

## Board of Education Regular Meeting

Monday, June 14, 2021 7:00 PM

Lexington City Council Chambers, 406 E. 7th St., Lexington, NE 68850

Cindy Benjamin: Present  
Travis Maloley: Absent  
Garth Mins: Present  
Roger Reutlinger: Present  
Carlos Saiz: Present  
Larry Steinberger: Present  
Garth Mins: Absent

### 1. CALL TO ORDER

### 2. FLAG SALUTE

### 3. OPEN MEETINGS ACT

### 4. ROLL CALL

#### Action(s):

Motion to excuse Travis Maloley and Garth Mins.  
Passed with a motion by Carlos Saiz and a second  
by Larry Steinberger.

#### Voting Detail:

Cindy Benjamin: Yea  
Travis Maloley: Absent  
Garth Mins: Absent  
Roger Reutlinger: Yea

Carlos Saiz: Yea  
Larry  
Steinberger: Yea

**Voting Summary:** Yea: 4, Nay: 0, Absent: 2

### 5. REVIEW OF AGENDA

#### Action(s):

Any Board Member: "Motion to (approve/amend) the  
agenda as presented." Passed with a motion by  
Larry Steinberger and a second by Roger  
Reutlinger.

#### Voting Detail:

Cindy Benjamin: Yea  
Travis Maloley: Absent  
Garth Mins: Absent  
Roger Reutlinger: Yea

Carlos Saiz: Yea  
Larry  
Steinberger: Yea

**Voting Summary:** Yea: 4, Nay: 0, Absent: 2

### 6. CITIZENS' COMMENTS

### 7. CONSENT AGENDA

#### Action(s):

Any Board Member: "Motion to approve the consent agenda." Passed with a motion by Carlos Saiz and a second by Larry Steinberger.

**Voting Detail:**

Cindy Benjamin: Yea  
Travis Maloley: Absent  
Garth Mins: Absent  
Roger Reutlinger: Yea

Carlos Saiz: Yea  
Larry  
Steinberger: Yea

**Voting Summary:** Yea: 4, Nay: 0, Absent: 2

1. Approve Minutes

2. Approve Payment of Invoices

3. Approve Financial Report

4. Personnel Actions

1. Approve Hiring Recommendations

1. Kathleen Halouska--LHS special education teacher

2. Jessica Moran--Bryan K/1st grade teacher (English)

3. Chloe Szymanski--Sandoz special education teacher

8. **NEW BUSINESS**

1. Curriculum & Americanism

1. Report on student academic performance for 2020-2021.

2. Consider approval of purchase of high school Spanish curriculum materials.

**Action(s):**

Motion to approve purchase of materials from Vista Higher Learning in the amount of \$52,856.50, as presented. Passed with a motion by Larry Steinberger and a second by Carlos Saiz.

**Voting Detail:**

Cindy Benjamin: Yea  
Travis Maloley: Absent  
Garth Mins: Absent  
Roger Reutlinger: Yea

Carlos Saiz: Yea  
Larry  
Steinberger: Yea

**Voting Summary:** Yea: 4, Nay: 0, Absent: 2

2. Technology

1. Consider approval of wide area network (WAN) upgrade from 1 GB to 10 GB.

**Action(s):**

Motion to approve 10G upgrade from Unite Private Networks, LLC, in the amount of \$19,200.00 per year. Passed with a motion by Carlos Saiz and a second by Larry Steinberger.

**Voting Detail:**

Cindy Benjamin: Yea  
Travis Maloley: Absent  
Garth Mins: Absent  
Roger Reutlinger: Yea

Carlos Saiz: Yea  
Larry  
Steinberger: Yea

**Voting Summary:** Yea: 4, Nay: 0, Absent: 2

2. Consider approval of purchase of internet security filter.

**Action(s):**

Motion to approve proposal from Secure Content Technologies, LTD, in the amount of \$10,800.00, as presented. Passed with a motion by Carlos Saiz and a second by Roger Reutlinger.

**Voting Detail:**

Cindy Benjamin: Yea  
Travis Maloley: Absent  
Garth Mins: Absent  
Roger Reutlinger: Yea

Carlos Saiz: Yea  
Larry  
Steinberger: Yea

**Voting Summary:** Yea: 4, Nay: 0, Absent: 2

3. Legislative & Finance

1. Consider approval of purchase of band instruments.

**Action(s):**

Motion to approve purchase of percussion instruments from Yanda's Music in the amount of \$18,281.00, as presented. Passed with a motion by Roger Reutlinger and a second by Larry Steinberger.

**Voting Detail:**

Cindy Benjamin: Yea  
Travis Maloley: Absent  
Garth Mins: Absent  
Roger Reutlinger: Yea

Carlos Saiz: Yea  
Larry  
Steinberger: Yea

**Voting Summary:** Yea: 4, Nay: 0, Absent: 2

2. Consider approval of purchase of crate engines for Skills Academy auto tech program.

**Action(s):**

Motion to approve the purchase of 3 long block crate engines from Blue Print Engines in the amount of \$11,112.15. Passed with a motion by Larry Steinberger and a second by Carlos Saiz.

**Voting Detail:**

Cindy Benjamin: Yea  
Travis Maloley: Absent  
Garth Mins: Absent  
Roger Reutlinger: Yea

Carlos Saiz: Yea  
Larry Steinberger: Yea

**Voting Summary:** Yea: 4, Nay: 0, Absent: 2

3. Consider approval of purchase of EdSERT site licenses, training, and support.

**Action(s):**

Motion to approve proposal from Aperture Education in the amount of \$16,475.00, as presented. Passed with a motion by Carlos Saiz and a second by Roger Reutlinger.

**Voting Detail:**

Cindy Benjamin: Yea  
Travis Maloley: Absent  
Garth Mins: Absent  
Roger Reutlinger: Yea

Carlos Saiz: Yea  
Larry Steinberger: Yea

**Voting Summary:** Yea: 4, Nay: 0, Absent: 2

4. Consider approval of the Operations Agreement with the Lexington Recreation Management Company, LLC, and the Lexington Community Facilities Agency (LCFA) for 2021-2022.

**Action(s):**

Motion to approve the 21-22 Operations Agreement as presented. Passed with a motion by Roger Reutlinger and a second by Cindy Benjamin.

**Voting Detail:**

Cindy Benjamin: Yea  
Travis Maloley: Absent  
Garth Mins: Absent  
Roger Reutlinger: Yea

Carlos Saiz: Yea  
Larry Steinberger: Yea

**Voting Summary:** Yea: 4, Nay: 0, Absent: 2

5. Consider approval of contract with ESU #7 for orientation and mobility services.



**Action(s) :**

Motion to approve contract for special education services with ESU 7 for 2021-2022 in the amount of \$7,696.00, as presented. Passed with a motion by Carlos Saiz and a second by Larry Steinberger.

**Voting Detail:**

Cindy Benjamin: Yea  
Travis Maloley: Absent  
Garth Mins: Absent  
Roger Reutlinger: Yea

Carlos Saiz: Yea  
Larry  
Steinberger: Yea

**Voting Summary:** Yea: 4, Nay: 0, Absent: 2

**4. Policy & Transportation**

1. Consider approval of purchase of two charter buses.

**Action(s) :**

Motion to approve the purchase of two charter buses from Prevost Car (US) Inc., in the amount of \$1,070,000.00, as presented. Passed with a motion by Carlos Saiz and a second by Roger Reutlinger.

**Voting Detail:**

Cindy Benjamin: Yea  
Travis Maloley: Absent  
Garth Mins: Absent  
Roger Reutlinger: Yea

Carlos Saiz: Yea  
Larry  
Steinberger: Yea

**Voting Summary:** Yea: 4, Nay: 0, Absent: 2

2. Consider approval of policy additions, deletions, and amendments.

**Action(s) :**

Motion to approve policies 2005, 3001, 3003, 3003.1, 3004.1, 3042, 3043, 3058, 5063, 6005, 6037, 6039, as presented. Passed with a motion by Larry Steinberger and a second by Carlos Saiz.

**Voting Detail:**

Cindy Benjamin: Yea  
Travis Maloley: Absent  
Garth Mins: Absent  
Roger Reutlinger: Yea

Carlos Saiz: Yea  
Larry  
Steinberger: Yea

**Voting Summary:** Yea: 4, Nay: 0, Absent: 2

3. Consider approval of handbooks and handbook supplements for 2021-2022.

**Action(s) :**

Motion to approve handbooks and handbook supplements as presented. Passed with a motion by Carlos Saiz and a second by Roger Reutlinger.

**Voting Detail:**

Cindy Benjamin: Yea  
Travis Maloley: Absent  
Garth Mins: Absent  
Roger Reutlinger: Yea

Carlos Saiz: Yea  
Larry  
Steinberger: Yea

**Voting Summary:** Yea: 4, Nay: 0, Absent: 2

**9. REPORTS & COMMENTS**

1. Principals, Administrators, and Directors

1. Summer school update.

2. Results Matter report. Tracy Naylor.

2. Superintendent

1. Congratulations to school librarian Jamie Gruntorad and Sandoz Elementary for being awarded a \$5K Laura Bush Foundation library grant!

2. Congratulations to the several teams and individual students who qualified for and medaled in state competitions this spring. Congrats also to their coaches and sponsors. See attached list.

3. Schedule board planning session.

3. Board members

**10. ADJOURNMENT****Action(s) :**

Any Board Member: "Motion to adjourn this meeting." Passed with a motion by Roger Reutlinger and a second by Carlos Saiz.

**Voting Detail:**

Cindy Benjamin: Yea  
Travis Maloley: Absent  
Garth Mins: Absent  
Roger Reutlinger: Yea

Carlos Saiz: Yea  
Larry  
Steinberger: Yea

**Voting Summary:** Yea: 4, Nay: 0, Absent: 2

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Board Secretary

## **Board of Education Regular Meeting**

May 10, 7:00 PM

Notice of this meeting was published in the Lexington Clipper-Herald on May 5, 2021.

Lexington City Council Chambers  
406 E. 7th St.  
Lexington, NE 68850

### 1. CALL TO ORDER

### 2. FLAG SALUTE

### 3. OPEN MEETINGS ACT

### 4. ROLL CALL

Roll call Passed with a motion by Cindy Benjamin and a second by Travis Maloley.

Cindy Benjamin: Yea, Travis Maloley: Yea, Garth Mins: Yea, Roger Reutlinger: Yea, Carlos Saiz: Yea, Larry Steinberger: Yea

### 5. REVIEW OF AGENDA

Any Board Member: "Motion to (approve/amend) the agenda as presented." Passed with a motion by Larry Steinberger and a second by Roger Reutlinger.

Cindy Benjamin: Yea, Travis Maloley: Yea, Garth Mins: Yea, Roger Reutlinger: Yea, Carlos Saiz: Yea, Larry Steinberger: Yea

### 6. CITIZENS' COMMENTS

### 7. CONSENT AGENDA

Any Board Member: "Motion to approve the consent agenda." Passed with a motion by Travis Maloley and a second by Carlos Saiz.

Cindy Benjamin: Yea, Travis Maloley: Yea, Garth Mins: Yea, Roger Reutlinger: Yea, Carlos Saiz: Yea, Larry Steinberger: Yea

#### 7.1. Approve Minutes

#### 7.2. Approve Payment of Invoices

#### 7.3. Approve Financial Report

#### 7.4. Personnel Actions

##### 7.4.1. Approve Resignations

###### 7.4.1.1. Jenny Battershaw--Bryan K/1st grade teacher

##### 7.4.2. Approve Hiring Recommendations

###### 7.4.2.1. Josey Blessin--Contract reduction from 1.0 FTE to .80 FTE

###### 7.4.2.2. KayLee Heins--LHS English language arts teacher

7.4.2.3. Hilary Klammer--School psychologist .80 FTE and 10-day contract extension

7.4.2.4. Kayla Myers--LMS 8th grade math teacher

7.4.2.5. Amy Pepplitsch--7-12 Student Services Coordinator

7.4.2.6. Odwuar Quinonez--Bryan K/1 teacher

7.4.2.7. Elizabeth Romero-Duarte--LHS English learner (EL) teacher

## 8. NEW BUSINESS

### 8.1. Buildings & Grounds

### 8.2. Curriculum & Americanism

8.2.1. Consider approval of The Write Tools summer staff training.

Motion to approve proposal from The Write Tools, LLC, in the amount of \$15,525.00, as presented. Passed with a motion by Garth Mins and a second by Roger Reutlinger.

Cindy Benjamin: Yea, Travis Maloley: Yea, Garth Mins: Yea, Roger Reutlinger: Yea, Carlos Saiz: Yea, Larry Steinberger: Yea

8.2.2. Ratify the purchase of social emotional learning (SEL) student subscriptions and training.

Motion to ratify purchases from Aperture Education, LLC, in the amount of 27,337.50, as invoiced. Passed with a motion by Carlos Saiz and a second by Travis Maloley.

Cindy Benjamin: Yea, Travis Maloley: Yea, Garth Mins: Yea, Roger Reutlinger: Yea, Carlos Saiz: Yea, Larry Steinberger: Yea

8.2.3. Consider approval of reading site licenses and training.

Motion to approve proposal from Amplify in the amounts of \$111,400.00 and \$46,655.16, as presented. Passed with a motion by Travis Maloley and a second by Carlos Saiz.

Cindy Benjamin: Yea, Travis Maloley: Yea, Garth Mins: Yea, Roger Reutlinger: Yea, Carlos Saiz: Yea, Larry Steinberger: Yea

### 8.3. Technology

8.3.1. Consider approval of purchase of iPads and related technical support.

Motion to approve the purchase of 1900 iPads, cases, and support from Apple, Inc. in the amount of \$639,393.00, as presented. Passed with a motion by Larry Steinberger and a second by Roger Reutlinger.

Cindy Benjamin: Yea, Travis Maloley: Yea, Garth Mins: Yea, Roger Reutlinger: Yea, Carlos Saiz: Yea, Larry Steinberger: Yea

8.3.2. Consider approval of purchase of PC desktop computers.

Motion to approve purchase of desktop computers from CDW-G, Inc, in the amount of \$37,694.47, as presented. Passed with a motion by Larry Steinberger and a second by Carlos Saiz.

Cindy Benjamin: Yea, Travis Maloley: Yea, Garth Mins: Yea, Roger Reutlinger: Yea, Carlos Saiz: Yea, Larry Steinberger: Yea

### 8.4. Legislative & Finance

8.4.1. Consider approval of amendment to negotiated agreement for 2021-2022. Motion to approve agreement as presented. Passed with a motion by Travis Maloley and a second by Roger Reutlinger.  
Cindy Benjamin: Yea, Travis Maloley: Yea, Garth Mins: Yea, Roger Reutlinger: Yea, Carlos Saiz: Yea, Larry Steinberger: Yea

#### 8.5. Other

8.5.1. Consider approval of amended 2021-2022 district calendar. Motion to approve amended 21-22 district calendar as presented. Passed with a motion by Travis Maloley and a second by Carlos Saiz.  
Cindy Benjamin: Yea, Travis Maloley: Yea, Garth Mins: Yea, Roger Reutlinger: Yea, Carlos Saiz: Yea, Larry Steinberger: Yea

### 9. REPORTS & COMMENTS

#### 9.1. Principals, Administrators, and Directors

#### 9.2. Superintendent

9.2.1. Congratulations to the LHS students who competed and placed in the NSAA State Journalism Championships. The team placed 9th out of 35 teams who competed in Class B. Morgan Smith and Liah Haines were champions in their respective categories. See attached list!

9.2.2. Congratulations to the nine LHS Powerlifting national qualifiers! They are Jackie Ostrom, Arlin Munoz, Karly Huerta, Leticia Virigilio, Angel Perez, Leonardo Martinez, Gabriel Alvarez, Juan Carlos Gonzalez, Cesar Garcia. They will compete in Aurora, Colorado, on May 29th and 30th.

9.2.3. Congratulations to the LHS girls and boys soccer teams for winning conference this year and both qualifying for state!

9.2.4. Please see attached thank you card from our media specialists.

9.2.5. Retirement reception planned for Thursday, May 20 from 4-6 PM in LMS commons for retirees Sandy Doss, Lori Gierhan, and Connie Rocker.

#### 9.3. Board members

### 10. ADJOURNMENT

Any Board Member: "Motion to adjourn this meeting." Passed with a motion by Travis Maloley.

