reassignment" below irrespective of the location at which such misconduct constituting grounds for expulsion as hereinafter set forth; or
2. Other violations of rules and standards of behavior adopted by the board of education or the administrative or teaching staff of the school, which occur on or off school grounds, if such conduct interferes with school purposes or there is a nexus between such conduct and school.

The following process will apply to short-term suspensions:

1. The Principal shall make a reasonable investigation of the facts and circumstances. Short-term suspension shall be imposed only after a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.

2. Prior to commencement of the short-term suspension, the student will be given oral or written notice of the charges against the student. The student will be advised of what he/she is accused of having done, an explanation of the evidence the authorities have, and an opportunity to explain his/her version of the facts.
3. Within 24 hours or such additional time as is reasonably necessary following the suspension (not to exceed an additional 48 hours), the Principal will send a written statement to the student and the student's parent or guardian, describing the student's conduct, misconduct, or violation of the rule or standard and the reasons for the action taken. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal ordering the short-term suspension before or at the time the student returns to school. The Principal shall determine who, in addition to the parent or guardian, is to attend the conference.
4. Students who are short-term suspended will be given the opportunity to complete classwork, including but not limited to examinations, under the following conditions: .

Firearms. No student may bring, possess, handle, or transmit a firearm on school grounds, in a school owned vehicle, or at a school activity or event off school grounds, except as permitted by this policy.

Definition of Firearm. The term "firearm," as defined in 18 U.S.C. 921, means any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, any firearm muffler or firearm silencer, or any destructive device (excluding an antique firearm).

Exceptions Regarding Firearms. The only exceptions for a student to bring or 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.

Long-Term Suspension

Students may be excluded by the Principal from school or any school function for a period of more than five school days but less than twenty school days (long-term suspension) for any conduct constituting grounds for expulsion as hereinafter set forth. The process for long-term suspension is set forth below.

Pre-Kindergarten through Second Grade Students

An elementary school shall not suspend a student in pre-kindergarten through second grade unless the student brings a deadly weapon as defined in section 28-109 on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or his or her designee, or at a school-sponsored activity or athletic event. As an alternative to suspension, the school district may take any action authorized by law, including those provided in section 79-258.

Expulsion

1. **Meaning of Expulsion.** Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period.
2. **Summer Review.** Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year. The review will be conducted by the hearing officer who conducted the initial expulsion hearing, or a hearing officer appointed by the Superintendent in the event no hearing was previously held or the initial hearing officer is no longer available or willing to serve, after the hearing officer has given notice of the review to the student and the student's parent or guardian. This review shall be limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original hearing. This review may lead to a recommendation by the hearing officer that the student be

readmitted for the upcoming school year. If the school board or board of education or a committee of such board took the final action to expel the student, the student may be readmitted only by action of the board. Otherwise, the student may be readmitted by action of the Superintendent.

3. **Suspension of Enforcement of an Expulsion:** Enforcement of an expulsion action may be suspended (i.e., "stayed") for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect, and as a condition of such suspended action, the student may be assigned to a school, class, or program/plan and to such other consequences which the school district deems appropriate.
4. **Alternative School or Pre-expulsion Procedures.** The school shall provide either an alternative school, class or educational program for expelled students or shall follow the pre-expulsion procedures outlined in Neb. Rev. Stat. 79-266.

Grounds for Long-Term Suspension, Expulsion, or Mandatory Reassignment:

The following conduct constitutes grounds for long-term suspension, expulsion, or mandatory reassignment, subject to the procedural provisions of the Student Discipline Act, Neb. Rev. Stat. § 79-254 through 79-296, when such activity occurs on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event:

1. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes. The board has determined that the use of synthetic media such as deepfakes may constitute "similar conduct";
2. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property;
3. Causing or attempting to cause personal injury to a school employee, to a school volunteer, or to any student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision;
4. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student;
5. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon (*see also board policy on weapons and firearms*);

6. Engaging in the unlawful possession, selling, dispensing, or use of a controlled substance or an imitation controlled substance, as defined in section 28-401, a substance represented to be a controlled substance, or alcoholic liquor as defined in section 53-103.02 or being under the influence of a controlled substance or alcoholic liquor (*note: the term "under the influence" for school purposes has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant*);
7. Public indecency as defined in section 28-806, except that this prohibition shall apply only to students at least twelve years of age but less than nineteen years of age;
8. Engaging in bullying as defined in section 79-2,137 and in these policies;
9. Sexually assaulting or attempting to sexually assault any person if a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging that the student has sexually assaulted or attempted to sexually assault any person, including sexual assaults or attempted sexual assaults that occur off school grounds not at a school function, activity, or event. For purposes of this subdivision, sexual assault means sexual assault in the first degree as defined in section 28-319, sexual assault in the second degree as defined in section 28-320, sexual assault of a child in the second or third degree as defined in section 28-320.01, or sexual assault of a child in the first degree as defined in section 28-319.01, as such sections now provide or may hereafter from time to time be amended;
10. Engaging in any other activity forbidden by the laws of the State of Nebraska which activity constitutes a danger to other students or interferes with school purposes; or
11. A repeated violation of any of the following rules, or a single violation if the conduct amounts to a criminal act, if such violations constitute a substantial interference with school purposes:
 - a. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, sex, national origin, or religion;
 - b. Dressing or grooming in a manner which violates the school district's dress code and/or is dangerous to the student's health and safety, a danger to the health and safety of others, or which is disruptive, distracting or indecent to the extent that it interferes with the learning and educational process;
 - c. Violating school bus rules as set by the school district or district staff;

- d. Possessing, using, selling, or dispensing tobacco, drug paraphernalia, an electronic nicotine delivery system, or a tobacco imitation substance or packaging, regardless of form, including cigars, cigarettes, chewing tobacco, and any other form of tobacco, tobacco derivative product or imitation, or electronic cigarettes, vapor pens, etc.;
- e. Possessing, using, selling, or dispensing any drug paraphernalia or imitation of a controlled substance regardless of whether the actual substance possessed is a controlled substance by Nebraska law;
- f. Possession of pornography, including creation, possession, dissemination, accessing, sale, or any other use of synthetic media, such as deepfakes;
- g. Sexting or the possession of sexting images (a combination of sex and texting - the act of sending sexually explicit messages or photos electronically), including creation, possession, dissemination, accessing, sale, or any other use of synthetic media, such as deepfakes;
- h. Engaging in initiations, defined as any ritualistic expectations, requirements, or activities placed upon new members of a school organization for the purpose of admission into the organization, even if those activities do not rise to the level of "hazing" as defined below. Initiations are prohibited except by permission of the superintendent;
- i. Engaging in hazing as defined by state law and this policy. Hazing is defined as any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership in any school organization. Under state criminal law, hazing activities include, but are not limited to, whipping, beating, branding, an act of sexual penetration, an exposure of the genitals of the body done with the intent to affront or alarm any person, a lewd fondling or caressing of the body of another person, forced and prolonged calisthenics, prolonged exposure to the elements, forced consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption, prolonged sleep deprivation, or any brutal treatment or the performance of any unlawful act that endangers the physical or mental health or safety of any person. For purposes of school rules, hazing also includes any activity expected of someone joining a group, team, or activity that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate; personal servitude; restrictions on personal hygiene; yelling, swearing and insulting new

members/rookies; being forced to wear embarrassing or humiliating attire in public; consumption of vile substances or smearing of such on one's skin; binge drinking and drinking games; sexual simulation and sexual assault;

- j. Bullying which shall include cyber-bullying, defined as the use of the internet, including but not limited to social networking sites such as Facebook, cell phones or other devices to send, post or text message images and material intended to hurt or embarrass another person. This may include, but is not limited to; continuing to send e-mail to someone who has said they want no further contact with the sender; sending or posting threats, sexual remarks or pejorative labels (i.e., hate speech); ganging up on victims by making them the subject of ridicule in forums, and posting false statements as fact intended to humiliate the victim; disclosure of personal data, such as the victim's real name, address, or school at websites or forums; posing as the identity of the victim for the purpose of publishing material in their name that defames or ridicules them; sending threatening and harassing text, instant messages or emails to the victims; and posting or sending rumors or gossip to instigate others to dislike and gang up on the target;
- k. Violation of the district's computer acceptable computer use policy are subject to discipline, up to and including expulsion;
- l. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a simulated or "look-a-like" weapon;
- m. Using any object to simulate possession of a weapon;
- n. Knowingly making a false statement or knowingly submitting false information during the Title IX grievance process or any other school investigation or making a materially false statement in bad faith in the course of a Title IX grievance proceeding or any other school investigation; and
- o. Any other violation of a rule or regulation established by a school district staff member pursuant to authority delegated by the board.

The length of any suspension, expulsion, or mandatory reassignment shall be as provided or allowed by law.

Reporting Requirement to Law Enforcement

Violations of this section will result in a report to law enforcement if:

- 1. The violation includes possession of a firearm;
- 2. The violation results in child abuse;

3. It is a violation of the Nebraska Criminal Code that the administration believes cannot be adequately addressed by discipline from the school district;
4. It is a violation of the Nebraska Criminal Code that endangers the health and welfare of staff or students; or
5. It is a violation of the Nebraska Criminal Code that interferes with school purposes.

Due Process Afforded to Students Facing Long-term Suspension or Expulsion

The following procedures shall be followed regarding any long-term suspension, expulsion, or mandatory reassignment:

1. The decision to recommend discipline shall be made within two school days after learning of the alleged student misconduct. On the date of the decision to discipline, the Principal shall file with the Superintendent a written charge and a summary of the evidence supporting such charge.
2. The Principal shall serve the student and the student's parents or guardian 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. 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. A description of the hearing procedures provided by the act, along with procedures for appealing any decision rendered at the hearing;

- e. A statement that the principal, legal counsel for the school, the student, the student's 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. A form on which the student, the student's parent, or the student's guardian may request a hearing, to be signed by such parties and delivered to the principal or superintendent in person or by registered or certified mail to the address provided on the form.
- 3. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect, if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers.
- 4. Nothing in this policy shall preclude the student, student's parent(s), guardian(s) or representative(s) from discussing and settling the matter with appropriate school personnel prior to the time the long-term suspension, expulsion, or mandatory reassignment takes effect.
- 5. If a hearing is requested within five days after receipt of the notice, the Superintendent shall recommend appointment of a hearing examiner within two school days after receipt of the hearing request. The student or the student's parent or guardian 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 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 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, 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, or representative have the right to receive a copy of all records and written statements referred to in the Student Discipline Act as well as the statement of any witness in the possession of the school board or board of education no later than forty-eight hours prior to the hearing.
9. If a hearing is requested more than five school days following the receipt of the written notice, but not more than thirty calendar days after receipt, the Superintendent shall appoint a hearing examiner. The hearing will be held according to the requirements of section 79-269. The student shall be entitled to a hearing but the consequence imposed may continue in effect pending final determination.
10. If a request for hearing is not received within thirty calendar days following the mailing or delivery of the written notice, the student shall not be entitled to a hearing.

In the event a hearing is requested, the hearing, hearing procedures, the student's rights and any appeals or judicial review permitted by law shall be governed by the applicable provisions of the Nebraska Student Discipline Act (NEB. REV. STAT. § 79-254 to 79-294).

SECTION FOUR

[NOTE TO BE DELETED: The *Healthy, Hunger-Free Kids Act of 2010* requires publication of the wellness policy (form policy 5052) in your handbook. Please ensure the following is consistent with the policy your board adopted.]

The school district is committed to providing a school environment that enhances learning and the development of lifelong wellness. The goals outlined in this policy were determined and selected after reviewing and considering evidence-based strategies.*

1. Goals for Nutrition Promotion and Education

- a. The district will promote healthy food and beverage choices for all students, as well as encourage participation in school meal programs by such methods as implementing evidence-based healthy food promotion techniques through the school meal programs and promoting foods and beverages that meet or exceed the USDA Smart Snacks in School nutrition standards.
- b. The health curriculum will include information on good nutrition and healthy living habits.
- c. Teachers will incorporate information on nutrition and wellness into the classroom curriculum as appropriate.
- d. The district will collaborate with public and private entities to promote student wellness.
- e. Water will be made available to students throughout the school day.