Cindy Benjamin: Yea, Travis Maloley: Yea, Garth Mins: Yea, Roger Reutlinger: Yea, Carlos Saiz: Yea, Larry Steinberger: Yea

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Chairperson

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Superintendent

**Detail Check Register**

Posted; Batch Description GF Checks 6/14/21 KJF

Checking Account: 1

1

|                       |                               |                        |                                       |                                |                      |           |
|-----------------------|-------------------------------|------------------------|---------------------------------------|--------------------------------|----------------------|-----------|
| Check Number: 56572   | Check Type: Automatic Payment | Check Date: 06/14/2021 | Vendor: BLACKHILLS                    | Black Hills Energy             | Check Total:         | 5,144.63  |
| <u>Invoice Number</u> | <u>Invoice Date</u>           | <u>PO Number</u>       | <u>Detail Description</u>             | <u>Chart of Account Number</u> | <u>Detail Amount</u> |           |
| 20210609              | 06/09/2021                    |                        | Op. of Bldg. Natural Gas DW           | 01 2610 621 000 0 000          | 88.52                |           |
| 20210609              | 06/09/2021                    |                        | Op. of Bldg. Natural Gas DW           | 01 2610 621 000 0 000          | 215.47               |           |
| 20210609              | 06/09/2021                    |                        | Op. of Bldg. Natural Gas HS           | 01 2610 621 001 0 000          | 1,940.55             |           |
| 20210609              | 06/09/2021                    |                        | Op. of Bldg. Natural Gas HS           | 01 2610 621 001 0 000          | 326.80               |           |
| 20210609              | 06/09/2021                    |                        | Op. of Bldg. Natural Gas HS           | 01 2610 621 001 0 000          | 54.26                |           |
| 20210609              | 06/09/2021                    |                        | Op. of Bldg. Natural Gas MS           | 01 2610 621 002 0 000          | 1,495.29             |           |
| 20210609              | 06/09/2021                    |                        | Op. of Bldg. Natural Gas Bryan        | 01 2610 621 003 0 000          | 299.71               |           |
| 20210609              | 06/09/2021                    |                        | Op. of Bldg. Natural Gas Bryan        | 01 2610 621 003 0 000          | 52.35                |           |
| 20210609              | 06/09/2021                    |                        | Op. of Bldg. Natural Gas Morton       | 01 2610 621 004 0 000          | 154.10               |           |
| 20210609              | 06/09/2021                    |                        | Op. of Bldg. Natural Gas Pershing     | 01 2610 621 005 0 000          | 323.77               |           |
| 20210609              | 06/09/2021                    |                        | Op. of Bldg. Natural Gas Sandoz       | 01 2610 621 006 0 000          | 193.81               |           |
| Check Number: 56573   | Check Type: Automatic Payment | Check Date: 06/14/2021 | Vendor: NEBRASKAGO                    | Nebraska.Gov                   | Check Total:         | 3.00      |
| <u>Invoice Number</u> | <u>Invoice Date</u>           | <u>PO Number</u>       | <u>Detail Description</u>             | <u>Chart of Account Number</u> | <u>Detail Amount</u> |           |
| 6283466               | 06/08/2021                    |                        | Personnel Services Technical Services | 01 2570 350 000 0 000          | 3.00                 |           |
| Check Number: 56574   | Check Type: Automatic Payment | Check Date: 06/14/2021 | Vendor: USACOMMUNI                    | USA Communications             | Check Total:         | 493.15    |
| <u>Invoice Number</u> | <u>Invoice Date</u>           | <u>PO Number</u>       | <u>Detail Description</u>             | <u>Chart of Account Number</u> | <u>Detail Amount</u> |           |
| 20210608              | 06/08/2021                    |                        | Technology Communications DW          | 01 2230 530 000 0 000          | 493.15               |           |
| Check Number: 56575   | Check Type: Automatic Payment | Check Date: 06/14/2021 | Vendor: VERIZONWIR                    | Verizon Wireless               | Check Total:         | 3,373.81  |
| <u>Invoice Number</u> | <u>Invoice Date</u>           | <u>PO Number</u>       | <u>Detail Description</u>             | <u>Chart of Account Number</u> | <u>Detail Amount</u> |           |
| 9880566473            | 06/08/2021                    |                        | Op. of Bldg. Fiber/Phone DW           | 01 2610 530 000 0 000          | 2,653.63             |           |
| 9880566473            | 06/08/2021                    |                        | Migrant Supply DW                     | 01 6915 610 000 0 000          | 0.00                 |           |
| 9880566474            | 06/08/2021                    |                        | Op. of Bldg. Fiber/Phone DW           | 01 2610 530 000 0 000          | 680.17               |           |
| 9880566474            | 06/08/2021                    |                        | Migrant Supply DW                     | 01 6915 610 000 0 000          | 40.01                |           |
| Check Number: 49849   | Check Type: Check             | Check Date: 06/14/2021 | Vendor: 95GROUPINC                    | 95% Group Inc                  | Check Total:         | 5,600.00  |
| <u>Invoice Number</u> | <u>Invoice Date</u>           | <u>PO Number</u>       | <u>Detail Description</u>             | <u>Chart of Account Number</u> | <u>Detail Amount</u> |           |
| INV109301             | 06/08/2021                    | GF026217               | K-3 phonics PD                        | 01 1160 330 000 0 000          | 5,600.00             |           |
| Check Number: 49850   | Check Type: Check             | Check Date: 06/14/2021 | Vendor: APPLECOMPU                    | APPLE COMPUTER, INC            | Check Total:         | 66,405.00 |
| <u>Invoice Number</u> | <u>Invoice Date</u>           | <u>PO Number</u>       | <u>Detail Description</u>             | <u>Chart of Account Number</u> | <u>Detail Amount</u> |           |
| AF07612132            | 06/08/2021                    | GF026676               | iPads                                 | 01 6997 610 000 0 000          | 27,960.00            |           |
| AF07691148            | 06/08/2021                    | GF026677               | iPads                                 | 01 6997 610 000 0 000          | 38,445.00            |           |
| Check Number: 49851   | Check Type: Check             | Check Date: 06/14/2021 | Vendor: ARAMARKUNI                    | ARAMARK UNIFORM SERVICES       | Check Total:         | 76.59     |
| <u>Invoice Number</u> | <u>Invoice Date</u>           | <u>PO Number</u>       | <u>Detail Description</u>             | <u>Chart of Account Number</u> | <u>Detail Amount</u> |           |
| 1902081156            | 06/08/2021                    |                        | Op. of Bldg. Laundry Svcs. ELA        | 01 2620 424 009 0 000          | 76.59                |           |
| Check Number: 49852   | Check Type: Check             | Check Date: 06/14/2021 | Vendor: AREASERVIC                    | AREA SERVICES                  | Check Total:         | 321.00    |
| <u>Invoice Number</u> | <u>Invoice Date</u>           | <u>PO Number</u>       | <u>Detail Description</u>             | <u>Chart of Account Number</u> | <u>Detail Amount</u> |           |

**Detail Check Register**

Posted; Batch Description GF Checks 6/14/21 KJF

|                            |                     |                        |                                          |                                |                      |           |
|----------------------------|---------------------|------------------------|------------------------------------------|--------------------------------|----------------------|-----------|
| <b>Checking Account: 1</b> |                     | <b>1</b>               |                                          |                                |                      |           |
| 11981                      | 06/08/2021          |                        | Op. of Bldg. Plumbing Svcs. Sandoz       | 01 2620 436 006 0 000          | 125.00               |           |
| 11982                      | 06/08/2021          |                        | Op. of Bldg. Plumbing Svcs. Morton       | 01 2620 436 004 0 000          | 196.00               |           |
| Check Number: 49853        | Check Type: Check   | Check Date: 06/14/2021 | Vendor: BHFOTOELEC                       | B & H Foto & Electronics Corp. | Check Total:         | 1,296.95  |
| <u>Invoice Number</u>      | <u>Invoice Date</u> | <u>PO Number</u>       | <u>Detail Description</u>                | <u>Chart of Account Number</u> | <u>Detail Amount</u> |           |
| 189242863                  | 06/08/2021          | GF026290               | Nikon D7500 DSLR Camera with 15-55mm and | 01 1100 611 001 0 000          | 1,296.95             |           |
| 189242863                  | 06/08/2021          | GF026290               | Glide Gear iPad Smartphone Teleprompter  | 01 1100 611 001 0 000          | 0.00                 |           |
| Check Number: 49854        | Check Type: Check   | Check Date: 06/14/2021 | Vendor: BOBSTRUEVA                       | Bob's True Value               | Check Total:         | 618.17    |
| <u>Invoice Number</u>      | <u>Invoice Date</u> | <u>PO Number</u>       | <u>Detail Description</u>                | <u>Chart of Account Number</u> | <u>Detail Amount</u> |           |
| 1070000734                 | 06/09/2021          | GF026693               | dishwasher for room 102                  | 01 2620 436 001 0 000          | 448.00               |           |
| A72980                     | 06/09/2021          | GF025740               | Maintenance Supply District-Wide         | 01 2620 610 000 0 000          | 8.67                 |           |
| A73529                     | 06/09/2021          | GF026656               | varnish                                  | 01 2620 610 000 0 000          | 37.99                |           |
| A73615                     | 06/09/2021          | GF025724               | Yearly Classroom Consumables             | 01 1100 612 001 0 000          | 18.98                |           |
| A73928                     | 06/09/2021          | GF025740               | Maintenance Supply District-Wide         | 01 2620 610 000 0 000          | 3.60                 |           |
| A74817                     | 06/09/2021          | GF025740               | Maintenance Supply ELA                   | 01 2620 610 009 0 000          | 9.99                 |           |
| A74844                     | 06/09/2021          | GF026754               | landscaping fabric                       | 01 3591 610 000 0 000          | 86.94                |           |
| B17203                     | 06/09/2021          | GF025740               | Maintenance Supply District-Wide         | 01 2620 610 000 0 000          | 4.00                 |           |
| Check Number: 49855        | Check Type: Check   | Check Date: 06/14/2021 | Vendor: CSTRUCKSAL                       | C & S TRUCK & SALVAGE, INC.    | Check Total:         | 2,766.17  |
| <u>Invoice Number</u>      | <u>Invoice Date</u> | <u>PO Number</u>       | <u>Detail Description</u>                | <u>Chart of Account Number</u> | <u>Detail Amount</u> |           |
| 20210608                   | 06/08/2021          |                        | Reg. Pupil Transport. Bus Repairs        | 01 2710 430 000 0 000          | 2,766.17             |           |
| Check Number: 49856        | Check Type: Check   | Check Date: 06/14/2021 | Vendor: CASCADESCH                       | Cascade School Supplies        | Check Total:         | 444.30    |
| <u>Invoice Number</u>      | <u>Invoice Date</u> | <u>PO Number</u>       | <u>Detail Description</u>                | <u>Chart of Account Number</u> | <u>Detail Amount</u> |           |
| 63756                      | 06/08/2021          | GF026547               | Teresa Barnett supplies                  | 01 1100 610 006 0 000          | 2.33                 |           |
| 63756                      | 06/08/2021          | GF026547               | Kathryn Peterson supplies                | 01 1200 610 001 0 000          | 4.75                 |           |
| 63756                      | 06/08/2021          | GF026547               | supplies                                 | 01 2510 610 000 0 000          | 8.37                 |           |
| 64200                      | 06/08/2021          | GF026404               | supplies                                 | 01 1100 610 002 0 000          | 245.50               |           |
| 64339                      | 06/08/2021          | GF026329               | Carol Carlson supplies                   | 01 1100 602 001 0 000          | 10.80                |           |
| 64339                      | 06/08/2021          | GF026329               | Chris Salem supplies                     | 01 1100 610 001 0 000          | 172.55               |           |
| Check Number: 49857        | Check Type: Check   | Check Date: 06/14/2021 | Vendor: CASHWA                           | CASH-WA DISTRIBUTING CO.       | Check Total:         | 30,238.24 |
| <u>Invoice Number</u>      | <u>Invoice Date</u> | <u>PO Number</u>       | <u>Detail Description</u>                | <u>Chart of Account Number</u> | <u>Detail Amount</u> |           |
| 12883326                   | 06/09/2021          |                        | School Lunch Supply FOOD                 | 06 3100 630 000 0 000          | 570.35               |           |
| 12902265                   | 06/09/2021          |                        | Fresh Fruit & Vegetables Supply Morton   | 06 3501 630 004 0 000          | 457.62               |           |
| 12902265                   | 06/09/2021          |                        | Fresh Fruit & Vegetables Supply Pershing | 06 3501 630 005 0 000          | 457.62               |           |
| 12902265                   | 06/09/2021          |                        | Fresh Fruit & Vegetables Supply Sandoz   | 06 3501 630 006 0 000          | 457.62               |           |
| 12904216                   | 06/09/2021          |                        | Fresh Fruit & Vegetables Supply Morton   | 06 3501 630 004 0 000          | 278.60               |           |
| 12904216                   | 06/09/2021          |                        | Fresh Fruit & Vegetables Supply Pershing | 06 3501 630 005 0 000          | 336.55               |           |
| 12904216                   | 06/09/2021          |                        | Fresh Fruit & Vegetables Supply Sandoz   | 06 3501 630 006 0 000          | 278.60               |           |
| 12904642                   | 06/09/2021          |                        | School Lunch NON-FOOD Supply             | 06 3100 610 000 0 000          | 183.63               |           |
| 12904642                   | 06/09/2021          |                        | School Lunch Supply FOOD                 | 06 3100 630 000 0 000          | 4,631.48             |           |



**Detail Check Register**

Posted; Batch Description GF Checks 6/14/21 KJF

Checking Account: 1

1

|           |            |                                          |                       |          |
|-----------|------------|------------------------------------------|-----------------------|----------|
| 12907666  | 06/09/2021 | School Lunch Supply FOOD                 | 06 3100 630 000 0 000 | 794.50   |
| 12908649  | 06/09/2021 | School Lunch NON-FOOD Supply             | 06 3100 610 000 0 000 | 481.48   |
| 12908649  | 06/09/2021 | School Lunch Supply FOOD                 | 06 3100 630 000 0 000 | 3,359.32 |
| 12910528  | 06/09/2021 | School Lunch Supply FOOD                 | 06 3100 630 000 0 000 | 476.03   |
| 12912276  | 06/09/2021 | School Lunch Supply FOOD                 | 06 3100 630 000 0 000 | 381.35   |
| 12912276  | 06/09/2021 | Fresh Fruit & Vegetables Supply Morton   | 06 3501 630 004 0 000 | 540.17   |
| 12912276  | 06/09/2021 | Fresh Fruit & Vegetables Supply Sandoz   | 06 3501 630 006 0 000 | 460.76   |
| 12912371  | 06/09/2021 | School Lunch Supply FOOD                 | 06 3100 630 000 0 000 | 439.00   |
| 12913871  | 06/09/2021 | School Lunch Supply FOOD                 | 06 3100 630 000 0 000 | 63.00    |
| 12913871  | 06/09/2021 | Fresh Fruit & Vegetables Supply Pershing | 06 3501 630 005 0 000 | 84.00    |
| 12915785  | 06/09/2021 | School Lunch NON-FOOD Supply             | 06 3100 610 000 0 000 | 148.52   |
| 12915785  | 06/09/2021 | School Lunch Supply FOOD                 | 06 3100 630 000 0 000 | 1,935.51 |
| 12918441  | 06/09/2021 | School Lunch NON-FOOD Supply             | 06 3100 610 000 0 000 | 323.36   |
| 12918441  | 06/09/2021 | School Lunch Supply FOOD                 | 06 3100 630 000 0 000 | 2,430.92 |
| 12923301  | 06/09/2021 | School Lunch Supply FOOD                 | 06 3100 630 000 0 000 | 617.49   |
| 12924053  | 06/09/2021 | School Lunch NON-FOOD Supply             | 06 3100 610 000 0 000 | 386.56   |
| 12924053  | 06/09/2021 | School Lunch Supply FOOD                 | 06 3100 630 000 0 000 | 3,588.75 |
| 12927521  | 06/09/2021 | School Lunch NON-FOOD Supply             | 06 3100 610 000 0 000 | 72.95    |
| 12927521  | 06/09/2021 | School Lunch Supply FOOD                 | 06 3100 630 000 0 000 | 3,297.75 |
| 12933141  | 06/09/2021 | School Lunch Supply FOOD                 | 06 3100 630 000 0 000 | 678.05   |
| 12936885  | 06/09/2021 | School Lunch Supply FOOD                 | 06 3100 630 000 0 000 | 305.43   |
| CM3011003 | 06/09/2021 | School Lunch Supply FOOD                 | 06 3100 630 000 0 000 | (147.91) |
| CM3012883 | 06/09/2021 | School Lunch Supply FOOD                 | 06 3100 630 000 0 000 | (175.50) |
| P12921993 | 06/09/2021 | School Lunch Supply FOOD                 | 06 3100 630 000 0 000 | 94.00    |
| P12922013 | 06/09/2021 | School Lunch Supply FOOD                 | 06 3100 630 000 0 000 | 754.30   |
| S12916676 | 06/09/2021 | School Lunch Supply FOOD                 | 06 3100 630 000 0 000 | 797.10   |
| S12932462 | 06/09/2021 | School Lunch NON-FOOD Supply             | 06 3100 610 000 0 000 | 199.92   |
| S12932462 | 06/09/2021 | School Lunch Supply FOOD                 | 06 3100 630 000 0 000 | 199.36   |

Check Number: 49858

Check Type: Check

Check Date: 06/14/2021 Vendor: CCSPRESENT

CCS PRESENTATION SYSTEMS

Check Total:

1,882.00

| <u>Invoice Number</u> | <u>Invoice Date</u> | <u>PO Number</u> |
|-----------------------|---------------------|------------------|
| IN002576              | 06/08/2021          | GF026620         |

Detail Description

Chart of Account Number

Detail Amount

Technology Supply DW.

01 2230 610 000 0 000

1,882.00

Check Number: 49859

Check Type: Check

Check Date: 06/14/2021 Vendor: CENTURYLI2

CenturyLink

Check Total:

2,788.64

| <u>Invoice Number</u> | <u>Invoice Date</u> | <u>PO Number</u> |
|-----------------------|---------------------|------------------|
| 20210609              | 06/09/2021          |                  |
| 20210609              | 06/09/2021          |                  |
| 20210609              | 06/09/2021          |                  |
| 20210609              | 06/09/2021          |                  |
| 20210609              | 06/09/2021          |                  |
| 20210609              | 06/09/2021          |                  |
| 20210609              | 06/09/2021          |                  |

Detail Description

Chart of Account Number

Detail Amount

Op. of Bldg. Fiber/Phone DW  
Op. of Bldg. Fiber/Phone DW  
Op. of Bldg. Fiber/Phone DW  
Op. of Bldg. Fiber/Phone DW  
Op. of Bldg. Fiber/Phone HS  
Op. of Bldg. Fiber/Phone MS  
Op. of Bldg. Fiber/Phone MS

01 2610 530 000 0 000  
01 2610 530 000 0 000  
01 2610 530 000 0 000  
01 2610 530 000 0 000  
01 2610 530 001 0 000  
01 2610 530 002 0 000  
01 2610 530 002 0 000