2. Goals for Physical Activity

- a. The school district's curriculums shall include instruction on physical activity and habits for healthy living.
- b. Students will be encouraged to engage in physical activities throughout the school day and will be provided with opportunities to do so.
- c. The district encourages parents and guardians to support their children's participation in physical activity, to be physically active role models, and to include physical activity in family events.

3. Goals for Other School-Based Activities Designed to Promote Student Wellness

- a. The district will participate in state and federal child nutrition programs as appropriate.
- b. The district will provide professional development, support, and resources for staff about student wellness.
- c. Students will be provided sufficient time in which to eat school-provided meals.
- d. The district's lunchrooms will be attractive and well-lighted.
- e. The district will allow other health-related entities to use school facilities for activities such as health clinics and screenings so long as the activities meet the district's requirements and criteria for the use of facilities.
- f. The district may partner with other individuals or entities in the community to support the implementation of this policy.
- g. The district will strive to provide physical activity breaks for all students, recess for elementary students, and before and after school activities, as well as encourage students to use active transport (walking, biking, etc.)
- h. The district will use evidence-based strategies to develop, structure, and support student wellness.

4. Standards and Nutrition Guidelines for All Foods and Beverages Sold to Students on the School Campus and During the School Day

- a. The district will ensure that student access to foods and beverages meet federal, state and local laws and guidelines including, but not limited to:
 - i. USDA National School Lunch and School Breakfast nutrition standards
 - ii. USDA Smart Snacks in School nutrition standards.

- b. The district will offer students a variety of age-appropriate, healthy food and beverage selections with plenty of fruits, vegetables, and whole grains aimed at meeting the nutrition needs of students within their calorie requirements in order to promote student health and reduce childhood obesity.

5. Standards for All Foods and Beverages Provided, But Not Sold to Students During the School Day

The district may provide a list of healthy party ideas or food and beverage alternatives to parents, teachers, and students for classroom parties, rewards and incentives, or classroom snacks. The district discourages the use of food and beverages as a reward or incentive for performance or behavior.

6. Food and Beverage Marketing

Marketing and advertising is only allowed on school grounds or at school activities for foods and beverages that meet or exceed the USDA Smart Snacks in School nutrition standards, except as follows:

- a. This requirement does not apply to marketing that occurs at events outside of school hours such as after school sporting or any other events, including school fundraising events.
- b. The district will not immediately replace menu boards, coolers, tray liners, beverage cups, and other food service equipment with depictions of noncompliant products or logos to comply with the new USDA Smart Snacks in Schools nutrition requirements. All previously purchased products will be used, and all existing contracts honored.
- c. All equipment that currently displays noncompliant marketing materials will not be removed or replaced (e.g., a score board with a Coca-Cola logo). However, as the district reviews and considers new contracts, and as scoreboards or other such durable equipment are replaced or updated over time, any products that are marketed and advertised will meet or exceed the USDA Smart Snacks in School nutrition standards

7. Public Participation

Parents, students, representatives of the school food authority, teachers, school health professionals, board members, school administrators, and members of the general public shall be allowed to provide their input to the school district during the wellness policy adoption and review process.

8. Competitive Foods (Includes Food and Beverages Sold in Vending Machines, School Stores, and Fundraisers)

- a. Definitions. "Competitive food" means all food and beverages other than meals reimbursed under programs authorized by the Richard B. Russell National School Lunch Act and the Child Nutrition Act of 1966 available for sale to students on the school campus during the school day. For the purpose of competitive food standards implementation, "school day" means the period from the midnight before to 30 minutes after the end of the official school day.
- b. Applicability. Except as otherwise allowed by the Nebraska Department of Education (NDE) or applicable law, all competitive food sold during the school day must meet the USDA Smart Snacks Standards and the nutrition standards found in 7 CFR § 210.11. The competitive food restrictions do not apply to food sold during non-school day hours, weekends, and off-campus fundraising events such as concessions during after-school sporting events, school plays or concerts; or to bulk food items that are sold for consumption at home. (Ex: frozen pizzas, cookie dough tubs, etc.)
- c. Fundraiser Exemptions. A special exemption is allowed for the sale of food and/or beverages that do not meet the competitive food standards as required in this section for the purpose of conducting an infrequent school-sponsored fundraiser. The specially exempted fundraisers must not take place more than the frequency specified by NDE during such periods that schools are in session. No specially exempted fundraiser foods or beverages may be sold in competition with school meals in the food service area during the meal service.
- d. Other Exemptions. The only other nutrition exemptions from the competitive food requirements are those found in 7 CFR § 210.11.
- e. Other Limitations. No competitive food can be sold to children anywhere on school premises beginning one half hour before breakfast and/or lunch service until one half hour after meal service unless all proceeds earned during these time periods go to the school nutrition program.

9. Triennial Assessment

The school board shall assess and review this policy at least every three years to determine:

- a. Compliance with this policy;

- b. How this policy compares to NDE model wellness policies;
- c. Progress made in attaining the goals of this policy.

The school board will update or modify this policy as appropriate.

10. Public Notice

In addition to identifying the topic on its meeting agenda as required by the Open Meetings Act, the school district will provide notice of this policy at least annually to the public and other stakeholders identified in this policy by one or more of the following methods: on its webpage, in its newsletter, in the student and employee handbooks, newspaper advertisements, direct mailings, electronic mail, and public postings.

In addition to identifying the topic on its meeting agenda as required by the Open Meetings Act, the school district will provide notice of the Triennial Assessment and progress reports towards meeting the goals in this policy using one or more of those same methods.

11. Recordkeeping

The District will retain records to document compliance with the requirements of the wellness policy at its central office.

12. Operational Responsibility

The superintendent is responsible for coordinating the implementation of this policy and for monitoring the district's progress in meeting the goals established by this policy. The superintendent will periodically report to the board on the district's progress in implementing this policy.

* These strategies include, but are not necessarily limited to, those cited in the Alliance for a Healthier Generation's Model Wellness Policy (Updated June 2020 to Reflect the USDA Final Rule) found at <https://api.healthiergeneration.org/resource/2>.

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[Insert Title IX Policy in Entirety.]

STAFF DIRECTORY

Members of the Board of Education:

..... President
..... Vice-President
..... Secretary
..... Treasurer
..... Member
..... Member

Administrative Staff:

..... Superintendent
..... High School Principal
..... Elementary Principal

Teaching Staff:

Support Staff:

..... Upper Elementary
Aide
..... Lower Elementary
Aide
..... Study Hall
Supervisor
..... Special Education
Aide

Office Staff

..... Bookkeeper/Superintendent's Secretary
..... Principal's
Secretary
.....
Office Aide

Child Nutrition Program

..... Cafeteria
Manager
..... Assistant
Cook
.....
Assistant Cook
.....
Assistant Cook

Custodians

.....
Maintenance/Custodian
..... Secondary
Custodian

..... Elementary
Custodian

Transportation Department

..... Route
Driver

..... Route
Driver

..... Route Driver
..... Activity
Driver

..... Activity
Driver

..... Activity
Driver

SCHOOL CALENDAR

SECTION FIVE

FORMS

This section contains forms that students and their parents must complete and return to the school office **NO LATER THAN**

_____.

RECEIPT

This Student Handbook is distributed in accordance with Nebraska State Law, Section 79-262, paragraph three which states in part: "Rules and Standards which form the basis for discipline shall be distributed to students and parents at the beginning of each school year or at the time of enrollment..."

Parents (or guardians) and students are required to sign & return the receipt form below before [REDACTED].

PARENT/STUDENT AGREEMENT

I have received and read the Student Handbook that describes the [REDACTED] School District's discipline policies, regulations, rules, and expectations to be followed by students enrolled in the [REDACTED] Public Schools, including the Drug Free School Policy. My child and I have discussed these policies and understand that we must comply with them.

RECOGNITION OF POTENTIAL AMENDMENTS OR SUPPLEMENTS

The rules and information provided in this handbook may be supplemented or amended by the School District's administration at any time, consistent with applicable law and board policy. All parents shall be provided notice of any such changes by the district's regular means of contact. By signing below, you agree that you will read any such information and communications, discuss them with your child, and recognize that you must comply with all rules, procedures, and requirements as they apply at that time.

Student's Signature

Date

Parent/Guardian's Signature Date

Cell Phone Number (Optional)

Cell Phone Number (Optional)

Parent's Email Address (Optional)

Parent's Email Address (Optional)

EMERGENCY INFORMATION:

Student's Name

Parent/Guardian's Name(s)

Mailing Address
Phone

Home

Father's Employer
Phone

Business

Mother's Employer
Phone

Business

Other Person Who May Be Contacted in Case of
Phone

Emergency

Choice of Doctor
Phone

**PARENTAL AUTHORIZATION AND RELEASE FORM
ADMINISTRATION OF NON- PRESCRIPTION DRUGS TO STUDENTS**

While the administration of medications to students should be scheduled outside of school hours whenever possible, occasionally it may be necessary for school personnel to administer nonprescription drugs to a student as authorized by the student's parents, guardians, or medical professionals and state law. School personnel will only dispense those nonprescription drugs which have been approved by state and federal law for use as a drug and meet the definition of nonprescription drugs in Nebraska's Medication Aide law which states:

Nonprescription drugs means nonnarcotic medicines or drugs which may be sold without a medical order and which are prepackaged for use by the consumer and labeled in accordance with the requirements of the laws and regulations of this state and the federal government.

In order for students to be administered nonprescription medication by school personnel, a parent or guardian must:

- Complete and return this authorization form.
- Provide the district with any nonprescription drugs you wish to be administered in its original container from the manufacturer, which must include legible, unadulterated manufacturer instructions. The container must be labeled with the student's name.
- Provide the district with specific written instructions regarding the requested nonprescription drug's administration, including the date(s) the student is to be administered the drug, the dosage to be administered, the frequency of administration, and any other details or conditions relevant to administration.

School personnel will not administer nonprescription drugs in a manner inconsistent with the manufacturer instructions or state law. School personnel will not administer non-prescription drugs that is expired.

The undersigned are the parent(s), guardian(s), or person(s) in charge of

(name of the student)

I authorize and request school personnel to administer nonprescription drugs to my student. I release the school district, its officials, and employees from any and all liability concerning the administration of nonprescription drugs to my student.

DATED this _____ day of _____, 20__.

Parent/Guardian

**PARENTAL AUTHORIZATION AND RELEASE FORM
ADMINISTRATION OF PRESCRIPTION DRUGS TO STUDENTS**

The undersigned are the parent(s), guardian(s), or person(s) in charge of

(name of the student)

It is necessary that the student receive (name of drug) _____, a physician-prescribed drug, during school intervals beginning on (date) _____ and continuing through _____. (date)

I hereby request that the School District, or its authorized representative, administer the drug named above to my child named above, in accordance with the prescribing physician's instructions, and agree to:

1. -Submit this request to the teacher.
2. Make certain the Physician's Request for the Administration of Prescription Medication by School Personnel is submitted to the teacher.
3. Make sure personally that the drug is received by the teacher and/or county nursing service administering it, in the container in which it was dispensed by the prescribing physician or licensed pharmacist.
4. -Make sure personally that the container in which the drug is dispensed is marked with the drug name, dosage, interval dosage, and date after which no administration should be given.
5. -Submit a REVISED STATEMENT signed by the physician prescribing the drug to the teacher IF ANY OF THE INFORMATION PROVIDED BY THE PHYSICIAN CHANGES.
6. Release the School District and the Board of Education of the School District and all employees, agents, and the representatives of the School District from any liability concerning the giving or non-giving of the drug to the student.

DATED this _____ day of _____, 20__.

Parent/Guardian

**ADMINISTRATION OF MEDICATION TO STUDENTS
PHYSICIAN'S REQUEST FOR ADMINISTRATION OF PRESCRIPTION
MEDICATIONS BY SCHOOL PERSONNEL**

DATE _____

CHILD'S FULL NAME _____ is under my care and must take medication which I have prescribed during the school day.

Name of medication (as it appears on container in which the drug is stored) _____

Dosage and time _____
Date _____ administration _____ of _____ drug _____ is _____ to _____ begin _____

Possible adverse reactions to be reported to physician _____

Special instructions for the administration and storage of the drug _____

I or my designee(s) have trained school personnel or approved alternative training as adequate to administer the medication, have evaluated the situation, the general administration plan and if applicable, the ~~self administration~~ self-administration plan or emergency care plan, and deemed each to be safe and appropriate, and if applicable authorize the use of hypodermic syringes and needles or similar medical terms.