127.88  
64.71  
138.42  
588.23  
452.17  
451.80  
64.71

**Detail Check Register**

Posted; Batch Description GF Checks 6/14/21 KJF

|                            |                     |                  |                                          |                                |                        |                       |
|----------------------------|---------------------|------------------|------------------------------------------|--------------------------------|------------------------|-----------------------|
| <b>Checking Account: 1</b> |                     | <b>1</b>         |                                          |                                |                        |                       |
| 20210609                   | 06/09/2021          |                  | Op. of Bldg. Fiber/Phone Bryan           | 01 2610 530 003 0 000          | 129.02                 |                       |
| 20210609                   | 06/09/2021          |                  | Op. of Bldg. Fiber/Phone Morton          | 01 2610 530 004 0 000          | 193.73                 |                       |
| 20210609                   | 06/09/2021          |                  | Op. of Bldg. Fiber/Phone Pershing        | 01 2610 530 005 0 000          | 129.02                 |                       |
| 20210609                   | 06/09/2021          |                  | Op. of Bldg. Fiber/Phone Sandoz          | 01 2610 530 006 0 000          | 193.73                 |                       |
| 20210609                   | 06/09/2021          |                  | Op. of Bldg. Fiber/Phone ELA             | 01 2610 530 009 0 000          | 255.22                 |                       |
| Check Number: 49860        | Check Type: Check   |                  | Check Date: 06/14/2021                   | Vendor: CHARTERCOM             | Charter Communications | Check Total: 440.14   |
| <u>Invoice Number</u>      | <u>Invoice Date</u> | <u>PO Number</u> | <u>Detail Description</u>                | <u>Chart of Account Number</u> | <u>Detail Amount</u>   |                       |
| 0001136052421              | 06/08/2021          |                  | Technology Communications DW             | 01 2230 530 000 0 000          | 440.14                 |                       |
| Check Number: 49861        | Check Type: Check   |                  | Check Date: 06/14/2021                   | Vendor: CHEMSEARCH             | Chemsearch FE          | Check Total: 1,836.57 |
| <u>Invoice Number</u>      | <u>Invoice Date</u> | <u>PO Number</u> | <u>Detail Description</u>                | <u>Chart of Account Number</u> | <u>Detail Amount</u>   |                       |
| 7393352                    | 06/09/2021          |                  | Op. of Bldg. Plumbing Svcs. MS           | 01 2620 436 002 0 000          | 185.21                 |                       |
| 7393584                    | 06/09/2021          |                  | Op. of Bldg. Contracted Plumbing Service | 01 2620 436 000 0 000          | 202.18                 |                       |
| 7393759                    | 06/09/2021          |                  | Op. of Bldg. Plumbing Svcs. Sandoz       | 01 2620 436 006 0 000          | 544.44                 |                       |
| 7393774                    | 06/09/2021          |                  | Op. of Bldg. Plumbing Svcs. Pershing     | 01 2620 436 005 0 000          | 97.46                  |                       |
| 7393797                    | 06/09/2021          |                  | Op. of Bldg. Plumbing Svcs. HS           | 01 2620 436 001 0 000          | 709.82                 |                       |
| 7393830                    | 06/09/2021          |                  | Op. of Bldg. Plumbing Svcs. Bryan        | 01 2620 436 003 0 000          | 97.46                  |                       |
| Check Number: 49862        | Check Type: Check   |                  | Check Date: 06/14/2021                   | Vendor: CLIPPERHER             | CLIPPER - HERALD       | Check Total: 770.63   |
| <u>Invoice Number</u>      | <u>Invoice Date</u> | <u>PO Number</u> | <u>Detail Description</u>                | <u>Chart of Account Number</u> | <u>Detail Amount</u>   |                       |
| 20210608                   | 06/08/2021          |                  | BOE Advertising                          | 01 2310 540 000 0 000          | 761.23                 |                       |
| 20210609                   | 06/09/2021          |                  | BOE Advertising                          | 01 2310 540 000 0 000          | 9.40                   |                       |
| Check Number: 49863        | Check Type: Check   |                  | Check Date: 06/14/2021                   | Vendor: CULLIGAN               | CULLIGAN               | Check Total: 396.72   |
| <u>Invoice Number</u>      | <u>Invoice Date</u> | <u>PO Number</u> | <u>Detail Description</u>                | <u>Chart of Account Number</u> | <u>Detail Amount</u>   |                       |
| 20210608                   | 06/08/2021          |                  | Guidance Supply HS                       | 01 2120 610 001 0 000          | 22.50                  |                       |
| 20210608                   | 06/08/2021          |                  | Office of Principal Supply HS            | 01 2410 610 001 0 000          | 29.50                  |                       |
| 20210608                   | 06/08/2021          |                  | Fiscal Svcs. Rent of Equipt. & Vehicles  | 01 2510 442 000 0 000          | 77.41                  |                       |
| 20210608                   | 06/08/2021          |                  | School Lunch NON-FOOD Supply HS          | 06 3100 610 001 0 000          | 59.44                  |                       |
| 20210608                   | 06/08/2021          |                  | School Lunch NON-FOOD Supply MS          | 06 3100 610 002 0 000          | 129.99                 |                       |
| 20210608                   | 06/08/2021          |                  | School Lunch NON-FOOD Supply Morton      | 06 3100 610 004 0 000          | 56.38                  |                       |
| 20210608                   | 06/08/2021          |                  | School Lunch NON-FOOD Supply Sandoz      | 06 3100 610 006 0 000          | 21.50                  |                       |
| Check Number: 49864        | Check Type: Check   |                  | Check Date: 06/14/2021                   | Vendor: CURRICULUM             | CURRICULUM ASSOCIATES  | Check Total: 134.23   |
| <u>Invoice Number</u>      | <u>Invoice Date</u> | <u>PO Number</u> | <u>Detail Description</u>                | <u>Chart of Account Number</u> | <u>Detail Amount</u>   |                       |
| 90016378                   | 06/08/2021          | GF026722         | Bryan intervention materials             | 01 6997 610 000 0 000          | 134.23                 |                       |
| Check Number: 49865        | Check Type: Check   |                  | Check Date: 06/14/2021                   | Vendor: DANSSANITA             | DAN'S SANITATION       | Check Total: 3,049.90 |
| <u>Invoice Number</u>      | <u>Invoice Date</u> | <u>PO Number</u> | <u>Detail Description</u>                | <u>Chart of Account Number</u> | <u>Detail Amount</u>   |                       |
| 20210608                   | 06/08/2021          |                  | Op. of Bldg. Contracted Sanitation Svcs. | 01 2620 421 000 0 000          | 116.00                 |                       |
| 20210608                   | 06/08/2021          |                  | Op. of Bldg. Contracted Sanitation Svcs. | 01 2620 421 000 0 000          | 57.00                  |                       |
| 20210608                   | 06/08/2021          |                  | Op. of Bldg. Sanitation Svcs. HS         | 01 2620 421 001 0 000          | 667.00                 |                       |
| 20210608                   | 06/08/2021          |                  | Op. of Bldg. Sanitation Svcs. HS         | 01 2620 421 001 0 000          | 41.00                  |                       |

|                            |                     |                   |                                          |                                |                                          |                       |
|----------------------------|---------------------|-------------------|------------------------------------------|--------------------------------|------------------------------------------|-----------------------|
| <b>Checking Account: 1</b> |                     | <b>1</b>          |                                          |                                |                                          |                       |
| 20210608                   | 06/08/2021          |                   | Op. of Bldg. Sanitation Svcs. HS         | 01 2620 421 001 0 000          | 57.00                                    |                       |
| 20210608                   | 06/08/2021          |                   | Op. of Bldg. Sanitation Svcs. HS         | 01 2620 421 001 0 000          | 67.00                                    |                       |
| 20210608                   | 06/08/2021          |                   | Op. of Bldg. Sanitation Svcs. HS         | 01 2620 421 001 0 000          | 50.00                                    |                       |
| 20210608                   | 06/08/2021          |                   | Op. of Bldg. Sanitation Svcs. MS         | 01 2620 421 002 0 000          | 450.00                                   |                       |
| 20210608                   | 06/08/2021          |                   | Op. of Bldg. Sanitation Svcs. Bryan      | 01 2620 421 003 0 000          | 227.00                                   |                       |
| 20210608                   | 06/08/2021          |                   | Op. of Bldg. Sanitation Svcs. Morton     | 01 2620 421 004 0 000          | 298.00                                   |                       |
| 20210608                   | 06/08/2021          |                   | Op. of Bldg. Sanitation Svcs. Pershing   | 01 2620 421 005 0 000          | 275.00                                   |                       |
| 20210608                   | 06/08/2021          |                   | Op. of Bldg. Sanitation Svcs. Sandoz     | 01 2620 421 006 0 000          | 263.00                                   |                       |
| 9318033                    | 06/08/2021          |                   | Op. of Bldg. Contracted Sanitation Svcs. | 01 2620 421 000 0 000          | 481.90                                   |                       |
| Check Number: 49866        |                     | Check Type: Check | Check Date: 06/14/2021                   | Vendor: ASCENTRALS             | DAS - State Accounting - Central Finance | Check Total: 666.87   |
| <u>Invoice Number</u>      | <u>Invoice Date</u> | <u>PO Number</u>  | <u>Detail Description</u>                | <u>Chart of Account Number</u> | <u>Detail Amount</u>                     |                       |
| 1271467                    | 06/08/2021          |                   | Technology Communications DW             | 01 2230 530 000 0 000          | 666.87                                   |                       |
| Check Number: 49867        |                     | Check Type: Check | Check Date: 06/14/2021                   | Vendor: EAIEDUCATI             | EAI EDUCATION                            | Check Total: 403.85   |
| <u>Invoice Number</u>      | <u>Invoice Date</u> | <u>PO Number</u>  | <u>Detail Description</u>                | <u>Chart of Account Number</u> | <u>Detail Amount</u>                     |                       |
| INV1081150                 | 06/08/2021          | GF026686          | STEM Explorations: Roller Coaster Buildi | 01 1300 610 001 0 000          | 128.85                                   |                       |
| INV1081150                 | 06/08/2021          | GF026686          | STEM Explorations: Amusement Park Experi | 01 1300 610 001 0 000          | 275.00                                   |                       |
| Check Number: 49868        |                     | Check Type: Check | Check Date: 06/14/2021                   | Vendor: EAKESOFFI1             | Eakes Office Solutions                   | Check Total: 179.97   |
| <u>Invoice Number</u>      | <u>Invoice Date</u> | <u>PO Number</u>  | <u>Detail Description</u>                | <u>Chart of Account Number</u> | <u>Detail Amount</u>                     |                       |
| INV284278                  | 06/08/2021          |                   | Reg. Ed. Printint & Binding DW           | 01 1100 550 000 0 000          | 179.97                                   |                       |
| Check Number: 49869        |                     | Check Type: Check | Check Date: 06/14/2021                   | Vendor: EARTHGRAIN             | EARTHGRAINS-Sara Lee Bakery              | Check Total: 3,676.93 |
| <u>Invoice Number</u>      | <u>Invoice Date</u> | <u>PO Number</u>  | <u>Detail Description</u>                | <u>Chart of Account Number</u> | <u>Detail Amount</u>                     |                       |
| 20210608                   | 06/08/2021          |                   | School Lunch Supply FOOD                 | 06 3100 630 000 0 000          | 3,676.93                                 |                       |
| Check Number: 49870        |                     | Check Type: Check | Check Date: 06/14/2021                   | Vendor: EBSCOPUBLI             | Ebsco Industries, Inc                    | Check Total: 4,216.00 |
| <u>Invoice Number</u>      | <u>Invoice Date</u> | <u>PO Number</u>  | <u>Detail Description</u>                | <u>Chart of Account Number</u> | <u>Detail Amount</u>                     |                       |
| 1000156166-1               | 06/08/2021          | GF026127          | Library Communications/Dig. Resource HS  | 01 2220 530 001 0 000          | 4,216.00                                 |                       |
| Check Number: 49871        |                     | Check Type: Check | Check Date: 06/14/2021                   | Vendor: EGANSUPPLY             | Egan Supply Company                      | Check Total: 4.00     |
| <u>Invoice Number</u>      | <u>Invoice Date</u> | <u>PO Number</u>  | <u>Detail Description</u>                | <u>Chart of Account Number</u> | <u>Detail Amount</u>                     |                       |
| 335906                     | 06/08/2021          | GF026553          | Kathryn Peterson supplies                | 01 1200 610 001 0 000          | 4.00                                     |                       |
| Check Number: 49872        |                     | Check Type: Check | Check Date: 06/14/2021                   | Vendor: ELECTRICFI             | ELECTRICAL ENGINEERING & EQUIPMENT CO.   | Check Total: 950.28   |
| <u>Invoice Number</u>      | <u>Invoice Date</u> | <u>PO Number</u>  | <u>Detail Description</u>                | <u>Chart of Account Number</u> | <u>Detail Amount</u>                     |                       |
| 7066971-00                 | 06/09/2021          | GF026662          | HS door 10 entry lights                  | 01 2610 622 001 0 000          | 155.56                                   |                       |
| 7108863-00                 | 06/09/2021          | GF025737          | Maintenance Supply District-Wide         | 01 2620 610 000 0 000          | 11.72                                    |                       |
| 7113022-00                 | 06/09/2021          | GF026663          | contactors                               | 01 2620 437 000 0 000          | 275.96                                   |                       |
| 7124063-00                 | 06/09/2021          | GF025737          | Op. of Bldg. Cont. Electrical Svcs. HS   | 01 2620 435 001 0 000          | 26.89                                    |                       |
| 7125690-00                 | 06/09/2021          | GF025737          | Op. of Bldg. Cont. Heat/Air Svcs. Pershi | 01 2620 437 005 0 000          | 1.02                                     |                       |
| 7126416-00                 | 06/09/2021          | GF025737          | Op. of Bldg. Cont. Heat/Air Svcs. Sandoz | 01 2620 437 006 0 000          | 30.93                                    |                       |
| 7127317-00                 | 06/09/2021          | GF026730          | T8 light bulbs                           | 01 2620 435 000 0 000          | 263.29                                   |                       |

|                            |                     |                  |                                          |                                |                               |                       |
|----------------------------|---------------------|------------------|------------------------------------------|--------------------------------|-------------------------------|-----------------------|
| <b>Checking Account: 1</b> |                     | <b>1</b>         |                                          |                                |                               |                       |
| 7130243-00                 | 06/09/2021          | GF025737         | Op. of Bldg. Cont. Electrical Sandoz     | 01 2620 435 006 0 000          | 2.09                          |                       |
| 7130389-00                 | 06/09/2021          | GF026740         | wire & breaker                           | 01 2620 435 000 0 000          | 224.08                        |                       |
| 7130648-00                 | 06/09/2021          | GF025737         | Op. of Bldg. Cont. Electrical Sandoz     | 01 2620 435 006 0 000          | 36.54                         |                       |
| 7131253-00                 | 06/09/2021          | GF025737         | Op. of Bldg. Cont. Electrical Sandoz     | 01 2620 435 006 0 000          | 8.10                          |                       |
| 7131755-00                 | 06/09/2021          | GF025737         | Op. of Bldg. Contracted Electrical DW    | 01 2620 435 000 0 000          | (85.90)                       |                       |
| Check Number: 49873        | Check Type: Check   |                  | Check Date: 06/14/2021                   | Vendor: ELECTRONI2             | ELECTRONIC SYSTEMS, Inc.      | Check Total: 1,313.00 |
| <u>Invoice Number</u>      | <u>Invoice Date</u> | <u>PO Number</u> | <u>Detail Description</u>                | <u>Chart of Account Number</u> | <u>Detail Amount</u>          |                       |
| 32173                      | 06/08/2021          |                  | Op. of Bldg. Cont. Electronic Systems    | 01 2620 432 000 0 000          | 1,313.00                      |                       |
| Check Number: 49874        | Check Type: Check   |                  | Check Date: 06/14/2021                   | Vendor: ESU10                  | ESU 10                        | Check Total: 8,250.72 |
| <u>Invoice Number</u>      | <u>Invoice Date</u> | <u>PO Number</u> | <u>Detail Description</u>                | <u>Chart of Account Number</u> | <u>Detail Amount</u>          |                       |
| 20210609                   | 06/09/2021          |                  | SLP/Audio Svcs. Professional Svcs. HS    | 01 2151 340 001 0 000          | 877.94                        |                       |
| 20210609                   | 06/09/2021          |                  | SLP/Audio Svcs. Professional Svcs. HS    | 01 2151 340 001 0 000          | 3,071.88                      |                       |
| 20210609                   | 06/09/2021          |                  | SLP/Audio Svcs. Professional Svcs. HS    | 01 2151 340 001 0 000          | 438.97                        |                       |
| 20210609                   | 06/09/2021          |                  | SLP/Audio Svcs. Professional Svcs. HS    | 01 2151 340 001 0 000          | 134.08                        |                       |
| 20210609                   | 06/09/2021          |                  | SLP/Audio Svcs. Professional Svcs. Persh | 01 2151 340 005 0 000          | 402.65                        |                       |
| 20210609                   | 06/09/2021          |                  | SLP/Audio Svcs. Professional Svcs. Persh | 01 2151 340 005 0 000          | 402.65                        |                       |
| 20210609                   | 06/09/2021          |                  | SLP/Audio Svcs. Professional Svcs. ELA   | 01 2152 340 009 0 000          | 219.48                        |                       |
| 20210609                   | 06/09/2021          |                  | SLP/Audio Svcs. Professional Svcs. ELA   | 01 2152 340 009 0 000          | 100.66                        |                       |
| 20210609                   | 06/09/2021          |                  | SLP/Audio Svcs. Professional Svcs. ELA   | 01 2152 340 009 0 000          | 100.67                        |                       |
| 20210609                   | 06/09/2021          |                  | SLP/Audio Professional Svcs. HBD         | 01 2153 340 015 0 000          | 0.00                          |                       |
| 20210609                   | 06/09/2021          |                  | Vision Services K-12 Prof. Services      | 01 2181 340 000 0 000          | 308.35                        |                       |
| 20210609                   | 06/09/2021          |                  | Vision Services Age 0-2 Prof. Services   | 01 2183 340 015 0 000          | 925.04                        |                       |
| 20210609                   | 06/09/2021          |                  | Vision Services Age 0-2 Prof. Services   | 01 2183 340 015 0 000          | 308.35                        |                       |
| 20210609                   | 06/09/2021          |                  | Technology Tech-Related Repairs          | 01 2230 432 000 0 000          | 960.00                        |                       |
| 20210609                   | 06/09/2021          |                  | Technology Communications DW             | 01 2230 530 000 0 000          | 0.00                          |                       |
| 20210609                   | 06/09/2021          |                  | Technology Tech-Related Supply DW        | 01 2230 650 000 0 000          | 0.00                          |                       |
| Check Number: 49875        | Check Type: Check   |                  | Check Date: 06/14/2021                   | Vendor: EZFLEX                 | EZ Flex                       | Check Total: 3,940.68 |
| <u>Invoice Number</u>      | <u>Invoice Date</u> | <u>PO Number</u> | <u>Detail Description</u>                | <u>Chart of Account Number</u> | <u>Detail Amount</u>          |                       |
| 67836                      | 06/09/2021          | GF026643         | EZ Flex mats                             | 02 1101 730 001 0 000          | 3,940.68                      |                       |
| Check Number: 49876        | Check Type: Check   |                  | Check Date: 06/14/2021                   | Vendor: FAGOTREFRI             | FAGOT REFRIGERATION           | Check Total: 18.95    |
| <u>Invoice Number</u>      | <u>Invoice Date</u> | <u>PO Number</u> | <u>Detail Description</u>                | <u>Chart of Account Number</u> | <u>Detail Amount</u>          |                       |
| 61499                      | 06/08/2021          | GF026702         | capacitor                                | 01 2620 437 000 0 000          | 18.95                         |                       |
| Check Number: 49877        | Check Type: Check   |                  | Check Date: 06/14/2021                   | Vendor: FOLLETT1               | Follett School Solutions, Inc | Check Total: 1,780.92 |
| <u>Invoice Number</u>      | <u>Invoice Date</u> | <u>PO Number</u> | <u>Detail Description</u>                | <u>Chart of Account Number</u> | <u>Detail Amount</u>          |                       |
| 833643B                    | 06/08/2021          | GF026148         | books                                    | 01 2220 640 006 0 000          | 1,780.92                      |                       |
| Check Number: 49878        | Check Type: Check   |                  | Check Date: 06/14/2021                   | Vendor: GOVCONNECT             | GOVCONNECTION, INC            | Check Total: 1,056.00 |
| <u>Invoice Number</u>      | <u>Invoice Date</u> | <u>PO Number</u> | <u>Detail Description</u>                | <u>Chart of Account Number</u> | <u>Detail Amount</u>          |                       |
| 71378293                   | 06/08/2021          | GF026703         | tech supplies                            | 01 6997 610 000 0 000          | 606.96                        |                       |

**Detail Check Register**

Posted; Batch Description GF Checks 6/14/21 KJF

|                            |                     |                  |                                          |                                |                            |                        |
|----------------------------|---------------------|------------------|------------------------------------------|--------------------------------|----------------------------|------------------------|
| <b>Checking Account: 1</b> |                     | <b>1</b>         |                                          |                                |                            |                        |
| 71380889                   | 06/08/2021          | GF026703         | tech supplies                            | 01 6997 610 000 0 000          | 449.04                     |                        |
| Check Number: 49879        | Check Type: Check   |                  | Check Date: 06/14/2021                   | Vendor: HILAND                 | Hiland Dairy Foods Company | Check Total: 11,600.96 |
| <u>Invoice Number</u>      | <u>Invoice Date</u> | <u>PO Number</u> | <u>Detail Description</u>                | <u>Chart of Account Number</u> | <u>Detail Amount</u>       |                        |
| 20210609                   | 06/09/2021          |                  | School Lunch Supply FOOD                 | 06 3100 630 000 0 000          | 1,457.27                   |                        |
| 20210609                   | 06/09/2021          |                  | School Lunch Supply FOOD                 | 06 3100 630 000 0 000          | 3,183.80                   |                        |
| 20210609                   | 06/09/2021          |                  | School Lunch Supply FOOD                 | 06 3100 630 000 0 000          | 2,319.46                   |                        |
| 20210609                   | 06/09/2021          |                  | School Lunch Supply FOOD                 | 06 3100 630 000 0 000          | 1,552.25                   |                        |
| 20210609                   | 06/09/2021          |                  | School Lunch Supply FOOD                 | 06 3100 630 000 0 000          | 1,082.11                   |                        |
| 20210609                   | 06/09/2021          |                  | School Lunch Supply FOOD                 | 06 3100 630 000 0 000          | 1,283.88                   |                        |
| 20210609                   | 06/09/2021          |                  | School Lunch Supply FOOD                 | 06 3100 630 000 0 000          | 722.19                     |                        |
| Check Number: 49880        | Check Type: Check   |                  | Check Date: 06/14/2021                   | Vendor: ISLANDSUPP             | Island Supply Welding Co   | Check Total: 6,047.80  |
| <u>Invoice Number</u>      | <u>Invoice Date</u> | <u>PO Number</u> | <u>Detail Description</u>                | <u>Chart of Account Number</u> | <u>Detail Amount</u>       |                        |
| 241742                     | 06/08/2021          | GF026745         | welding supplies                         | 01 6700 610 001 0 000          | 6,047.80                   |                        |
| Check Number: 49881        | Check Type: Check   |                  | Check Date: 06/14/2021                   | Vendor: LANDMARKIM             | JOHN DEER FINANCIAL        | Check Total: 159.48    |
| <u>Invoice Number</u>      | <u>Invoice Date</u> | <u>PO Number</u> | <u>Detail Description</u>                | <u>Chart of Account Number</u> | <u>Detail Amount</u>       |                        |
| 11081604                   | 06/09/2021          |                  | Care of Equip. Supply DW                 | 01 2640 610 000 0 000          | 159.48                     |                        |
| Check Number: 49882        | Check Type: Check   |                  | Check Date: 06/14/2021                   | Vendor: ORSCHELN1              | John Deere Financial       | Check Total: 88.94     |
| <u>Invoice Number</u>      | <u>Invoice Date</u> | <u>PO Number</u> | <u>Detail Description</u>                | <u>Chart of Account Number</u> | <u>Detail Amount</u>       |                        |
| 013462                     | 06/09/2021          | GF025735         | Grounds Contracted Lawn Care Svcs.       | 01 2630 422 000 0 000          | 20.98                      |                        |
| 014069                     | 06/09/2021          | GF025735         | Maintenance Supply District-Wide         | 01 2620 610 000 0 000          | 3.98                       |                        |
| 015287                     | 06/09/2021          | GF025735         | Op. of Bldg. Cont. Heat/Air Svcs. HS     | 01 2620 437 001 0 000          | 31.98                      |                        |
| 018082                     | 06/09/2021          | GF025735         | Maintenance Supply MS                    | 01 2620 610 002 0 000          | 32.00                      |                        |
| 20210609                   | 06/09/2021          | GF025730         | Yearly Classroom Consumables             | 01 1100 612 001 0 000          | 0.00                       |                        |
| Check Number: 49883        | Check Type: Check   |                  | Check Date: 06/14/2021                   | Vendor: JOHNSTONES             | JOHNSTONE SUPPLY Inc.      | Check Total: 626.04    |
| <u>Invoice Number</u>      | <u>Invoice Date</u> | <u>PO Number</u> | <u>Detail Description</u>                | <u>Chart of Account Number</u> | <u>Detail Amount</u>       |                        |
| 6141568                    | 06/08/2021          | GF026758         | motor parts and boiler fill valve        | 01 2620 437 003 0 000          | 419.51                     |                        |
| 6141931                    | 06/08/2021          | GF026768         | motor and capacitor for Sandoz rm 114    | 01 2620 437 006 0 000          | 206.53                     |                        |
| Check Number: 49884        | Check Type: Check   |                  | Check Date: 06/14/2021                   | Vendor: JONES                  | JONES PLUMBING & HEATING   | Check Total: 8,048.28  |
| <u>Invoice Number</u>      | <u>Invoice Date</u> | <u>PO Number</u> | <u>Detail Description</u>                | <u>Chart of Account Number</u> | <u>Detail Amount</u>       |                        |
| 49666                      | 06/09/2021          |                  | Op. of Bldg. Cont. Heating & Air Svcs.   | 01 2620 437 000 0 000          | (0.60)                     |                        |
| 51663                      | 06/09/2021          |                  | Op. of Bldg. Plumbing Svcs. Morton       | 01 2620 436 004 0 000          | 740.75                     |                        |
| 51714                      | 06/09/2021          | GF025741         | Op. of Bldg. Contracted Plumbing Service | 01 2620 436 000 0 000          | 52.00                      |                        |
| 51716                      | 06/09/2021          | GF025741         | Maintenance Supply District-Wide         | 01 2620 610 000 0 000          | 21.00                      |                        |
| 51722                      | 06/09/2021          | GF025741         | Op. of Bldg. Plumbing Svcs. Sandoz       | 01 2620 436 006 0 000          | 1.60                       |                        |
| 51726                      | 06/09/2021          | GF025741         | Op. of Bldg. Contracted Plumbing Service | 01 2620 436 000 0 000          | 263.53                     |                        |
| 51727                      | 06/09/2021          | GF025741         | Maintenance Supply MS                    | 01 2620 610 002 0 000          | 20.00                      |                        |
| 51771                      | 06/09/2021          |                  | Op. of Bldg. Cont. Heat/Air Svcs. HS     | 01 2620 437 001 0 000          | 6,950.00                   |                        |

**Detail Check Register**

Posted; Batch Description GF Checks 6/14/21 KJF

|                            |                     |                  |                                          |                                |                                       |                        |
|----------------------------|---------------------|------------------|------------------------------------------|--------------------------------|---------------------------------------|------------------------|
| <b>Checking Account: 1</b> |                     | <b>1</b>         |                                          |                                |                                       |                        |
| Check Number: 49885        | Check Type: Check   |                  | Check Date: 06/14/2021                   | Vendor: JOSTENSINC             | JOSTENS, INC.                         | Check Total: 13.32     |
| <u>Invoice Number</u>      | <u>Invoice Date</u> | <u>PO Number</u> | <u>Detail Description</u>                | <u>Chart of Account Number</u> | <u>Detail Amount</u>                  |                        |
| 26619102                   | 06/09/2021          |                  | diplomas                                 | 01 2490 610 001 0 000          | 13.32                                 |                        |
| Check Number: 49886        | Check Type: Check   |                  | Check Date: 06/14/2021                   | Vendor: KEARNEYWIN             | Kearney Winnelson Co                  | Check Total: 409.52    |
| <u>Invoice Number</u>      | <u>Invoice Date</u> | <u>PO Number</u> | <u>Detail Description</u>                | <u>Chart of Account Number</u> | <u>Detail Amount</u>                  |                        |
| 351903 01                  | 06/08/2021          | GF026735         | outside hydrant                          | 01 2620 436 006 0 000          | 185.00                                |                        |
| 352153 01                  | 06/08/2021          | GF026756         | copper pipe and fittings to install roof | 01 2620 436 001 0 000          | 224.52                                |                        |
| Check Number: 49887        | Check Type: Check   |                  | Check Date: 06/14/2021                   | Vendor: KLAWN                  | K-Lawn of Lexington                   | Check Total: 11,029.05 |
| <u>Invoice Number</u>      | <u>Invoice Date</u> | <u>PO Number</u> | <u>Detail Description</u>                | <u>Chart of Account Number</u> | <u>Detail Amount</u>                  |                        |
| 12146                      | 06/08/2021          |                  | Grounds Contracted Lawn Care Svcs.       | 01 2630 422 000 0 000          | 77.00                                 |                        |
| 12146                      | 06/08/2021          |                  | Grounds Contracted Lawn Care HS          | 01 2630 422 001 0 000          | 133.50                                |                        |
| 12146                      | 06/08/2021          |                  | Grounds Contracted Lawn Care HS          | 01 2630 422 001 0 000          | 108.90                                |                        |
| 12146                      | 06/08/2021          |                  | Grounds Contracted Lawn Care MS          | 01 2630 422 002 0 000          | 249.30                                |                        |
| 12233                      | 06/08/2021          |                  | Grounds Contracted Lawn Care Morton      | 01 2630 422 004 0 000          | 164.95                                |                        |
| 12233                      | 06/08/2021          |                  | Grounds Contracted Lawn Care Morton      | 01 2630 422 004 0 000          | 741.40                                |                        |
| 12233                      | 06/08/2021          |                  | Grounds Contracted Lawn Care Pershing    | 01 2630 422 005 0 000          | 668.50                                |                        |
| 12337                      | 06/08/2021          |                  | Grounds Contracted Lawn Care HS          | 01 2630 422 001 0 000          | 644.75                                |                        |
| 12337                      | 06/08/2021          |                  | Grounds Contracted Lawn Care HS          | 01 2630 422 001 0 000          | 709.95                                |                        |
| 12337                      | 06/08/2021          |                  | Grounds Contracted Lawn Care MS          | 01 2630 422 002 0 000          | 116.00                                |                        |
| 12337                      | 06/08/2021          |                  | Grounds Contracted Lawn Care Sandoz      | 01 2630 422 006 0 000          | 598.90                                |                        |
| 12375                      | 06/08/2021          |                  | Grounds Contracted Lawn Care HS          | 01 2630 422 001 0 000          | 645.00                                |                        |
| 12375                      | 06/08/2021          |                  | Grounds Contracted Lawn Care HS          | 01 2630 422 001 0 000          | 3,294.20                              |                        |
| 12375                      | 06/08/2021          |                  | Grounds Contracted Lawn Care MS          | 01 2630 422 002 0 000          | 764.45                                |                        |
| 12375                      | 06/08/2021          |                  | Grounds Contracted Lawn Care Bryan       | 01 2630 422 003 0 000          | 463.40                                |                        |
| 12375                      | 06/08/2021          |                  | Grounds Contracted Lawn Care Bryan       | 01 2630 422 003 0 000          | 421.95                                |                        |
| 12375                      | 06/08/2021          |                  | Grounds Contracted Lawn Care Pershing    | 01 2630 422 005 0 000          | 1,111.90                              |                        |
| 12400                      | 06/08/2021          |                  | Grounds Contracted Lawn Care Svcs.       | 01 2630 422 000 0 000          | 115.00                                |                        |
| Check Number: 49888        | Check Type: Check   |                  | Check Date: 06/14/2021                   | Vendor: KNAPPELECT             | KNAPP ELECTRIC Inc.                   | Check Total: 2,500.00  |
| <u>Invoice Number</u>      | <u>Invoice Date</u> | <u>PO Number</u> | <u>Detail Description</u>                | <u>Chart of Account Number</u> | <u>Detail Amount</u>                  |                        |
| 1118122                    | 06/08/2021          | GF026707         | cooling tower cir pump                   | 01 2620 437 006 0 000          | 2,500.00                              |                        |
| Check Number: 49889        | Check Type: Check   |                  | Check Date: 06/14/2021                   | Vendor: KSBSCHOOLL             | KSB School Law, PC LLC                | Check Total: 1,324.00  |
| <u>Invoice Number</u>      | <u>Invoice Date</u> | <u>PO Number</u> | <u>Detail Description</u>                | <u>Chart of Account Number</u> | <u>Detail Amount</u>                  |                        |
| 10118                      | 06/08/2021          |                  | District Legal Services                  | 01 2330 317 000 0 000          | 1,324.00                              |                        |
| Check Number: 49890        | Check Type: Check   |                  | Check Date: 06/14/2021                   | Vendor: LAKESHOREL             | LAKESHORE LEARNING MATERIALS          | Check Total: 1,659.02  |
| <u>Invoice Number</u>      | <u>Invoice Date</u> | <u>PO Number</u> | <u>Detail Description</u>                | <u>Chart of Account Number</u> | <u>Detail Amount</u>                  |                        |
| 2215390521                 | 06/08/2021          | GF026725         | supplies                                 | 01 6997 610 000 0 000          | 807.09                                |                        |
| 2215400521                 | 06/08/2021          | GF026726         | supplies                                 | 01 6997 610 000 0 000          | 851.93                                |                        |
| Check Number: 49891        | Check Type: Check   |                  | Check Date: 06/14/2021                   | Vendor: LAMINATING             | Laminating and Binding Solutions, Inc | Check Total: 91.80     |

|                            |                     |                        |                                         |                                  |                       |
|----------------------------|---------------------|------------------------|-----------------------------------------|----------------------------------|-----------------------|
| <b>Checking Account: 1</b> |                     | <b>1</b>               |                                         |                                  |                       |
| <u>Invoice Number</u>      | <u>Invoice Date</u> | <u>PO Number</u>       | <u>Detail Description</u>               | <u>Chart of Account Number</u>   | <u>Detail Amount</u>  |
| 607KA1                     | 06/08/2021          |                        | teflon bushing                          | 01 2230 610 000 0 000            | 91.80                 |
| Check Number: 49892        | Check Type: Check   | Check Date: 06/14/2021 | Vendor: LEXRHC                          | Lexington Regional Health Center | Check Total: 6,447.04 |
| <u>Invoice Number</u>      | <u>Invoice Date</u> | <u>PO Number</u>       | <u>Detail Description</u>               | <u>Chart of Account Number</u>   | <u>Detail Amount</u>  |
| 20210608                   | 06/08/2021          |                        | OT Services K-12 Prof. Services         | 01 2161 340 000 0 000            | 2,235.12              |
| 20210608                   | 06/08/2021          |                        | OT Services Age 3-5 Prof. Services      | 01 2162 340 009 0 000            | 855.59                |
| 20210608                   | 06/08/2021          |                        | OT Services Age 0-2 Prof. Services      | 01 2163 340 015 0 000            | 391.28                |
| 20210608-0001              | 06/08/2021          |                        | PT Services K-12 Prof. Services         | 01 2171 340 000 0 000            | 1,608.10              |
| 20210608-0001              | 06/08/2021          |                        | PT Services Age 3-5 Prof. Services      | 01 2172 340 009 0 000            | 438.10                |
| 20210608-0001              | 06/08/2021          |                        | PT Services Age 0-2 Prof. Services      | 01 2173 340 015 0 000            | 330.85                |
| 20210609                   | 06/09/2021          |                        | Sam Jilka bus physical                  | 01 2710 340 000 0 000            | 147.00                |
| 20210609-0001              | 06/09/2021          |                        | Kirk Psota bus physical                 | 01 2710 340 000 0 000            | 147.00                |
| 20210609-0002              | 06/09/2021          |                        | Danielle Dickman bus physical           | 01 2710 340 000 0 000            | 147.00                |
| 20210609-0003              | 06/09/2021          |                        | Rob Koerting bus driver physical        | 01 2710 340 000 0 000            | 147.00                |
| Check Number: 49893        | Check Type: Check   | Check Date: 06/14/2021 | Vendor: LIENINC                         | LIEN, INC                        | Check Total: 2,024.62 |
| <u>Invoice Number</u>      | <u>Invoice Date</u> | <u>PO Number</u>       | <u>Detail Description</u>               | <u>Chart of Account Number</u>   | <u>Detail Amount</u>  |
| 9255                       | 06/08/2021          |                        | Grounds Contracted Lawn Care Morton     | 01 2630 422 004 0 000            | 120.00                |
| 9256                       | 06/08/2021          |                        | Grounds Contracted Lawn Care HS         | 01 2630 422 001 0 000            | 152.68                |
| 9257                       | 06/08/2021          |                        | Grounds Contracted Lawn Care Bryan      | 01 2630 422 003 0 000            | 259.80                |
| 9258                       | 06/08/2021          |                        | Grounds Contracted Lawn Care Bryan      | 01 2630 422 003 0 000            | 305.36                |
| 9259                       | 06/08/2021          |                        | Grounds Contracted Lawn Care MS         | 01 2630 422 002 0 000            | 120.00                |
| 9270                       | 06/08/2021          |                        | Grounds Contracted Lawn Care MS         | 01 2630 422 002 0 000            | 245.36                |
| 9271                       | 06/08/2021          |                        | Grounds Contracted Lawn Care MS         | 01 2630 422 002 0 000            | 361.26                |
| 9272                       | 06/08/2021          |                        | Grounds Contracted Lawn Care Pershing   | 01 2630 422 005 0 000            | 406.16                |
| 9273                       | 06/08/2021          |                        | Grounds Contracted Lawn Care Svcs.      | 01 2630 422 000 0 000            | 54.00                 |
| Check Number: 49894        | Check Type: Check   | Check Date: 06/14/2021 | Vendor: LINSSENMEYE                     | Christa Linsenmeyer              | Check Total: 262.08   |
| <u>Invoice Number</u>      | <u>Invoice Date</u> | <u>PO Number</u>       | <u>Detail Description</u>               | <u>Chart of Account Number</u>   | <u>Detail Amount</u>  |
| May 2021                   | 06/08/2021          |                        | SPED K-12 Transport. Mileage to Parents | 01 2712 332 000 0 000            | 262.08                |
| Check Number: 49895        | Check Type: Check   | Check Date: 06/14/2021 | Vendor: LITTLECAES                      | LITTLE CAESARS                   | Check Total: 85.00    |
| <u>Invoice Number</u>      | <u>Invoice Date</u> | <u>PO Number</u>       | <u>Detail Description</u>               | <u>Chart of Account Number</u>   | <u>Detail Amount</u>  |
| 5/3/21                     | 06/08/2021          | GF026632               | pizza                                   | 01 1200 610 001 0 000            | 55.00                 |
| 5/6/21                     | 06/08/2021          | GF026667               | pizza                                   | 01 3402 611 000 0 000            | 30.00                 |
| Check Number: 49896        | Check Type: Check   | Check Date: 06/14/2021 | Vendor: LOUSSPORTI                      | Lou's Sporting Goods             | Check Total: 2,320.10 |
| <u>Invoice Number</u>      | <u>Invoice Date</u> | <u>PO Number</u>       | <u>Detail Description</u>               | <u>Chart of Account Number</u>   | <u>Detail Amount</u>  |
| AAX782246-AX07             | 06/08/2021          | GF026162               | Football jerseys & pants                | 02 1101 610 002 0 000            | 2,320.10              |
| Check Number: 49897        | Check Type: Check   | Check Date: 06/14/2021 | Vendor: MADELINEESC                     | Madeline's Cafe & Bakery         | Check Total: 117.68   |
| <u>Invoice Number</u>      | <u>Invoice Date</u> | <u>PO Number</u>       | <u>Detail Description</u>               | <u>Chart of Account Number</u>   | <u>Detail Amount</u>  |
| 175                        | 06/08/2021          | GF026764               | lunch                                   | 01 2310 610 000 0 000            | 117.68                |