Name of Physician and Designee _____

Print or Type

Primary Phone Number

Secondary Phone Number

Signature of Physician

RECORD OF SELF-ADMINISTRATED MEDICINE

Parent's Phone _____
Student Name _____ Grade _____
Date to Begin _____ Date to End _____
Name of Medication _____
Dosage of Medication _____ Time _____
Doctor _____ Phone #1 _____
Phone # _____
Possible Adverse Reaction: _____

_____ gives permission for _____ our son/daughter to self-administer specific medications at school. This medication cannot be taken at any other non-school time.

DATED this _____ day of _____. 20____.

Students who are able to self-administer specific medication may do so provided:

1. The physician provides written authorization allowing self-administration of said medication.
2. The parent provides written authorization allowing self-administration of said medication.
3. Such medication is transported to the school and maintained under the student's control in the original, properly labeled package and (a) is not opened except when self-administering the medication, (b) is not self-administered during instructional time or in the presence of other students unless medically necessary, and (c) is not shown or exhibited to other students.
4. The student's physician or physician's designee has (1) evaluated the situation and deemed it to be safe and appropriate; (2) documented this on the physician's authorization for the student's cumulative health record, and (3) approved the general administration plan.
5. The student and the student's physician or physician's designee have developed a plan for reporting and supervising self-administration.
6. The principal and appropriate teacher are informed that the student is self-administering prescribed medication.

Doctor's Signature _____

6045

Behavioral Intervention

General Approach. The district utilizes a tiered system of support to foster a positive school climate and culture, encourage appropriate student behavior, and provide the necessary supports for academic and behavioral success.

Interaction with Student Discipline Policy. This policy does not replace the Student Discipline policy or limit the District's authority under the Student Discipline Act when behaviors warrant action under that policy or Act.

Classroom Removal. Students may be removed from the classroom if the student poses a threat to their own safety, the safety of others, or the environment or if the student's behavior is disruptive to the learning environment. When appropriate, prior to removal staff should consider the use of de-escalation techniques, behavior redirection, or other Tier 1 or Tier 2 or comparable interventions.

When classroom removal is appropriate, the District will consider whether the student requires additional support to transition back to the classroom and continue to monitor the student's behavior to adjust interventions and supports as needed.

Required Training. The School District, independently or through the educational service unit, will develop and provide behavioral awareness and intervention training to employees with behavioral management responsibilities. Each employee with behavior management responsibilities must complete the behavioral awareness and intervention training during the 2026-27 school year or during the first year of employment with the district. The length of such training will be at least **X** hours.

Behavioral Awareness Point of Contact (BAPC). Each school building must designate one or more school employees as a BAPC. Each BAPC must have knowledge of community services providers and other resources available for students and families. Each BAPC must coordinate access to support services for students.

The BAPC will be identified on the district website and in the school directory.

Adopted on: _____

Revised on: _____

Reviewed on: _____

6044
Participation and Assignment of Athletic Teams

Designation of Athletic Team or Sport. The terms male, female, and coed are defined as provided by state law. All athletic and sports teams of the district are hereby designated as male, female, or coed as follows:

Sport/Team	Designation
Football	Male
Volleyball	Female
Cross Country	Male and Female Teams
Golf	Male and Female Teams
Basketball	Male and Female Teams
Wrestling	Male and Female Teams
Track	Male and Female Teams
Track and Unified Track	Male, Female, and Coed Teams
Bowling and Unified Bowling	Male, Female, and Coed Teams
Baseball	Male
Softball	Female
[INSERT ALL OF YOUR SPORTS]	

Participation on Assigned Teams. Males shall not participate on teams designated for females. Females may only participate on male teams when there is no female team offered or available for such sport. Males and females may participate on coed teams and in coed events as long as their participation is consistent with the eligibility and other rules of that team or event.

Determination of Student Sex. To determine eligibility, a student and the student's parent or guardian shall provide the district with confirmation of the student's sex on a document signed by a doctor or signed under authority of a doctor.

Conduct of Visitors and the Public. Visitors and members of the public attending district interscholastic team activities are expected to comply with all district policies and practices, including sportsmanship rules.

Adopted on: _____

Revised on: _____

Reviewed on: _____

Employment Terms for Classified Staff

Each position below shall be hired by the superintendent on the terms stated.

Head and Assistant Custodian

- Employed on a 12 month basis
- Allowed 7 days paid vacation
- Allowed 12 paid days vacation after 3 years of employment
- Allowed 7 paid holidays (New Years, Memorial, 4th of July, Labor, Thanksgiving, Friday after Thanksgiving, and Christmas)
- Head and Assistant Custodian provided single health insurance
- Allowed 12 days of sick leave per year, cumulative to 20 days
- Bereavement is 2 duty days
- District provides LTD
- Monthly phone allowance of \$25 for Head Custodian
-

Superintendent's secretary

- Employed on a 12 month basis
- Allowed 7 days paid vacation
- Allowed 12 paid days vacation after 3 years of employment
- Allowed 7 paid holidays (New Years, Memorial, 4th of July, Labor, Thanksgiving, Friday after Thanksgiving, and Christmas)
- Provided single health insurance
- Allowed 12 days of sick leave per year, cumulative to 20 days after three years of employment
- Bereavement is 2 duty days
- District provides LTD

Principal's secretary

- Employed on a 12 month basis
- Allowed 7 days paid vacation
- Allowed 12 paid days vacation after 3 years of employment
- Allowed 7 paid holidays (New Years, Memorial, 4th of July, Labor, Thanksgiving, Friday after Thanksgiving, and Christmas)
- Provided single health and dental insurance
- Allowed 12 days of sick leave per year, cumulative to 20 days after three years of employment
- Bereavement is 2 duty days
- District provides LTD
- Monthly phone allowance of \$25 for contacting substitutes

Cooks

- Employed during the school term only
- Allowed 8 days of sick leave per year, cumulative to 16 days after three years of employment
- No paid holidays are granted for this position
- Head Cook provided single health (Full year)
- Paid from the Hot Lunch Fund
- Bereavement is 2 duty days regardless of FTE
- Allowed 1 personal day per year
- Allowed 2 personal days per year after 5 years of employment
- Allowed 3 personal days per year after 10 years of employment