**Detail Check Register**

Posted; Batch Description GF Checks 6/14/21 KJF

Checking Account: 1

1

|                       |                                      |                                          |                                |                                       |              |          |
|-----------------------|--------------------------------------|------------------------------------------|--------------------------------|---------------------------------------|--------------|----------|
| Check Number: 49898   | Check Type: Check                    | Check Date: 06/14/2021                   | Vendor: MCSTORAGE              | Morris McConnell                      | Check Total: | 370.00   |
| <u>Invoice Number</u> | <u>Invoice Date</u> <u>PO Number</u> | <u>Detail Description</u>                | <u>Chart of Account Number</u> | <u>Detail Amount</u>                  |              |          |
| 156.034               | 06/08/2021                           | Op. of Bldg. Other Cont. Svcs.           | 01 2620 490 000 0 000          | 370.00                                |              |          |
| Check Number: 49899   | Check Type: Check                    | Check Date: 06/14/2021                   | Vendor: MEADLUMBER             | MEAD LUMBER                           | Check Total: | 2,192.42 |
| <u>Invoice Number</u> | <u>Invoice Date</u> <u>PO Number</u> | <u>Detail Description</u>                | <u>Chart of Account Number</u> | <u>Detail Amount</u>                  |              |          |
| 20210609              | 06/09/2021 GF025732                  | Yearly Classroom Consumables             | 01 1100 619 001 0 000          | 0.00                                  |              |          |
| 6153072               | 06/09/2021 GF025739                  | Maintenance Supply District-Wide         | 01 2620 610 000 0 000          | 6.69                                  |              |          |
| 6154987               | 06/09/2021 GF025739                  | Maintenance Supply District-Wide         | 01 2620 610 000 0 000          | 2.49                                  |              |          |
| 6155619               | 06/09/2021 GF025739                  | Maintenance Supply District-Wide         | 01 2620 610 000 0 000          | 20.65                                 |              |          |
| 6155644               | 06/09/2021 GF025739                  | Maintenance Supply District-Wide         | 01 2620 610 000 0 000          | 37.92                                 |              |          |
| 6155947               | 06/09/2021 GF025725                  | Yearly Classroom Consumables             | 01 1100 612 001 0 000          | 40.60                                 |              |          |
| 6176505               | 06/09/2021 GF026666                  | supplies for local project               | 01 1100 619 001 0 000          | 1,778.55                              |              |          |
| 6178194               | 06/09/2021 GF025739                  | Maintenance Supply District-Wide         | 01 2620 610 000 0 000          | 14.67                                 |              |          |
| 6201483               | 06/09/2021 GF025725                  | Yearly Classroom Consumables             | 01 1100 612 001 0 000          | 31.67                                 |              |          |
| 6208285               | 06/09/2021 GF025725                  | Yearly Classroom Consumables             | 01 1100 612 001 0 000          | 104.32                                |              |          |
| 6211588               | 06/09/2021 GF025739                  | Maintenance Supply MS                    | 01 2620 610 002 0 000          | 28.67                                 |              |          |
| 6212355               | 06/09/2021 GF025739                  | Maintenance Supply District-Wide         | 01 2620 610 000 0 000          | 38.39                                 |              |          |
| 6238966               | 06/09/2021 GF025739                  | Maintenance Supply District-Wide         | 01 2620 610 000 0 000          | 72.47                                 |              |          |
| 6245791               | 06/09/2021 GF025739                  | Maintenance Supply District-Wide         | 01 2620 610 000 0 000          | 15.33                                 |              |          |
| Check Number: 49900   | Check Type: Check                    | Check Date: 06/14/2021                   | Vendor: MERIDIANRE             | Meridian Rentals                      | Check Total: | 2,677.30 |
| <u>Invoice Number</u> | <u>Invoice Date</u> <u>PO Number</u> | <u>Detail Description</u>                | <u>Chart of Account Number</u> | <u>Detail Amount</u>                  |              |          |
| 064113                | 06/08/2021 GF026746                  | Briggs & Stratton Engines OHV 950 Series | 01 6700 610 001 0 000          | 2,677.30                              |              |          |
| Check Number: 49901   | Check Type: Check                    | Check Date: 06/14/2021                   | Vendor: MICKSPLATT             | MICK'S PLATTE VALLEY GLASS            | Check Total: | 715.00   |
| <u>Invoice Number</u> | <u>Invoice Date</u> <u>PO Number</u> | <u>Detail Description</u>                | <u>Chart of Account Number</u> | <u>Detail Amount</u>                  |              |          |
| 49150                 | 06/09/2021                           | Maintenance Supply Sandoz                | 01 2620 610 006 0 000          | 715.00                                |              |          |
| Check Number: 49902   | Check Type: Check                    | Check Date: 06/14/2021                   | Vendor: MIDSTATESA             | MID-STATES AUTOMATION & CONTROL, INC. | Check Total: | 4,468.00 |
| <u>Invoice Number</u> | <u>Invoice Date</u> <u>PO Number</u> | <u>Detail Description</u>                | <u>Chart of Account Number</u> | <u>Detail Amount</u>                  |              |          |
| 72-1527               | 06/08/2021                           | Op. of Bldg. Cont. Heating & Air Svcs.   | 01 2620 437 000 0 000          | 4,468.00                              |              |          |
| Check Number: 49903   | Check Type: Check                    | Check Date: 06/14/2021                   | Vendor: MOLLYHAWKI             | MOLLY HAWKINS HOUSE                   | Check Total: | 86.94    |
| <u>Invoice Number</u> | <u>Invoice Date</u> <u>PO Number</u> | <u>Detail Description</u>                | <u>Chart of Account Number</u> | <u>Detail Amount</u>                  |              |          |
| 42276-B               | 06/08/2021 GF026401                  | supplies                                 | 01 1100 606 002 0 000          | 86.94                                 |              |          |
| Check Number: 49904   | Check Type: Check                    | Check Date: 06/14/2021                   | Vendor: NCSPEARSON             | NCS PEARSON INC.                      | Check Total: | 68.25    |
| <u>Invoice Number</u> | <u>Invoice Date</u> <u>PO Number</u> | <u>Detail Description</u>                | <u>Chart of Account Number</u> | <u>Detail Amount</u>                  |              |          |
| 14485978              | 06/08/2021                           | Psych Svcs. K-12 Supply DW               | 01 2141 610 000 0 000          | 68.25                                 |              |          |
| Check Number: 49905   | Check Type: Check                    | Check Date: 06/14/2021                   | Vendor: NASB                   | NE ASSOCIATION OF SCHOOL BOARDS       | Check Total: | 155.00   |
| <u>Invoice Number</u> | <u>Invoice Date</u> <u>PO Number</u> | <u>Detail Description</u>                | <u>Chart of Account Number</u> | <u>Detail Amount</u>                  |              |          |



**Detail Check Register**

Posted; Batch Description GF Checks 6/14/21 KJF

|                            |                     |                        |                                         |                                          |                      |          |
|----------------------------|---------------------|------------------------|-----------------------------------------|------------------------------------------|----------------------|----------|
| <b>Checking Account: 1</b> |                     | <b>1</b>               |                                         |                                          |                      |          |
| INV-07976-M5G9N9           | 06/08/2021          |                        | John Hakonson 2021 School Leaders & Law | 01 2320 330 000 0 000                    | 155.00               |          |
| Check Number: 49906        | Check Type: Check   | Check Date: 06/14/2021 | Vendor: NEBRASKAAI                      | Nebraska Air Filter, Inc                 | Check Total:         | 73.54    |
| <u>Invoice Number</u>      | <u>Invoice Date</u> | <u>PO Number</u>       | <u>Detail Description</u>               | <u>Chart of Account Number</u>           | <u>Detail Amount</u> |          |
| 0390633-IN                 | 06/08/2021          | GF026773               | filters                                 | 01 2620 437 001 0 000                    | 73.54                |          |
| Check Number: 49907        | Check Type: Check   | Check Date: 06/14/2021 | Vendor: NSTA                            | Nebraska School Transportation Associati | Check Total:         | 175.00   |
| <u>Invoice Number</u>      | <u>Invoice Date</u> | <u>PO Number</u>       | <u>Detail Description</u>               | <u>Chart of Account Number</u>           | <u>Detail Amount</u> |          |
| 20210608                   | 06/08/2021          |                        | summer conference registration          | 01 2710 330 000 0 000                    | 175.00               |          |
| Check Number: 49908        | Check Type: Check   | Check Date: 06/14/2021 | Vendor: NINJARMM                        | Ninja RMM                                | Check Total:         | 1,950.00 |
| <u>Invoice Number</u>      | <u>Invoice Date</u> | <u>PO Number</u>       | <u>Detail Description</u>               | <u>Chart of Account Number</u>           | <u>Detail Amount</u> |          |
| 20210608                   | 06/08/2021          | GF026767               | remote monitoring & management          | 01 2230 735 000 0 000                    | 1,950.00             |          |
| Check Number: 49909        | Check Type: Check   | Check Date: 06/14/2021 | Vendor: ONESOURCEI                      | ONE SOURCE Inc.                          | Check Total:         | 383.00   |
| <u>Invoice Number</u>      | <u>Invoice Date</u> | <u>PO Number</u>       | <u>Detail Description</u>               | <u>Chart of Account Number</u>           | <u>Detail Amount</u> |          |
| 2039-20210531              | 06/08/2021          |                        | Personnel Services Technical Services   | 01 2570 350 000 0 000                    | 362.00               |          |
| 2039V-20210531             | 06/08/2021          |                        | Personnel Services Technical Services   | 01 2570 350 000 0 000                    | 21.00                |          |
| Check Number: 49910        | Check Type: Check   | Check Date: 06/14/2021 | Vendor: TIGERPAPER                      | Paper Tiger Shredding                    | Check Total:         | 260.00   |
| <u>Invoice Number</u>      | <u>Invoice Date</u> | <u>PO Number</u>       | <u>Detail Description</u>               | <u>Chart of Account Number</u>           | <u>Detail Amount</u> |          |
| 146095                     | 06/08/2021          |                        | Fiscal Services Professional Services   | 01 2510 340 000 0 000                    | 260.00               |          |
| Check Number: 49911        | Check Type: Check   | Check Date: 06/14/2021 | Vendor: PLATTEVAL5                      | Platte Valley Excavating, Inc            | Check Total:         | 1,600.00 |
| <u>Invoice Number</u>      | <u>Invoice Date</u> | <u>PO Number</u>       | <u>Detail Description</u>               | <u>Chart of Account Number</u>           | <u>Detail Amount</u> |          |
| 6289                       | 06/08/2021          |                        | Grounds Contracted Snow Removal         | 01 2630 423 000 0 000                    | 300.00               |          |
| 6289                       | 06/08/2021          |                        | Grounds Contracted Snow Rmov. HS        | 01 2630 423 001 0 000                    | 400.00               |          |
| 6289                       | 06/08/2021          |                        | Grounds Contracted Snow Rmov. MS        | 01 2630 423 002 0 000                    | 300.00               |          |
| 6289                       | 06/08/2021          |                        | Grounds Contracted Snow Rmov. Morton    | 01 2630 423 004 0 000                    | 300.00               |          |
| 6289                       | 06/08/2021          |                        | Grounds Contracted Snow Rmov. Sandoz    | 01 2630 423 006 0 000                    | 300.00               |          |
| Check Number: 49912        | Check Type: Check   | Check Date: 06/14/2021 | Vendor: PLUMCREEKM                      | PLUM CREEK MARKET PLACE                  | Check Total:         | 1,712.81 |
| <u>Invoice Number</u>      | <u>Invoice Date</u> | <u>PO Number</u>       | <u>Detail Description</u>               | <u>Chart of Account Number</u>           | <u>Detail Amount</u> |          |
| 00203675110400162          | 06/09/2021          | GF026104               | cooking class groceries                 | 01 3590 610 002 0 000                    | 28.46                |          |
| 00205094081900162          | 06/09/2021          | GF025733               | Yearly Kitchen food & supplies          | 06 3100 630 000 0 000                    | 149.70               |          |
| 00205104091800162          | 06/09/2021          | GF026691               | flowers and candy boquets               | 01 2310 610 000 0 000                    | 280.00               |          |
| 00305953163601176          | 06/09/2021          | GF025721               | Yearly Classroom Consumables            | 01 1100 615 001 0 000                    | 16.29                |          |
| 00306799135300755          | 06/09/2021          | GF026104               | cooking class groceries                 | 01 3590 610 002 0 000                    | 18.22                |          |
| 00307167143100755          | 06/09/2021          | GF026699               | end of the year celebration             | 01 1100 610 002 0 000                    | 369.69               |          |
| 00400754081601119          | 06/09/2021          | GF025733               | Yearly Kitchen food & supplies          | 06 3100 630 000 0 000                    | 82.54                |          |
| 00400826150401158          | 06/09/2021          | GF026104               | cooking class groceries                 | 01 3590 610 002 0 000                    | 6.43                 |          |
| 00401408180101158          | 06/09/2021          | GF025721               | Yearly Classroom Consumables            | 01 1100 615 001 0 000                    | 35.89                |          |
| 00402132081401119          | 06/09/2021          | GF026579               | graduation flowers                      | 01 2490 610 001 0 000                    | 300.00               |          |
| 00402229152001119          | 06/09/2021          | GF026104               | cooking class groceries                 | 01 3590 610 002 0 000                    | 35.80                |          |

**Detail Check Register**

Posted; Batch Description GF Checks 6/14/21 KJF

|                            |                     |                        |                                |                                       |                      |          |
|----------------------------|---------------------|------------------------|--------------------------------|---------------------------------------|----------------------|----------|
| <b>Checking Account: 1</b> |                     | <b>1</b>               |                                |                                       |                      |          |
| 00403230073601152          | 06/09/2021          | GF025733               | Yearly Kitchen food & supplies | 06 3100 630 000 0 000                 | 74.85                |          |
| 00403235090901152          | 06/09/2021          | GF025733               | Yearly Kitchen food & supplies | 06 3100 630 000 0 000                 | 115.05               |          |
| 00403608145901119          | 06/09/2021          | GF025733               | Yearly Kitchen food & supplies | 06 3100 630 000 0 000                 | 128.41               |          |
| 00404610104401119          | 06/09/2021          | GF025733               | Yearly Kitchen food & supplies | 06 3100 630 000 0 000                 | 21.48                |          |
| 00602643133700888          | 06/09/2021          | GF026738               | food                           | 01 1100 890 000 0 000                 | 50.00                |          |
| Check Number: 49913        | Check Type: Check   | Check Date: 06/14/2021 | Vendor: PLUMCREEK3             | PLUM CREEK MEDICAL GROUP, P.C.        | Check Total:         | 140.00   |
| <u>Invoice Number</u>      | <u>Invoice Date</u> | <u>PO Number</u>       | <u>Detail Description</u>      | <u>Chart of Account Number</u>        | <u>Detail Amount</u> |          |
| 20210609                   | 06/09/2021          |                        | Vicki Fish bus driver physical | 01 2710 340 000 0 000                 | 140.00               |          |
| Check Number: 49914        | Check Type: Check   | Check Date: 06/14/2021 | Vendor: PYRAMID                | Pyramid Educational Consultants, INC. | Check Total:         | 117.36   |
| <u>Invoice Number</u>      | <u>Invoice Date</u> | <u>PO Number</u>       | <u>Detail Description</u>      | <u>Chart of Account Number</u>        | <u>Detail Amount</u> |          |
| S1427279.001               | 06/08/2021          | GF026445               | supplies                       | 01 1100 610 004 0 000                 | 117.36               |          |
| V*S1427279.001             | 06/14/2021          | GF026445               | supplies                       | 01 1100 610 004 0 000                 | (117.36)             |          |
| Check Number: 49915        | Check Type: Check   | Check Date: 06/14/2021 | Vendor: PYRAMIDSCH             | Pyramid School Products               | Check Total:         | 1,607.00 |
| <u>Invoice Number</u>      | <u>Invoice Date</u> | <u>PO Number</u>       | <u>Detail Description</u>      | <u>Chart of Account Number</u>        | <u>Detail Amount</u> |          |
| S1427057.001               | 06/08/2021          | GF026328               | Carol Carlson supplies         | 01 1100 602 001 0 000                 | 3.00                 |          |
| S1427057.001               | 06/08/2021          | GF026328               | Chris Salem supplies           | 01 1100 610 001 0 000                 | 119.96               |          |
| S1427057.001               | 06/08/2021          | GF026328               | Keith Nielson supplies         | 01 1100 613 001 0 000                 | 120.33               |          |
| S1427072.001               | 06/09/2021          | GF026550               | Julie Neher supplies           | 01 1100 606 004 0 000                 | 62.01                |          |
| S1427072.001               | 06/09/2021          | GF026550               | Teresa Barnett supplies        | 01 1100 610 006 0 000                 | 4.95                 |          |
| S1427072.001               | 06/09/2021          | GF026550               | Angie Kovarik supplies         | 01 1200 610 000 0 000                 | 16.68                |          |
| S1427072.001               | 06/09/2021          | GF026550               | supplies                       | 01 2510 610 000 0 000                 | 64.54                |          |
| S1427072.001               | 06/09/2021          | GF026550               | Kris Saulsbury supplies        | 01 2620 610 000 0 000                 | 18.99                |          |
| S1427560.001               | 06/09/2021          | GF026407               | Social Science Supply MS       | 01 1100 604 002 0 000                 | 20.28                |          |
| S1427560.001               | 06/09/2021          | GF026407               | Terri Wylie Supplies           | 01 1100 606 002 0 000                 | 177.76               |          |
| S1427560.001               | 06/09/2021          | GF026407               | Zulema Reyes supplies          | 01 1100 610 002 0 000                 | 998.50               |          |
| Check Number: 49916        | Check Type: Check   | Check Date: 06/14/2021 | Vendor: QUADIENTPO             | Quadient Finance USA, Inc             | Check Total:         | 3,563.49 |
| <u>Invoice Number</u>      | <u>Invoice Date</u> | <u>PO Number</u>       | <u>Detail Description</u>      | <u>Chart of Account Number</u>        | <u>Detail Amount</u> |          |
| 20210608                   | 06/08/2021          |                        | Fiscal Services Postage        | 01 2510 531 000 0 000                 | 3,563.49             |          |
| Check Number: 49917        | Check Type: Check   | Check Date: 06/14/2021 | Vendor: QUILL                  | QUILL                                 | Check Total:         | 53.11    |
| <u>Invoice Number</u>      | <u>Invoice Date</u> | <u>PO Number</u>       | <u>Detail Description</u>      | <u>Chart of Account Number</u>        | <u>Detail Amount</u> |          |
| 1381010                    | 06/08/2021          | GF026468               | supplies                       | 01 1100 610 004 0 000                 | (11.88)              |          |
| 1381010                    | 06/08/2021          | GF026468               | supplies                       | 01 1100 610 004 0 000                 | 0.00                 |          |
| 16989597                   | 06/08/2021          | GF026468               | supplies                       | 01 1100 610 004 0 000                 | 11.27                |          |
| 16989597                   | 06/08/2021          | GF026468               | supplies                       | 01 1100 610 004 0 000                 | 0.00                 |          |
| 17174190                   | 06/08/2021          | GF026775               | supplies                       | 01 2510 610 000 0 000                 | 51.02                |          |
| 17176831                   | 06/08/2021          | GF026775               | supplies                       | 01 2510 610 000 0 000                 | 2.70                 |          |
| Check Number: 49918        | Check Type: Check   | Check Date: 06/14/2021 | Vendor: RAPTORTECH             | Raptor Technologies, LLC              | Check Total:         | 575.00   |
| <u>Invoice Number</u>      | <u>Invoice Date</u> | <u>PO Number</u>       | <u>Detail Description</u>      | <u>Chart of Account Number</u>        | <u>Detail Amount</u> |          |

**Detail Check Register**

Posted; Batch Description GF Checks 6/14/21 KJF

|                            |                     |                  |                                          |                                |                      |                       |
|----------------------------|---------------------|------------------|------------------------------------------|--------------------------------|----------------------|-----------------------|
| <b>Checking Account: 1</b> |                     | <b>1</b>         |                                          |                                |                      |                       |
| SO11202                    | 06/08/2021          |                  | Security Supply HS                       | 01 2660 610 001 0 000          | 575.00               |                       |
| Check Number: 49919        | Check Type: Check   |                  | Check Date: 06/14/2021                   | Vendor: RIVERSIDEA             | Riverside Insights   | Check Total: 1,043.57 |
| <u>Invoice Number</u>      | <u>Invoice Date</u> | <u>PO Number</u> | <u>Detail Description</u>                | <u>Chart of Account Number</u> | <u>Detail Amount</u> |                       |
| INV078533                  | 06/08/2021          | GF026534         | Woodcock-Johnson IV Achievement Standard | 01 2141 610 000 0 000          | 0.00                 |                       |
| INV078533                  | 06/08/2021          | GF026534         | Woodcock-Johnson IV Achievement Standard | 01 2141 610 000 0 000          | 0.00                 |                       |
| INV078533                  | 06/08/2021          | GF026534         | Woodcock-Johnson IV Achievement Form C w | 01 2141 610 000 0 000          | 1,043.57             |                       |
| INV078533                  | 06/08/2021          | GF026534         | Test of Early Mathematics Ability (TEMA- | 01 2141 610 000 0 000          | 0.00                 |                       |
| INV078533                  | 06/08/2021          | GF026534         | Test of Early Mathematics Ability (TEMA- | 01 2141 610 000 0 000          | 0.00                 |                       |
| Check Number: 49920        | Check Type: Check   |                  | Check Date: 06/14/2021                   | Vendor: SSWORLDWI              | S&S Worldwide        | Check Total: 39.50    |
| <u>Invoice Number</u>      | <u>Invoice Date</u> | <u>PO Number</u> | <u>Detail Description</u>                | <u>Chart of Account Number</u> | <u>Detail Amount</u> |                       |
| IN100772034                | 06/08/2021          | GF026566         | paper                                    | 01 1100 610 000 0 000          | 39.50                |                       |
| Check Number: 49921        | Check Type: Check   |                  | Check Date: 06/14/2021                   | Vendor: SWAUTOPART             | S&W AUTO PARTS       | Check Total: 359.79   |
| <u>Invoice Number</u>      | <u>Invoice Date</u> | <u>PO Number</u> | <u>Detail Description</u>                | <u>Chart of Account Number</u> | <u>Detail Amount</u> |                       |
| 119739                     | 06/09/2021          | GF025736         | Maintenance Supply District-Wide         | 01 2620 610 000 0 000          | 18.69                |                       |
| 119971                     | 06/09/2021          | GF026633         | Air Regulator & fittings                 | 01 6700 610 001 0 000          | 137.57               |                       |
| 119975                     | 06/09/2021          | GF026633         | Air Regulator & fittings                 | 01 6700 610 001 0 000          | (11.18)              |                       |
| 120101                     | 06/09/2021          | GF025736         | Reg. Pupil Transport. Bus Repairs        | 01 2710 430 000 0 000          | 19.74                |                       |
| 120354                     | 06/09/2021          | GF025722         | Yearly Classroom Consumables             | 01 1100 613 001 0 000          | 12.34                |                       |
| 120390                     | 06/09/2021          | GF025722         | Yearly Classroom Consumables             | 01 1100 613 001 0 000          | 12.99                |                       |
| 120907                     | 06/09/2021          | GF026692         | oil                                      | 01 2710 626 000 0 000          | 64.68                |                       |
| 121028                     | 06/09/2021          | GF025722         | Yearly Classroom Consumables             | 01 1100 613 001 0 000          | 3.99                 |                       |
| 121126                     | 06/09/2021          | GF025736         | Op. of Bldg. Cont. Heat/Air Svcs. Pershi | 01 2620 437 005 0 000          | 14.22                |                       |
| 121289                     | 06/09/2021          | GF025736         | Reg. Pupil Transport. Bus Repairs        | 01 2710 430 000 0 000          | 19.58                |                       |
| 121291                     | 06/09/2021          | GF025736         | Maintenance Supply District-Wide         | 01 2620 610 000 0 000          | 20.68                |                       |
| 121350                     | 06/09/2021          | GF025736         | Maintenance Supply District-Wide         | 01 2620 610 000 0 000          | 46.49                |                       |
| 20210609                   | 06/09/2021          | GF025728         | Yearly Classroom Consumables             | 01 1100 613 001 0 000          | 0.00                 |                       |
| Check Number: 49922        | Check Type: Check   |                  | Check Date: 06/14/2021                   | Vendor: SCHOLASTI5             | SCHOLASTIC, INC.     | Check Total: 540.26   |
| <u>Invoice Number</u>      | <u>Invoice Date</u> | <u>PO Number</u> | <u>Detail Description</u>                | <u>Chart of Account Number</u> | <u>Detail Amount</u> |                       |
| 30213680                   | 06/09/2021          | GF026684         | I spy Fly Guy                            | 01 1100 644 004 0 000          | 29.90                |                       |
| 30213680                   | 06/09/2021          | GF026684         | Buddy (6 book set)                       | 01 1100 644 004 0 000          | 35.50                |                       |
| 30213680                   | 06/09/2021          | GF026684         | Horrible Harry (6 book set)              | 01 1100 644 004 0 000          | 43.90                |                       |
| 30213680                   | 06/09/2021          | GF026684         | I Survived the Joplin Tornado of 2011    | 01 1100 644 004 0 000          | 53.00                |                       |
| 30213680                   | 06/09/2021          | GF026684         | The Hero Two Doors Down                  | 01 1100 644 004 0 000          | 53.90                |                       |
| 30213680                   | 06/09/2021          | GF026684         | shipping                                 | 01 1100 644 004 0 000          | 37.06                |                       |
| 30213680                   | 06/09/2021          | GF026684         | Days with Frog and Toad (6 book set)     | 01 1100 644 004 0 000          | 0.00                 |                       |
| 30213680                   | 06/09/2021          | GF026684         | Diary of a Fly (6 book set)              | 01 1100 644 004 0 000          | 0.00                 |                       |
| 30213680                   | 06/09/2021          | GF026684         | Duck on a Bike (6 book set)              | 01 1100 644 004 0 000          | 61.90                |                       |
| 30213680                   | 06/09/2021          | GF026684         | Henry and Mudge and the Starry Night     | 01 1100 644 004 0 000          | 43.90                |                       |
| 30213680                   | 06/09/2021          | GF026684         | Hi! Fly Guy                              | 01 1100 644 004 0 000          | 35.90                |                       |

**Detail Check Register**

Posted; Batch Description GF Checks 6/14/21 KJF

Checking Account: 1

1

|          |            |          |                                      |                       |       |
|----------|------------|----------|--------------------------------------|-----------------------|-------|
| 30213680 | 06/09/2021 | GF026684 | White Fang                           | 01 1100 644 004 0 000 | 53.90 |
| 30297609 | 06/08/2021 | GF026684 | Days with Frog and Toad (6 book set) | 01 1100 644 004 0 000 | 21.95 |
| 30297609 | 06/08/2021 | GF026684 | Diary of a Fly (6 book set)          | 01 1100 644 004 0 000 | 61.90 |
| 30297609 | 06/08/2021 | GF026684 | shipping                             | 01 1100 644 004 0 000 | 7.55  |

Check Number: 49923

Check Type: Check

Check Date: 06/14/2021 Vendor: SCHOOLHEAL

School Health

Check Total:

104.92

| <u>Invoice Number</u> | <u>Invoice Date</u> | <u>PO Number</u> | <u>Detail Description</u>             | <u>Chart of Account Number</u> | <u>Detail Amount</u> |
|-----------------------|---------------------|------------------|---------------------------------------|--------------------------------|----------------------|
| 3911571-00            | 06/08/2021          | GF026554         | Kathryn Peterson supplies             | 01 1200 610 001 0 000          | 2.60                 |
| 3911571-00.           | 06/08/2021          | GF026557         | Thermometer probe covers, Tonya Smith | 01 2130 610 000 0 000          | 26.80                |
| 3911571-00.           | 06/08/2021          | GF026557         | Kris Saulsbury supplies               | 01 2620 610 000 0 000          | 27.15                |
| 3911571-00.           | 06/08/2021          | GF026557         | Digital Thermometers, Tonya Smith     | 01 6450 610 000 0 000          | 48.37                |

Check Number: 49924

Check Type: Check

Check Date: 06/14/2021 Vendor: SCHOOLSPEC

SCHOOL SPECIALTY INC.

Check Total:

3,009.42

| <u>Invoice Number</u> | <u>Invoice Date</u> | <u>PO Number</u> | <u>Detail Description</u>         | <u>Chart of Account Number</u> | <u>Detail Amount</u> |
|-----------------------|---------------------|------------------|-----------------------------------|--------------------------------|----------------------|
| 208127335671          | 06/08/2021          | GF026512         | supplies                          | 01 1100 606 006 0 000          | 192.63               |
| 208127497237          | 06/08/2021          | GF026276         | Social Science Supply HS          | 01 1100 604 001 0 000          | 3.31                 |
| 208127527368          | 06/08/2021          | GF026630         | Reg. Ed. Supply DW                | 01 1100 610 000 0 000          | 2,568.54             |
| 208127527368          | 06/08/2021          | GF026630         | Jaime Burkink Fruit stripe border | 01 1100 610 005 0 000          | 0.00                 |
| 208127539198          | 06/08/2021          | GF026591         | calculators                       | 01 1200 610 002 0 000          | 52.50                |
| 208127551191          | 06/08/2021          | GF026276         | Social Science Supply HS          | 01 1100 604 001 0 000          | 7.79                 |
| 208127569313          | 06/09/2021          | GF026512         | supplies                          | 01 1100 606 006 0 000          | 9.94                 |
| 308103761472          | 06/08/2021          | GF026530         | supplies                          | 01 1200 610 001 0 000          | 84.07                |
| 308103761485          | 06/08/2021          | GF026374         | supplies                          | 01 1100 610 003 0 000          | 90.64                |

Check Number: 49925

Check Type: Check

Check Date: 06/14/2021 Vendor: SCIENTIFIC

Scientific Specialties

Check Total:

1,011.00

| <u>Invoice Number</u> | <u>Invoice Date</u> | <u>PO Number</u> | <u>Detail Description</u> | <u>Chart of Account Number</u> | <u>Detail Amount</u> |
|-----------------------|---------------------|------------------|---------------------------|--------------------------------|----------------------|
| 20210608              | 06/08/2021          | GF026254         | Microscope Service        | 01 1100 603 001 0 000          | 1,011.00             |

Check Number: 49926

Check Type: Check

Check Date: 06/14/2021 Vendor: SERVICEMAS

SERVICEMASTER

Check Total:

62,535.79

| <u>Invoice Number</u> | <u>Invoice Date</u> | <u>PO Number</u> | <u>Detail Description</u>              | <u>Chart of Account Number</u> | <u>Detail Amount</u> |
|-----------------------|---------------------|------------------|----------------------------------------|--------------------------------|----------------------|
| 20210608              | 06/08/2021          |                  | Op. of Bldg. Contracted Cleaning Svcs. | 01 2620 420 000 0 000          | 58,736.00            |
| 20210608              | 06/08/2021          |                  | Op. of Bldg. Cleaning Svcs. HS         | 01 2620 420 001 0 000          | 0.00                 |
| 20210608              | 06/08/2021          |                  | Op. of Bldg. Cleaning Svcs. MS         | 01 2620 420 002 0 000          | 0.00                 |
| 20210608              | 06/08/2021          |                  | Op. of Bldg. Cleaning Svcs. Bryan      | 01 2620 420 003 0 000          | 0.00                 |
| 20210608              | 06/08/2021          |                  | Op. of Bldg. Cleaning Svcs. Morton     | 01 2620 420 004 0 000          | 0.00                 |
| 20210608              | 06/08/2021          |                  | Op. of Bldg. Cleaning Svcs. Pershing   | 01 2620 420 005 0 000          | 0.00                 |
| 20210608              | 06/08/2021          |                  | Op. of Bldg. Cleaning Svcs. Sandoz     | 01 2620 420 006 0 000          | 118.79               |
| 20210608              | 06/08/2021          |                  | Op. of Bldg. Cleaning Svcs. ELA        | 01 2620 420 009 0 000          | 0.00                 |
| 20210608              | 06/08/2021          |                  | Cooperative Fund Cleaning Contract     | 10 2620 420 000 0 000          | 3,681.00             |

Check Number: 49927

Check Type: Check

Check Date: 06/14/2021 Vendor: SHERWINWIL

Sherwin-Williams

Check Total:

794.72

| <u>Invoice Number</u> | <u>Invoice Date</u> | <u>PO Number</u> | <u>Detail Description</u> | <u>Chart of Account Number</u> | <u>Detail Amount</u> |
|-----------------------|---------------------|------------------|---------------------------|--------------------------------|----------------------|
| 9993-0                | 06/08/2021          | GF026757         | paint                     | 01 2620 610 000 0 000          | 794.72               |

**Detail Check Register**

Posted; Batch Description GF Checks 6/14/21 KJF

Checking Account: 1

1

|                       |                     |                        |                                          |                                |                      |           |
|-----------------------|---------------------|------------------------|------------------------------------------|--------------------------------|----------------------|-----------|
| Check Number: 49928   | Check Type: Check   | Check Date: 06/14/2021 | Vendor: SHIFFLEREQ                       | SHIFFLER EQUIPMENT SALES, INC  | Check Total:         | 554.59    |
| <u>Invoice Number</u> | <u>Invoice Date</u> | <u>PO Number</u>       | <u>Detail Description</u>                | <u>Chart of Account Number</u> | <u>Detail Amount</u> |           |
| 2112401701            | 06/08/2021          | GF026642               | supplies                                 | 01 2620 610 002 0 000          | 554.59               |           |
| Check Number: 49929   | Check Type: Check   | Check Date: 06/14/2021 | Vendor: SMARTAPPLE                       | SMART APPLE MEDIA              | Check Total:         | 51.90     |
| <u>Invoice Number</u> | <u>Invoice Date</u> | <u>PO Number</u>       | <u>Detail Description</u>                | <u>Chart of Account Number</u> | <u>Detail Amount</u> |           |
| ARU0320852            | 06/08/2021          | GF026668               | books                                    | 01 2220 640 002 0 000          | 51.90                |           |
| Check Number: 49930   | Check Type: Check   | Check Date: 06/14/2021 | Vendor: SPORTSFACI                       | Sports Facility Maintenance    | Check Total:         | 5,470.40  |
| <u>Invoice Number</u> | <u>Invoice Date</u> | <u>PO Number</u>       | <u>Detail Description</u>                | <u>Chart of Account Number</u> | <u>Detail Amount</u> |           |
| 390                   | 06/08/2021          | GF026750               | big gym basketball and curtain controlle | 01 2620 435 002 0 000          | 5,470.40             |           |
| Check Number: 49931   | Check Type: Check   | Check Date: 06/14/2021 | Vendor: AMSANLLC                         | Supply Works                   | Check Total:         | 3,548.59  |
| <u>Invoice Number</u> | <u>Invoice Date</u> | <u>PO Number</u>       | <u>Detail Description</u>                | <u>Chart of Account Number</u> | <u>Detail Amount</u> |           |
| 619219645             | 06/08/2021          | GF026635               | supplies                                 | 01 2620 610 000 0 000          | 552.80               |           |
| 621434430             | 06/08/2021          | GF026635               | supplies                                 | 01 2620 610 000 0 000          | (10.95)              |           |
| 621434448             | 06/08/2021          | GF026781               | SPED K-12 Supply HS                      | 01 1200 610 001 0 000          | 268.80               |           |
| 621434448             | 06/08/2021          | GF026781               | supplies                                 | 01 2620 610 000 0 000          | 226.60               |           |
| 621714914             | 06/09/2021          | GF026781               | supplies                                 | 01 2620 610 000 0 000          | 2,511.34             |           |
| Check Number: 49932   | Check Type: Check   | Check Date: 06/14/2021 | Vendor: SYSCOLINCO                       | Sysco Lincoln                  | Check Total:         | 1,287.10  |
| <u>Invoice Number</u> | <u>Invoice Date</u> | <u>PO Number</u>       | <u>Detail Description</u>                | <u>Chart of Account Number</u> | <u>Detail Amount</u> |           |
| 361650665.            | 06/08/2021          |                        | School Lunch Supply FOOD                 | 06 3100 630 000 0 000          | (62.66)              |           |
| 361665013             | 06/08/2021          |                        | School Lunch NON-FOOD Supply             | 06 3100 610 000 0 000          | 975.80               |           |
| 361665013             | 06/08/2021          |                        | School Lunch Supply FOOD                 | 06 3100 630 000 0 000          | 373.96               |           |
| Check Number: 49933   | Check Type: Check   | Check Date: 06/14/2021 | Vendor: TEACHERSPA                       | Teacher Synergy Inc            | Check Total:         | 387.99    |
| <u>Invoice Number</u> | <u>Invoice Date</u> | <u>PO Number</u>       | <u>Detail Description</u>                | <u>Chart of Account Number</u> | <u>Detail Amount</u> |           |
| 156133943             | 06/08/2021          | GF026752               | gift certificate                         | 01 1100 603 002 0 000          | 387.99               |           |
| Check Number: 49934   | Check Type: Check   | Check Date: 06/14/2021 | Vendor: UNITEPRIVA                       | Unite Private Networks, LLC    | Check Total:         | 1,680.73  |
| <u>Invoice Number</u> | <u>Invoice Date</u> | <u>PO Number</u>       | <u>Detail Description</u>                | <u>Chart of Account Number</u> | <u>Detail Amount</u> |           |
| SI-21-012728          | 06/08/2021          |                        | Technology Infrastructure DW             | 01 2230 740 000 0 000          | 1,680.73             |           |
| Check Number: 49935   | Check Type: Check   | Check Date: 06/14/2021 | Vendor: USFOODS                          | US Foods - Grand Island        | Check Total:         | 40,229.13 |
| <u>Invoice Number</u> | <u>Invoice Date</u> | <u>PO Number</u>       | <u>Detail Description</u>                | <u>Chart of Account Number</u> | <u>Detail Amount</u> |           |
| 4763415               | 06/09/2021          |                        | School Lunch Supply FOOD                 | 06 3100 630 000 0 000          | 4,459.59             |           |
| 4788266               | 06/09/2021          |                        | School Lunch Supply FOOD                 | 06 3100 630 000 0 000          | 6,982.49             |           |
| 4866616               | 06/09/2021          |                        | School Lunch Supply FOOD                 | 06 3100 630 000 0 000          | 392.50               |           |
| 4866617               | 06/09/2021          |                        | School Lunch NON-FOOD Supply             | 06 3100 610 000 0 000          | 562.42               |           |
| 4866617               | 06/09/2021          |                        | School Lunch Supply FOOD                 | 06 3100 630 000 0 000          | 5,676.21             |           |
| 4933804               | 06/09/2021          |                        | School Lunch Supply FOOD                 | 06 3100 630 000 0 000          | 7,551.77             |           |
| 5013163               | 06/09/2021          |                        | School Lunch Supply FOOD                 | 06 3100 630 000 0 000          | 5,914.23             |           |
| 5013164               | 06/09/2021          |                        | School Lunch Supply FOOD                 | 06 3100 630 000 0 000          | 392.91               |           |