Physical Exam

- Any non-certified school employees who are required to do so by law, must have a yearly physical examination
- Required physical exams will be paid for by the district and a written notice given to the superintendent previous to September 1 of the ensuing year
- The physical from a doctor may be specified by the board on a proper form to be provided by the superintendent
- If the employee wishes to go to a doctor other than the one specified by the board, the expenses will not be borne by the district

Summer Workshops for Food Handlers

- Those employed to handle and prepare food for the Hot Lunch Program are asked to attend the school provided by the State Department of Food Services
- All cost of the school and registration fees will be paid by the board of education. Transportation will be provided

Non-Certified Substitute Pay

- A substitute for a non-certified staff member will be paid on an hourly rate set each year at the regular April school board meeting

Para Educators

- Employed on an hourly basis only as needed
- Allowed 8 days of sick leave per year, cumulative to 16 days after three years of employment.
- No paid holidays are granted for this position
- Bereavement is 2 duty days regardless of FTE
- Allowed 1 personal day per year
- Allowed 2 personal days per year after 5 years of employment
- Allowed 3 personal days per year after 10 years of employment

Other Provisions Applicable to All Classified Staff Rate of Pay

- Classified employees who work more than 40 hours in a workweek shall receive overtime pay or compensatory time, at the district's discretion. Classified employees shall not work more than 40 hours in a workweek without the express approval of their supervisor.

Status of Employment

- Notwithstanding the employment of classified employees for specified terms, all such employees shall be employed at-will and may terminate their employment or have it terminated by the superintendent of schools, without a hearing, upon giving notice.

Adopted on: 6-14-25

Revised on:

Reviewed on:



Phone: (402) 464-6348 | Fax: (402) 464-7268
5001 Russell Circle, Lincoln NE 68507 | www.midwestdoor.net

TO: **Sterling High School**

250 Main Street
Sterling, NE. 68443

DATE: 2/17/25

JOB: Metal Shop South, Metal Shop North,
Metal Shop Classroom

ATTN: **Steve**

PHONE: **402-335-0315**

EMAIL: slogston@sterlingpublicschools.com

QUOTATION

35-021725-01

QTY.	MATERIAL	PRICE	EXTENSION
	METAL SHOP SOUTH DOOR		
1	707S-18 3067 1-3/4 F RHR G2 YES 453		
	HOLLOW METAL INSULATED FLUSH DOOR		
	* Closer Prep, Top Cap Welded and Filled		
1	M16 3067 3-1/2 RHR E1 SUA E17 ESA 453		
	HOLLOW METAL WELDED FRAME		
	* Closer Prep, HFG - Top Hinge Reinforcement, 1" Face Hinge, Strike & Head		
3	ECBB1100 4.5 X 4.5 26D NRP HINGE		
1	3480 2-3/4" US26D WTN STOREROOM Gr.1		
1	5100 MLT ALUM X SNB CLOSER		
1	425E 36" THRESHOLD (1/2" X 5")		
1	160U 36 X 84 X TEK W/STRIP		
1	200NA 36" X TEK SWEEP		
	METAL SHOP NORTH DOOR		
1	707S-18 3067 1-3/4 F LHR G2 YES 453		
	HOLLOW METAL INSULATED FLUSH DOOR		
	* Closer Prep, Top Cap Welded and Filled		
1	M16 3067 3-1/2 LHR E1 SUA E17 ESA 453		
	HOLLOW METAL WELDED FRAME		
	* Closer Prep, HFG - Top Hinge Reinforcement, 1" Face Hinge, Strike & Head		
3	ECBB1100 4.5 X 4.5 26D NRP HINGE		
1	3480 2-3/4" US26D WTN STOREROOM Gr.1		
1	5100 MLT ALUM X SNB CLOSER		
1	425E 36" THRESHOLD (1/2" X 5")		
1	160U 36 X 84 X TEK W/STRIP		
1	200NA 36" X TEK SWEEP		

METAL SHOP CLASSROOM DOOR													
1	707S-18 3068 1-3/4 F RHR G2 90 MIN YES 433												
	HOLLOW METAL INSULATED FLUSH DOOR												
	* Closer Prep, 90 Min Rating												
3	ECBB1100 4 X 4 US26D RC HINGES												
1	3470 2-3/4" US26D WTN CLASSROOM Gr.1												
1	5100 MLT ALUM X SNB CLOSER												
1	200NA 36" X TEK SWEEP												
1	5050B 17' SMOKE SEAL												
TOTAL COST OF MATERIAL AND INSTALLATION			\$8,008.00										
Clarifications: THIS IS AN ESTIMATE. ACTUAL REPAIR COST MAY BE HIGHER OR LOWER ALL HOLLOW METAL IS PRIMED COATED ONLY THE CUSTOMER IS RESPONSIBLE FOR FINISHING THE HOLLOW METAL Please Allow: 6-8 WEEKS for the delivery of the hollow metal and hardware Please Note: All finish work such as: drywall, painting, etc., IS NOT PROVIDED BY MWDH OR THE CONSTRUCTION TEAM PROVIDED BY MWDH Work to be performed during normal business hours unless authorized													
		SUB TOTAL	\$8,008.00										
		TAX EXEMPT											
		TOTAL	\$8,008.00										
<table border="1" style="width: 100%;"> <tr> <td colspan="2">Qualifications:</td> </tr> <tr> <td colspan="2">NO RETAINAGE IS INCLUDED.</td> </tr> <tr> <td colspan="2">PRICES ARE GOOD FOR 30 DAYS</td> </tr> <tr> <td colspan="2">MATERIAL IS PRICED FOB JOBSITE</td> </tr> <tr> <td colspan="2">3% TO BE ADDED FOR PAYMENT BY CREDIT CARD</td> </tr> </table> <i>Respectfully Submitted, Midwest Door & Hardware</i> Prepared By: Terry Lange (402) 480-7076 terry1@midwestdoor.net <i>Sign Below to Accept Proposal:</i> Authorized Rep(s) _____ Date _____				Qualifications:		NO RETAINAGE IS INCLUDED.		PRICES ARE GOOD FOR 30 DAYS		MATERIAL IS PRICED FOB JOBSITE		3% TO BE ADDED FOR PAYMENT BY CREDIT CARD	
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MATERIAL IS PRICED FOB JOBSITE													
3% TO BE ADDED FOR PAYMENT BY CREDIT CARD													

3559

3057 Title IX Policy

As required by Title IX of the Education Amendments of 1972, it is the policy of the school district that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any of the school district's programs or activities, or in regards to admission or employment. Any person may report sex discrimination, including sexual harassment. This report may be made by any means to the district's Title IX Coordinator, who can be contacted at [Office Address], [Email Address], [Telephone Number]. Any other inquiries regarding the application of this policy should be referred to the Title IX Coordinator.