|                            |            |                     |                              |                                          |                                |
|----------------------------|------------|---------------------|------------------------------|------------------------------------------|--------------------------------|
| <b>Checking Account: 1</b> |            | <b>1</b>            |                              |                                          |                                |
| 5048559                    | 06/09/2021 |                     | School Lunch Supply FOOD     | 06 3100 630 000 0 000                    | 4,834.55                       |
| 5074032                    | 06/09/2021 |                     | School Lunch Supply FOOD     | 06 3100 630 000 0 000                    | 1,706.90                       |
| 5155112                    | 06/09/2021 |                     | School Lunch NON-FOOD Supply | 06 3100 610 000 0 000                    | 85.57                          |
| 5155112                    | 06/09/2021 |                     | School Lunch Supply FOOD     | 06 3100 630 000 0 000                    | 1,762.01                       |
| 5354652                    | 06/09/2021 |                     | School Lunch NON-FOOD Supply | 06 3100 610 000 0 000                    | 161.50                         |
| 5354652                    | 06/09/2021 |                     | School Lunch Supply FOOD     | 06 3100 630 000 0 000                    | 810.30                         |
| 5934671                    | 06/09/2021 |                     | School Lunch Supply FOOD     | 06 3100 630 000 0 000                    | (123.32)                       |
| 5977446                    | 06/09/2021 |                     | School Lunch Supply FOOD     | 06 3100 630 000 0 000                    | (940.50)                       |
| Check Number: 49936        |            | Check Type: Check   | Check Date: 06/14/2021       | Vendor: VARSITY                          | Varsity Spirit Fashions        |
| <u>Invoice Number</u>      |            | <u>Invoice Date</u> | <u>PO Number</u>             | <u>Detail Description</u>                | <u>Chart of Account Number</u> |
| 70001483                   |            | 06/08/2021          | GF026644                     | cheer uniforms                           | 02 1101 610 001 0 000          |
|                            |            |                     |                              |                                          | Check Total: 10,856.10         |
| Check Number: 49937        |            | Check Type: Check   | Check Date: 06/14/2021       | Vendor: VOYAGERSOP                       | Voyager Sopris Learning        |
| <u>Invoice Number</u>      |            | <u>Invoice Date</u> | <u>PO Number</u>             | <u>Detail Description</u>                | <u>Chart of Account Number</u> |
| 3827581                    |            | 06/08/2021          | GF026711                     | 2nd grade benchmark scoring booklets (pk | 01 6997 610 000 0 000          |
| 3827581                    |            | 06/08/2021          | GF026711                     | 3rd grade benchmark scoring booklets (pk | 01 6997 610 000 0 000          |
| 3827581                    |            | 06/08/2021          | GF026711                     | SHIPPING                                 | 01 6997 610 000 0 000          |
| 3836502                    |            | 06/08/2021          | GF026709                     | 4th grade benchmark scoring booklets (pk | 01 6997 610 000 0 000          |
| 3836502                    |            | 06/08/2021          | GF026709                     | 5th grade benchmark scoring booklets (pk | 01 6997 610 000 0 000          |
| 3836502                    |            | 06/08/2021          | GF026709                     | 4TH GRADE ORF Progress Monitoring (pkg 5 | 01 6997 610 000 0 000          |
| 3836502                    |            | 06/08/2021          | GF026709                     | 5TH GRADE ORF Progress Monitoring (pkg 5 | 01 6997 610 000 0 000          |
| 3836502                    |            | 06/08/2021          | GF026709                     | SHIPPING                                 | 01 6997 610 000 0 000          |
|                            |            |                     |                              |                                          | Check Total: 1,539.11          |
| Check Number: 49938        |            | Check Type: Check   | Check Date: 06/14/2021       | Vendor: VVSINC                           | VVS, Inc                       |
| <u>Invoice Number</u>      |            | <u>Invoice Date</u> | <u>PO Number</u>             | <u>Detail Description</u>                | <u>Chart of Account Number</u> |
| 3600:2618694               |            | 06/09/2021          |                              | Fiscal Svcs. Rent of Equipt. & Vehicles  | 01 2510 442 000 0 000          |
|                            |            |                     |                              |                                          | Check Total: 72.90             |
| Check Number: 49939        |            | Check Type: Check   | Check Date: 06/14/2021       | Vendor: WELLNESSPA                       | Wellness Partners              |
| <u>Invoice Number</u>      |            | <u>Invoice Date</u> | <u>PO Number</u>             | <u>Detail Description</u>                | <u>Chart of Account Number</u> |
| 20210609                   |            | 06/09/2021          |                              | Personnel Svcs. Other Benefits           | 01 2571 280 000 0 000          |
|                            |            |                     |                              |                                          | Check Total: 800.00            |
| Check Number: 49940        |            | Check Type: Check   | Check Date: 06/14/2021       | Vendor: WILEYCONST                       | Wiley Construction             |
| <u>Invoice Number</u>      |            | <u>Invoice Date</u> | <u>PO Number</u>             | <u>Detail Description</u>                | <u>Chart of Account Number</u> |
| 592862                     |            | 06/08/2021          |                              | Cooperative Fund Supply                  | 10 2620 610 000 0 000          |
|                            |            |                     |                              |                                          | Check Total: 2,663.24          |
| Check Number: 49941        |            | Check Type: Check   | Check Date: 06/14/2021       | Vendor: YANDASMUSI                       | Yanda's Music                  |
| <u>Invoice Number</u>      |            | <u>Invoice Date</u> | <u>PO Number</u>             | <u>Detail Description</u>                | <u>Chart of Account Number</u> |
| 20210608                   |            | 06/08/2021          | GF025726                     | Yearly Classroom Consumables             | 01 1100 608 001 0 000          |
| 525897                     |            | 06/08/2021          | GF026673                     | Alto Saxophones                          | 02 1100 608 000 0 000          |
| 525897                     |            | 06/08/2021          | GF026673                     | Trumpets                                 | 02 1100 608 000 0 000          |
| 525897                     |            | 06/08/2021          | GF026673                     | Trombone                                 | 02 1100 608 000 0 000          |
|                            |            |                     |                              |                                          | Check Total: 14,470.80         |
| Check Number: 49942        |            | Check Type: Check   | Check Date: 06/14/2021       | Vendor: ZANERBLOSE                       | ZANER-BLOSER                   |
|                            |            |                     |                              |                                          | Check Total: 3,149.99          |

Checking Account: 1

1

| <u>Invoice Number</u> | <u>Invoice Date</u> | <u>PO Number</u> | <u>Detail Description</u>           | <u>Chart of Account Number</u> | <u>Detail Amount</u> |
|-----------------------|---------------------|------------------|-------------------------------------|--------------------------------|----------------------|
| 10290843              | 06/08/2021          | GF026724         | Handwriting Grade 3 Student Edition | 01 6997 610 000 0 000          | 2,037.75             |
| 10290843              | 06/08/2021          | GF026724         | shipping                            | 01 6997 610 000 0 000          | 183.40               |
| 10290844              | 06/08/2021          | GF026723         | Handwriting Grade 3 Student Edition | 01 6997 610 000 0 000          | 852.15               |
| 10290844              | 06/08/2021          | GF026723         | shipping                            | 01 6997 610 000 0 000          | 76.69                |

\*Denotes Expensed Invoice Item

Checking Account ID: 1

Total without Voids: 388,420.14

**Detail Check Register**

Posted; Batch Description GF Special Checks 5/25/21 KJF; Processing Month 05/2021

Checking Account: 1

1

Check Number: 56566

Check Type: Automatic Payment Check Date: 05/25/2021 Vendor: LEXUTILITI

LEXINGTON UTILITIES SYSTEM

Check Total:

43,406.30

| <u>Invoice Number</u> | <u>Invoice Date</u> | <u>PO Number</u> | <u>Detail Description</u>              | <u>Chart of Account Number</u> | <u>Detail Amount</u> |
|-----------------------|---------------------|------------------|----------------------------------------|--------------------------------|----------------------|
| 20210521              | 05/21/2021          |                  | Op. of Bldg. Water & Sewer DW          | 01 2610 410 000 0 000          | 47.50                |
| 20210521              | 05/21/2021          |                  | Op. of Bldg. Water & Sewer DW          | 01 2610 410 000 0 000          | 71.83                |
| 20210521              | 05/21/2021          |                  | Op. of Bldg. Water & Sewer DW          | 01 2610 410 000 0 000          | 47.50                |
| 20210521              | 05/21/2021          |                  | Op. of Bldg. Water & Sewer HS          | 01 2610 410 001 0 000          | 558.50               |
| 20210521              | 05/21/2021          |                  | Op. of Bldg. Water & Sewer HS          | 01 2610 410 001 0 000          | 69.50                |
| 20210521              | 05/21/2021          |                  | Op. of Bldg. Water & Sewer HS          | 01 2610 410 001 0 000          | 47.50                |
| 20210521              | 05/21/2021          |                  | Op. of Bldg. Water & Sewer HS          | 01 2610 410 001 0 000          | 47.50                |
| 20210521              | 05/21/2021          |                  | Op. of Bldg. Water & Sewer MS          | 01 2610 410 002 0 000          | 470.17               |
| 20210521              | 05/21/2021          |                  | Op. of Bldg. Water & Sewer MS          | 01 2610 410 002 0 000          | 21.00                |
| 20210521              | 05/21/2021          |                  | Op. of Bldg. Water & Sewer MS          | 01 2610 410 002 0 000          | 51.50                |
| 20210521              | 05/21/2021          |                  | Op. of Bldg. Water & Sewer MS          | 01 2610 410 002 0 000          | 21.00                |
| 20210521              | 05/21/2021          |                  | Op. of Bldg. Water & Sewer MS          | 01 2610 410 002 0 000          | 47.50                |
| 20210521              | 05/21/2021          |                  | Op. of Bldg. Water & Sewer Bryan       | 01 2610 410 003 0 000          | 258.33               |
| 20210521              | 05/21/2021          |                  | Op. of Bldg. Water & Sewer Bryan       | 01 2610 410 003 0 000          | 47.50                |
| 20210521              | 05/21/2021          |                  | Op. of Bldg. Water & Sewer Morton      | 01 2610 410 004 0 000          | 42.00                |
| 20210521              | 05/21/2021          |                  | Op. of Bldg. Water & Sewer Morton      | 01 2610 410 004 0 000          | 257.67               |
| 20210521              | 05/21/2021          |                  | Op. of Bldg. Water & Sewer Pershing    | 01 2610 410 005 0 000          | 219.83               |
| 20210521              | 05/21/2021          |                  | Op. of Bldg. Water & Sewer Pershing    | 01 2610 410 005 0 000          | 47.50                |
| 20210521              | 05/21/2021          |                  | Op. of Bldg. Water & Sewer Sandoz      | 01 2610 410 006 0 000          | 21.00                |
| 20210521              | 05/21/2021          |                  | Op. of Bldg. Water & Sewer Sandoz      | 01 2610 410 006 0 000          | 244.00               |
| 20210521              | 05/21/2021          |                  | Op. of Bldg. Electricity District Wide | 01 2610 622 000 0 000          | 431.44               |
| 20210521              | 05/21/2021          |                  | Op. of Bldg. Electricity District Wide | 01 2610 622 000 0 000          | 13.35                |
| 20210521              | 05/21/2021          |                  | Op. of Bldg. Electricity District Wide | 01 2610 622 000 0 000          | 13.35                |
| 20210521              | 05/21/2021          |                  | Op. of Bldg. Electricity District Wide | 01 2610 622 000 0 000          | 1,247.04             |
| 20210521              | 05/21/2021          |                  | Op. of Bldg. Electricity High School   | 01 2610 622 001 0 000          | 223.56               |
| 20210521              | 05/21/2021          |                  | Op. of Bldg. Electricity High School   | 01 2610 622 001 0 000          | 478.47               |
| 20210521              | 05/21/2021          |                  | Op. of Bldg. Electricity High School   | 01 2610 622 001 0 000          | 13.35                |
| 20210521              | 05/21/2021          |                  | Op. of Bldg. Electricity High School   | 01 2610 622 001 0 000          | 11,223.15            |
| 20210521              | 05/21/2021          |                  | Op. of Bldg. Electricity High School   | 01 2610 622 001 0 000          | 528.43               |
| 20210521              | 05/21/2021          |                  | Op. of Bldg. Electricity High School   | 01 2610 622 001 0 000          | 301.02               |
| 20210521              | 05/21/2021          |                  | Op. of Bldg. Electricity High School   | 01 2610 622 001 0 000          | 755.30               |
| 20210521              | 05/21/2021          |                  | Op. of Bldg. Electricity Middle School | 01 2610 622 002 0 000          | 12,853.54            |
| 20210521              | 05/21/2021          |                  | Op. of Bldg. Electricity Middle School | 01 2610 622 002 0 000          | 19.87                |
| 20210521              | 05/21/2021          |                  | Op. of Bldg. Electricity Middle School | 01 2610 622 002 0 000          | 138.85               |
| 20210521              | 05/21/2021          |                  | Op. of Bldg. Electricity Bryan         | 01 2610 622 003 0 000          | 3,296.88             |
| 20210521              | 05/21/2021          |                  | Op. of Bldg. Electricity Bryan         | 01 2610 622 003 0 000          | 83.25                |
| 20210521              | 05/21/2021          |                  | Op. of Bldg. Electricity Bryan         | 01 2610 622 003 0 000          | 13.35                |
| 20210521              | 05/21/2021          |                  | Op. of Bldg. Electricity Morton        | 01 2610 622 004 0 000          | 17.00                |
| 20210521              | 05/21/2021          |                  | Op. of Bldg. Electricity Morton        | 01 2610 622 004 0 000          | 3,024.58             |



**Detail Check Register**

Posted; Batch Description GF Special Checks 5/25/21 KJF; Processing Month 05/2021

Checking Account: 1

1

|          |            |                                   |                       |          |
|----------|------------|-----------------------------------|-----------------------|----------|
| 20210521 | 05/21/2021 | Op. of Bldg. Electricity Pershing | 01 2610 622 005 0 000 | 3,301.19 |
| 20210521 | 05/21/2021 | Op. of Bldg. Electricity Pershing | 01 2610 622 005 0 000 | 152.10   |
| 20210521 | 05/21/2021 | Op. of Bldg. Electricity Sandoz   | 01 2610 622 006 0 000 | 178.26   |
| 20210521 | 05/21/2021 | Op. of Bldg. Electricity Sandoz   | 01 2610 622 006 0 000 | 2,460.14 |

Check Number: 56567      Check Type: Automatic Payment      Check Date: 05/25/2021      Vendor: VISA7421      VISA CARD SERVICES      Check Total: 27.63

| <u>Invoice Number</u> | <u>Invoice Date</u> | <u>PO Number</u> | <u>Detail Description</u>            | <u>Chart of Account Number</u> | <u>Detail Amount</u> |
|-----------------------|---------------------|------------------|--------------------------------------|--------------------------------|----------------------|
| 20210521              | 05/21/2021          |                  | Activities Transport/M meal/Hotel DW | 01 1101 580 000 0 000          | 27.63                |

Check Number: 56568      Check Type: Automatic Payment      Check Date: 05/25/2021      Vendor: VISATRAVDW      VISA CARD SERVICES      Check Total: 3,573.11

| <u>Invoice Number</u> | <u>Invoice Date</u> | <u>PO Number</u> | <u>Detail Description</u>               | <u>Chart of Account Number</u> | <u>Detail Amount</u> |
|-----------------------|---------------------|------------------|-----------------------------------------|--------------------------------|----------------------|
| 20210521              | 05/21/2021          |                  | Reading/Eng. Lang. Art/Speech Supply MS | 01 1100 602 002 0 000          | 38.35                |
| 20210521              | 05/21/2021          |                  | Reading/Eng. Lang. Art/Speech Supply MS | 01 1100 602 002 0 000          | 27.69                |
| 20210521              | 05/21/2021          |                  | Science Supply MS                       | 01 1100 603 002 0 000          | 53.47                |
| 20210521              | 05/21/2021          |                  | Science Supply MS                       | 01 1100 603 002 0 000          | 90.80                |
| 20210521              | 05/21/2021          |                  | PE/Health Supply Morton                 | 01 1100 605 004 0 000          | 51.36                |
| 20210521              | 05/21/2021          |                  | Vocal Music Supply HS                   | 01 1100 607 001 0 000          | 309.84               |
| 20210521              | 05/21/2021          |                  | GENERAL INSTRUCTIONAL SUPPLIES HS       | 01 1100 610 001 0 000          | 233.19               |
| 20210521              | 05/21/2021          |                  | GENERAL INSTRUCTIONAL SUPPLIES MS       | 01 1100 610 002 0 000          | 539.00               |
| 20210521              | 05/21/2021          |                  | GENERAL INSTRUCTIONAL SUPPLIES MS       | 01 1100 610 002 0 000          | 271.28               |
| 20210521              | 05/21/2021          |                  | GENERAL INSTRUCTIONAL SUPPLIES Bryan    | 01 1100 610 003 0 000          | 126.38               |
| 20210521              | 05/21/2021          |                  | GENERAL INSTRUCTIONAL SUPPLIES Bryan    | 01 1100 610 003 0 000          | 119.90               |
| 20210521              | 05/21/2021          |                  | GENERAL INSTRUCTIONAL SUPPLIES Bryan    | 01 1100 610 003 0 000          | 457.16               |
| 20210521              | 05/21/2021          |                  | GENERAL INSTRUCTIONAL SUPPLIES Morton   | 01 1100 610 004 0 000          | 31.70                |
| 20210521              | 05/21/2021          |                  | GENERAL INSTRUCTIONAL SUPPLIES Morton   | 01 1100 610 004 0 000          | 49.79                |
| 20210521              | 05/21/2021          |                  | GENERAL INSTRUCTIONAL SUPPLIES Morton   | 01 1100 610 004 0 000          | 113.65               |
| 20210521              | 05/21/2021          |                  | GENERAL INSTRUCTIONAL SUPPLIES Morton   | 01 1100 610 004 0 000          | 41.32                |
| 20210521              | 05/21/2021          |                  | GENERAL INSTRUCTIONAL SUPPLIES Morton   | 01 1100 610 004 0 000          | 16.81                |
| 20210521              | 05/21/2021          |                  | GENERAL INSTRUCTIONAL SUPPLIES Morton   | 01 1100 610 004 0 000          | 118.57               |
| 20210521              | 05/21/2021          |                  | GENERAL INSTRUCTIONAL SUPPLY Pershing   | 01 1100 610 005 0 000          | 191.68               |
| 20210521              | 05/21/2021          |                  | GENERAL INSTRUCTIONAL SUPPLY Sandoz     | 01 1100 610 006 0 000          | 13.04                |
| 20210521              | 05/21/2021          |                  | GENERAL INSTRUCTIONAL SUPPLY Sandoz     | 01 1100 610 006 0 000          | 21.96                |
| 20210521              | 05/21/2021          |                  | GENERAL INSTRUCTIONAL SUPPLY Sandoz     | 01 1100 610 006 0 000          | 10.62                |
| 20210521              | 05/21/2021          |                  | GENERAL INSTRUCTIONAL SUPPLY Sandoz     | 01 1100 610 006 0 000          | 46.09                |
| 20210521              | 05/21/2021          |                  | GENERAL INSTRUCTIONAL SUPPLY Sandoz     | 01 1100 610 006 0 000          | 25.68                |
| 20210521              | 05/21/2021          |                  | Family & Consumer Science Supply MS     | 01 1100 615 002 0 000          | 16.98                |
| 20210521              | 05/21/2021          |                  | Family & Consumer Science Supply MS     | 01 1100 615 002 0 000          | 135.77               |
| 20210521              | 05/21/2021          |                  | Early Childhood Supply ELA              | 01 1190 610 009 0 000          | 107.76               |
| 20210521              | 05/21/2021          |                  | Early Childhood Supply ELA              | 01 1190 610 009 0 000          | 73.59                |
| 20210521              | 05/21/2021          |                  | Early Childhood Supply ELA              | 01 1190 610 009 0 000          | 20.48                |
| 20210521              | 05/21/2021          |                  | SPED K-12 Supply HS                     | 01 1200 610 001 0 000          | 72.30                |
| 20210521              | 05/21/2021          |                  | Prof. Dev. Supply MS                    | 01 2213 610 002 0 000          | 59.61                |