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

- **Complainant** means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.
- **Formal complaint** means a document or electronic submission filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment and requesting that the district investigate the allegation of sexual harassment. At the time of filing a formal complaint with the district, a complainant must be participating in or attempting to participate in the district's education program or activity.
- **Respondent** means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.
- **Consent** for purposes of this policy means the willingness in fact for conduct to occur. An individual may, as a result of age, incapacity, disability, lack of information, or other circumstances be incapable of providing consent to some or all sexual conduct or activity. Neither verbal nor physical resistance is required to establish that an individual did not consent. District officials will consider the totality of the circumstances in determining whether there was consent for any specific conduct. Consent may be revoked or withdrawn at any time.
- **Sexual harassment** means conduct on the basis of sex where (1) An employee of the district conditions the provision of an aid, benefit, or service of the district on an individual's participation in unwelcome sexual conduct; (2) An individual experiences unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies the person equal access to the district's education program or activity; (3) An individual experiences a sexual assault, dating violence, domestic violence, or

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

- **Sexual assault**, as defined in 20 U.S.C. § 1092(f)(6)(A)(v), which means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation:
 - **Sex Offenses, Forcible**—Any sexual act directed against another person, without the consent of the victim including instances where the victim is incapable of giving consent.
 - **Rape**—(Except Statutory Rape) The carnal knowledge of a person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.
 - **Sodomy**—Oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity
 - **Sexual Assault With An Object**—To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity
 - **Fondling**—The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity
 - **Sex Offenses, Non-forcible**—(Except Prostitution Offenses) Unlawful, non-forcible sexual intercourse.
 - **Incest**—Non-Forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law

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

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

Response to Sexual Harassment

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

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

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

Grievance Process for Formal Complaints of Sexual Harassment

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

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

Grievance Procedure

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

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

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

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

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

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

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

Dismissal of a formal complaint under this policy does not preclude the district

from taking action under another provision of the district's code of conduct or pursuant to another district policy.

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

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

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

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

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

Determination Regarding Responsibility. Before the district reaches a determination regarding responsibility, each party may submit written, relevant questions of any party or witness. The decision-maker will provide each party with the answers, and allow for additional, limited follow-up questions from each party. Questions and evidence about the complainant's sexual predisposition are never relevant. Questions about the complainant's prior sexual behavior are only relevant if those questions and evidence are offered (1) to prove that someone other than the respondent committed the conduct alleged by the complainant, or (2) are offered to prove consent and

concern specific incidents of the complainant's prior sexual behavior with respect to the respondent. If the decision-maker decides to exclude a question because it is not relevant, he/she will explain the basis for that decision.

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

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

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

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

Time for Appeal. Appeals may only be initiated by submitting a written

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

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

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

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

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

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

- the allegations;
- the requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations;
- that at any time prior to agreeing to a resolution, any party has the

right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint; and

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

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

- Each sexual harassment investigation including any determination regarding responsibility, any disciplinary sanctions imposed, and any remedies provided;
- Any appeal and its result;
- Any informal resolution and its result; and
- All materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process. The district will make these training materials publicly available on its website, or if the district does not maintain a website, then the district will make these materials available upon request for inspection by members of the public.

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

Retaliation Prohibited. Neither the district nor any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, 34 C.F.R. part 106, or this policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy. The

district will keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness, except as may be permitted by the FERPA statute, 20 U.S.C. § 1232g, or FERPA regulations, 34 C.F.R. part 99, or as required by law, or to carry out the purposes of 34 C.F.R. part 106, including the conduct of any investigation, hearing, or judicial proceeding arising thereunder. Complaints alleging retaliation may be filed according to shall be addressed pursuant to Board Policy 2006 (Complaint Procedure).

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

Notification of Policy. The district will notify applicants for admission and employment, students, parents or legal guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district of the existence of this policy. The requirement to not discriminate, as stated in Title IX and 34 C.F.R. part 106, in the district's education program(s) or activities extends to admission and employment, and inquiries about the application of Title IX and 34 C.F.R. part 106 to the district may be referred to the district's Title IX Coordinator, the Assistant Secretary for Civil Rights of the United States Department of Education, or both.

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

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

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

Adopted on: _____

Revised on: _____

Reviewed on: _____

3057
Title IX Policy

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

Adopted on: _____

Revised on: _____

Reviewed on: _____

AGREEMENT TO PROVIDE THERAPY SERVICES

STERLING PUBLIC SCHOOL AND JOHNSON COUNTY HOSPITAL

This Agreement is entered into on July 1, 2025, between JOHNSON COUNTY HOSPITAL, hereinafter referred to as "Hospital", and STERLING PUBLIC SCHOOL, hereinafter referred to as "School".

WITNESSETH:

WHEREAS, the Hospital employs personnel who are duly qualified to practice Physical and Occupational Therapy in the State of Nebraska; and

WHEREAS, the School is in need of Physical and Occupational Therapy services for eligible students; and

WHEREAS, the Hospital and School desire to enter into a service agreement whereby the Hospital shall furnish the following described Physical and Occupational Therapy services (the "Services") up the following terms and conditions.

NOW, THEREFORE, in consideration of the mutual promises, covenants, and conditions hereinafter set forth, it is understood and agreed as follows:

The Hospital shall provide Services to eligible students at Sterling Public Schools. The Chief Executive Officer of the Hospital and the Superintendent, or a designee, for the School, shall determine the schedule of days, hours, and location(s) for the Services performed under this agreement.

1. The Hospital shall provide Physical and Occupational Therapists licensed in the State of Nebraska to perform the Services set forth in Schedule "A" attached hereto and made a part hereof.
2. The School shall perform the administrative functions set forth in Schedule "B" attached hereto. The School shall provide equipment and the Services as agreed upon by the Hospital and the School and listed in Schedule "B" attached hereto.
3. The Hospital shall ensure that each employee provided by the Hospital is licensed by the State of Nebraska in the performance of the Services provided herein and during the term of this Agreement.
4. Employees of the Hospital shall not provide private Physical or Occupational Therapy services to any Sterling Public School Student of the School receiving the Services under the terms of the Agreement unless such therapy services have been mutually agreed to by the School and the Hospital.
5. The Hospital agrees that before any of its employees or agents will be permitted on school grounds while students are present, such employees or agents will have their backgrounds checked as provided by Nebraska law, to include Adult Protective Services Central Registry, Central Registry of Child Protection Cases, Nebraska State Patrol Criminal Background Check, Nebraska State Patrol Sex Offender Registry, OIG/GSA list of Parties Excluded from Federal, and state licensing records. The Hospital will bear the cost of the background checks. The School has

the right to refuse entry onto its school grounds to any individual whose background check does not meet the requirements established by the School pursuant to Nebraska law.

6. The term of this Agreement shall commence on July 1, 2025, and expire on June 30, 2026, unless thirty (30) days' written notice is given.
7. Services provided by the Hospital and authorized by the School shall be compensated at a Rate of \$82.00 per hour for Physical and Occupational Therapists and \$58.00 per hour for Physical Therapist Assistants.

School Year 2025- 2026
July 1, 2025 – June 30, 2026

Service	Code	Rate/Hour
Physical Therapy	4005	\$82.00
Occupational Therapy	4006	\$82.00
Physical Therapy Assistant	8022	\$58.00
Mileage - Federal Standard Mileage Rate	6001	\$0.70

8. Each Physical or Occupational Therapist shall maintain a student schedule, including the hours of service for each student served. A monthly statement of services rendered by the Hospital shall be submitted to the School by the fifteenth (15th) of each month. Upon verification of the services, the School will make payments to the Hospital within forty-five (45) days from the date of receipt of the Hospital's statement. Statements should be mailed to:

Sterling Public School Attn: Superintendent
250 Main Street
Sterling, NE 68443

9. During the term of this Agreement, the Hospital shall maintain professional liability insurance in the minimum amount of one million dollars (\$1,000,000) and three million dollars (\$3,000,000). As evidence of such insurance coverage, the Hospital shall furnish the School with a Certificate of Insurance prior to commencing the Services under this Agreement.
10. This Agreement shall be construed for all purposes under the laws of the State of Nebraska and may not be changed, modified, altered, or amended except by a written instrument signed by both parties to this Agreement. If any provisions of this Agreement are declared void, such provisions shall be deemed severed so that all of the remaining terms and conditions of this Agreement shall otherwise remain in full force and effect. Any dispute in connection with the Agreement may be submitted to arbitration if mutually agreed upon by both parties.
11. The failure of either party to object to or take affirmative action with respect to any conduct of the other party which is in violation of the terms hereof shall not be construed as a waiver thereof, or any future breach or subsequent misconduct.
12. The Hospital will provide employees and services consistent with the highest degree of care, and its employees shall comply with all medical and ethical requirements imposed by the Nebraska

Department of Education, or any other applicable regulatory agency, and shall comply with requirements of the Nebraska Department of Education and the School pertaining to its students.

13. The Hospital shall provide the School with copies of the professional license of Physical and Occupational Therapists who provide the Services under this agreement.
14. Neither the Hospital nor the School shall assign or transfer any interest in this Agreement without the written consent of the other party.
15. The Chief Executive Officer of the Hospital and the Superintendent of the School, or their respective designees, shall attempt to resolve any questions or disagreements arising out of the administration performance of the Agreement, before any litigation is instituted.
16. The relationship between the School and the Hospital, its employees and agents, shall be that of an independent contractor, and not that of employer/employee.
17. Either party may terminate this Agreement without cause upon thirty (30) days' written notice to the other party.
18. Any notice given or requested to be given pursuant to the Agreement shall be hand delivered or mailed, first class postage, pre-paid, to the School at 250 Main Street, Sterling, NE 68443, to the attention of the Superintendent, and to the Hospital at 202 High Street, Tecumseh, NE 68450, to the attention of the Chief Executive Officer, or at such other address as either party may direct in writing.

IN WITNESS WHEREOF, the parties hereto have set their hands and seals this day and year written above.

STERLING PUBLIC SCHOOL

BY: _____
Superintendent

Date

JOHNSON COUNTY HOSPITAL

BY: Mary Kent
Mary Kent, Chief Executive Officer

5-22-2025
Date

SCHEDULE A

Services provided by Physical and Occupational Therapists in accordance with Nebraska State licensure requirements:

1. Physical and/or Occupational Therapy Treatments/Evaluations.
2. Consultative Services as related to Physical and Occupational Therapy.
3. Evaluations and quarterly reports on all students in the Program.
4. Participation in IEPs and eligibility staffing as necessary.
5. Provision of written home programs when appropriate.
6. Professional development activities as agreed upon by the Hospital and the School.
7. The School will be responsible for the cost of VMI and SPM testing measures.
 - a. These testing items will be the property of the School and will only be used in their Reimbursement Rates:
 - i. \$82.00 per hour for Physical and Occupational Therapist and \$58.00 for Physical Therapist Assistants, billable in 15-minute increments, the School will be charged for the time they are on school premises. This will include travel to and from schools, direct student care, and documentation time. The mileage charge will be at the Federal Standard Mileage rate of \$0.70.

Non-Reimbursable Activities:

1. Sick Days
2. Holidays
3. Vacation Days
4. Lunch Time (30 minutes)
5. Continuing education activities other than those included in item 6 above.

SCHEDULE B

The School will provide the Physical and Occupational Therapist with the following:

1. Environment

- a. Adequate space, i.e., gym, cafeteria, clinic, and empty classrooms.
- b. Utilities (lights, water, A/C).
- c. Housekeeping.

2. Equipment

- a. Mats
- b. Sandbag weights
- c. Walking adaptive equipment
- d. Balls- balance boards (for coordination).
- e. Small supplies as needed.
- f. Other equipment and supplies as agreed upon by the Board and the Vendor.

3. Administration:

- a. Coordination of the overall program
- b. Communication with school district staff as appropriate.