**Detail Check Register**

Posted; Batch Description GF Special Checks 5/25/21 KJF; Processing Month 05/2021

|                            |                               |                  |                                         |                                |                      |                       |
|----------------------------|-------------------------------|------------------|-----------------------------------------|--------------------------------|----------------------|-----------------------|
| <b>Checking Account: 1</b> |                               | <b>1</b>         |                                         |                                |                      |                       |
| 20210521                   | 05/21/2021                    |                  | Maintenance Supply District-Wide        | 01 2620 610 000 0 000          | 87.29                |                       |
| Check Number: 56569        | Check Type: Automatic Payment |                  | Check Date: 05/25/2021                  | Vendor: VISATRAVE2             | VISA CARD SERVICES   | Check Total: 40.00    |
| <u>Invoice Number</u>      | <u>Invoice Date</u>           | <u>PO Number</u> | <u>Detail Description</u>               | <u>Chart of Account Number</u> | <u>Detail Amount</u> |                       |
| 20210521                   | 05/21/2021                    |                  | Health Services Professional Develop DW | 01 2130 330 000 0 000          | 40.00                |                       |
| Check Number: 56570        | Check Type: Automatic Payment |                  | Check Date: 05/25/2021                  | Vendor: VISATRAVE3             | VISA CARD SERVICES   | Check Total: 504.80   |
| <u>Invoice Number</u>      | <u>Invoice Date</u>           | <u>PO Number</u> | <u>Detail Description</u>               | <u>Chart of Account Number</u> | <u>Detail Amount</u> |                       |
| 20210521                   | 05/21/2021                    |                  | GENERAL INSTRUCTIONAL SUPPLIES Morton   | 01 1100 610 004 0 000          | 84.00                |                       |
| 20210521                   | 05/21/2021                    |                  | Professional Development ELA            | 01 2213 330 009 0 000          | 99.00                |                       |
| 20210521                   | 05/21/2021                    |                  | Snow Redfern-Homeless                   | 01 3402 610 000 0 000          | 50.00                |                       |
| 20210521                   | 05/21/2021                    |                  | Snow Redfern-Homeless                   | 01 3402 610 000 0 000          | 50.00                |                       |
| 20210521                   | 05/21/2021                    |                  | Education Quest HS                      | 01 3402 611 001 0 000          | 32.85                |                       |
| 20210521                   | 05/21/2021                    |                  | Education Quest HS                      | 01 3402 611 001 0 000          | 24.00                |                       |
| 20210521                   | 05/21/2021                    |                  | Beyond the Bells Supply                 | 01 3591 610 000 0 000          | 46.00                |                       |
| 20210521                   | 05/21/2021                    |                  | Student Fees Supply                     | 12 2190 610 000 0 000          | 63.95                |                       |
| 20210521                   | 05/21/2021                    |                  | Student Fees Supply                     | 12 2190 610 000 0 000          | 55.00                |                       |
| Check Number: 56571        | Check Type: Automatic Payment |                  | Check Date: 05/25/2021                  | Vendor: VISATRAVEL             | VISA CARD SERVICES   | Check Total: 100.00   |
| <u>Invoice Number</u>      | <u>Invoice Date</u>           | <u>PO Number</u> | <u>Detail Description</u>               | <u>Chart of Account Number</u> | <u>Detail Amount</u> |                       |
| 20210521                   | 05/21/2021                    |                  | corporate translate                     | 01 2320 610 000 0 000          | 100.00               |                       |
| Check Number: 49759        | Check Type: Check             |                  | Check Date: 05/25/2021                  | Vendor: 95GROUPINC             | 95% Group Inc        | Check Total: 4,518.80 |
| <u>Invoice Number</u>      | <u>Invoice Date</u>           | <u>PO Number</u> | <u>Detail Description</u>               | <u>Chart of Account Number</u> | <u>Detail Amount</u> |                       |
| INV108617                  | 05/21/2021                    | GF026364         | summer school intervention materials    | 01 1300 610 004 0 000          | 4,518.80             |                       |
| Check Number: 49760        | Check Type: Check             |                  | Check Date: 05/25/2021                  | Vendor: AIRGAS                 | Airgas, Inc          | Check Total: 172.04   |
| <u>Invoice Number</u>      | <u>Invoice Date</u>           | <u>PO Number</u> | <u>Detail Description</u>               | <u>Chart of Account Number</u> | <u>Detail Amount</u> |                       |
| 9978998307                 | 05/21/2021                    | GF025727         | Yearly Classroom Consumables            | 01 1100 613 001 0 000          | 138.81               |                       |
| 9978998525                 | 05/21/2021                    | GF025731         | Yearly Classroom Consumables            | 01 1100 613 001 0 000          | 33.23                |                       |
| Check Number: 49761        | Check Type: Check             |                  | Check Date: 05/25/2021                  | Vendor: AMAZON                 | AMAZON/GE MONEY BANK | Check Total: 6,113.85 |
| <u>Invoice Number</u>      | <u>Invoice Date</u>           | <u>PO Number</u> | <u>Detail Description</u>               | <u>Chart of Account Number</u> | <u>Detail Amount</u> |                       |
| 434649634476               | 05/21/2021                    | GF026429         | supplies                                | 01 1100 610 005 0 000          | 291.70               |                       |
| 434699654379               | 05/21/2021                    | GF026596         | supplies                                | 01 1300 610 004 0 000          | 25.43                |                       |
| 435785968798               | 05/21/2021                    | GF026463         | supplies                                | 01 1100 610 004 0 000          | 291.73               |                       |
| 435846335496               | 05/21/2021                    | GF026466         | supplies                                | 01 1100 610 004 0 000          | 13.99                |                       |
| 436436999854               | 05/21/2021                    | GF026629         | supplies                                | 01 1100 605 004 0 000          | 22.76                |                       |
| 436993787937               | 05/21/2021                    | GF026648         | bird repellent                          | 01 2620 610 004 0 000          | 83.88                |                       |
| 437934583793               | 05/21/2021                    | GF026430         | supplies                                | 01 1100 610 005 0 000          | 290.76               |                       |
| 437988848589               | 05/21/2021                    | GF026504         | supplies                                | 01 1100 610 006 0 000          | 27.36                |                       |
| 438848753368               | 05/21/2021                    | GF026523         | supplies                                | 01 1200 610 000 0 000          | 29.38                |                       |
| 439767398544               | 05/21/2021                    | GF026275         | supplies                                | 01 1100 609 001 0 000          | 8.49                 |                       |
| 443845548776               | 05/21/2021                    | GF026501         | supplies                                | 01 1100 610 006 0 000          | 182.18               |                       |

**Detail Check Register**

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|                            |                     |                   |                           |                                |                      |                       |
|----------------------------|---------------------|-------------------|---------------------------|--------------------------------|----------------------|-----------------------|
| <b>Checking Account: 1</b> |                     | <b>1</b>          |                           |                                |                      |                       |
| 443979483789               | 05/21/2021          | GF026586          | supplies                  | 01 1200 610 006 0 000          | 86.92                |                       |
| 444697497357               | 05/21/2021          | GF026522          | supplies                  | 01 1200 610 004 0 000          | 46.99                |                       |
| 444894554446               | 05/21/2021          | GF026455          | supplies                  | 01 1100 610 004 0 000          | 174.99               |                       |
| 444976366979               | 05/21/2021          | GF026604          | Jennifer Bell books       | 01 1100 610 005 0 000          | 74.16                |                       |
| 444976366979               | 05/21/2021          | GF026604          | Roxanne Bellamy books     | 01 1100 610 005 0 000          | 0.00                 |                       |
| 444977485466               | 05/21/2021          | GF026465          | supplies                  | 01 1100 610 004 0 000          | 205.73               |                       |
| 445396345874               | 05/21/2021          | GF026498          | supplies                  | 01 1100 610 006 0 000          | 283.81               |                       |
| 445538336743               | 05/21/2021          | GF026459          | supplies                  | 01 1100 610 004 0 000          | 21.20                |                       |
| 445549374893               | 05/21/2021          | GF026601          | supplies                  | 01 1300 610 004 0 000          | 219.67               |                       |
| 445845998593               | 05/21/2021          | GF026452          | supplies                  | 01 1100 610 004 0 000          | 99.98                |                       |
| 446594445664               | 05/21/2021          | GF026499          | supplies                  | 01 1100 610 006 0 000          | 233.08               |                       |
| 446939884447               | 05/21/2021          | GF026300          | supplies                  | 01 1100 605 001 0 000          | 491.26               |                       |
| 446948676535               | 05/21/2021          | GF026441          | SUPPLIES                  | 01 2120 610 005 0 000          | 9.74                 |                       |
| 446978393993               | 05/21/2021          | GF026458          | supplies                  | 01 1100 610 004 0 000          | 32.39                |                       |
| 447694496435               | 05/21/2021          | GF026516          | supplies                  | 01 1200 610 004 0 000          | 107.85               |                       |
| 448347775678               | 05/21/2021          | GF026349          | supplies                  | 01 1100 610 003 0 000          | 20.98                |                       |
| 449335473477               | 05/21/2021          | GF026433          | supplies                  | 01 1100 610 005 0 000          | 155.77               |                       |
| 449673873377               | 05/21/2021          | GF026601          | supplies                  | 01 1300 610 004 0 000          | 21.44                |                       |
| 449769384593               | 05/21/2021          | GF026610          | Technology Supply DW.     | 01 2230 610 000 0 000          | 287.85               |                       |
| 449853487595               | 05/21/2021          | GF026453          | supplies                  | 01 1100 610 004 0 000          | 38.99                |                       |
| 449965478996               | 05/21/2021          | GF026453          | supplies                  | 01 1100 610 004 0 000          | 157.01               |                       |
| 453466736737               | 05/21/2021          | GF026503          | supplies                  | 01 1100 610 006 0 000          | 58.94                |                       |
| 453766596654               | 05/21/2021          | GF026601          | supplies                  | 01 1300 610 004 0 000          | 25.43                |                       |
| 453943778699               | 05/21/2021          | GF026506          | supplies                  | 01 1100 610 006 0 000          | 55.69                |                       |
| 453948557539               | 05/21/2021          | GF026661          | SPED K-12 Supply Sandoz   | 01 1200 610 006 0 000          | 27.96                |                       |
| 454957468638               | 05/21/2021          | GF026596          | supplies                  | 01 1300 610 004 0 000          | (20.18)              |                       |
| 456373667697               | 05/21/2021          | GF026521          | supplies                  | 01 1200 610 004 0 000          | 56.15                |                       |
| 456556788738               | 05/21/2021          | GF026260          | Science Supply HS         | 01 1100 603 001 0 000          | 18.98                |                       |
| 456699543468               | 05/21/2021          | GF026507          | supplies                  | 01 1100 610 006 0 000          | 183.24               |                       |
| 457653343986               | 05/21/2021          | GF026392          | supplies                  | 01 1100 605 002 0 000          | 104.99               |                       |
| 459756934395               | 05/21/2021          | GF026440          | SUPPLIES                  | 01 1100 610 005 0 000          | 1,108.94             |                       |
| 463354743583               | 05/21/2021          | GF026459          | supplies                  | 01 1100 610 004 0 000          | 8.18                 |                       |
| 463678733489               | 05/21/2021          | GF026638          | tech supplies             | 01 2230 610 000 0 000          | 254.42               |                       |
| 463759354837               | 05/21/2021          | GF026521          | supplies                  | 01 1200 610 004 0 000          | 9.13                 |                       |
| 464385396963               | 05/21/2021          | GF026459          | supplies                  | 01 1100 610 004 0 000          | 184.51               |                       |
| Check Number: 49762        |                     | Check Type: Check | Check Date: 05/25/2021    | Vendor: AMAZON                 | AMAZON/GE MONEY BANK | Check Total: 4,875.45 |
| <u>Invoice Number</u>      | <u>Invoice Date</u> | <u>PO Number</u>  | <u>Detail Description</u> | <u>Chart of Account Number</u> | <u>Detail Amount</u> |                       |
| 465368984635               | 05/21/2021          | GF026349          | supplies                  | 01 1100 610 003 0 000          | 258.05               |                       |
| 465397333894               | 05/21/2021          | GF026527          | supplies                  | 01 1200 610 003 0 000          | 40.00                |                       |
| 465486696547               | 05/21/2021          | GF026596          | supplies                  | 01 1300 610 004 0 000          | 20.18                |                       |
| 465955857463               | 05/21/2021          | GF026495          | supplies                  | 01 1100 610 006 0 000          | 11.99                |                       |

**Detail Check Register**

Posted; Batch Description GF Special Checks 5/25/21 KJF; Processing Month 05/2021

| Checking Account: | 1          | 1        |                     |                       |         |
|-------------------|------------|----------|---------------------|-----------------------|---------|
| 465964589377      | 05/21/2021 | GF026458 | supplies            | 01 1100 610 004 0 000 | (32.39) |
| 466669698736      | 05/21/2021 | GF026275 | supplies            | 01 1100 609 001 0 000 | 11.24   |
| 466684688933      | 05/21/2021 | GF026518 | supplies            | 01 1200 610 001 0 000 | 58.97   |
| 466863557746      | 05/21/2021 | GF026495 | supplies            | 01 1100 610 006 0 000 | 83.57   |
| 467379896535      | 05/21/2021 | GF026455 | supplies            | 01 1100 610 004 0 000 | 13.50   |
| 467497357476      | 05/21/2021 | GF026452 | supplies            | 01 1100 610 004 0 000 | 0.00    |
| 467497357476      | 05/21/2021 | GF026452 | puffs               | 01 2510 610 000 0 000 | 11.46   |
| 467563974454      | 05/21/2021 | GF026349 | supplies            | 01 1100 610 003 0 000 | 14.99   |
| 467799656338      | 05/21/2021 | GF026456 | supplies            | 01 1100 610 004 0 000 | 230.67  |
| 468468334799      | 05/21/2021 | GF026603 | supplies            | 01 1300 610 004 0 000 | 5.99    |
| 468697856856      | 05/21/2021 | GF026461 | supplies            | 01 1100 610 004 0 000 | 138.53  |
| 468879876368      | 05/21/2021 | GF026522 | supplies            | 01 1200 610 004 0 000 | 10.95   |
| 469649698638      | 05/21/2021 | GF026466 | supplies            | 01 1100 610 004 0 000 | 10.44   |
| 469687564653      | 05/21/2021 | GF026521 | supplies            | 01 1200 610 004 0 000 | (56.15) |
| 473436649968      | 05/21/2021 | GF026496 | supplies            | 01 1100 610 006 0 000 | 51.80   |
| 473755964868      | 05/21/2021 | GF026629 | supplies            | 01 1100 605 004 0 000 | 39.99   |
| 476485593783      | 05/21/2021 | GF026342 | supplies            | 01 1100 610 003 0 000 | 6.26    |
| 476868469648      | 05/21/2021 | GF026524 | supplies            | 01 1200 610 006 0 000 | 21.34   |
| 477365476395      | 05/21/2021 | GF026526 | supplies            | 01 1200 610 000 0 000 | 172.23  |
| 484567997886      | 05/21/2021 | GF026494 | supplies            | 01 1100 610 006 0 000 | 270.26  |
| 485387778447      | 05/21/2021 | GF026602 | science supplies    | 01 1100 603 002 0 000 | 11.97   |
| 485879775434      | 05/21/2021 | GF026603 | supplies            | 01 1300 610 004 0 000 | 385.28  |
| 486843496976      | 05/21/2021 | GF026601 | supplies            | 01 1300 610 004 0 000 | 21.13   |
| 487673974637      | 05/21/2021 | GF026451 | supplies            | 01 1100 610 004 0 000 | 25.89   |
| 488337947437      | 05/21/2021 | GF026505 | supplies            | 01 1100 610 006 0 000 | 268.82  |
| 495794935789      | 05/21/2021 | GF026457 | supplies            | 01 1100 610 004 0 000 | 105.95  |
| 495937444655      | 05/21/2021 | GF026528 | supplies            | 01 1200 610 003 0 000 | 198.44  |
| 496336465349      | 05/21/2021 | GF026464 | supplies            | 01 1100 610 004 0 000 | 99.03   |
| 499997438448      | 05/21/2021 | GF026524 | supplies            | 01 1200 610 006 0 000 | 94.99   |
| 535876599744      | 05/21/2021 | GF026589 | supplies            | 01 6915 610 000 0 000 | 49.98   |
| 539355887947      | 05/21/2021 | GF026527 | supplies            | 01 1200 610 003 0 000 | 101.04  |
| 546689863764      | 05/21/2021 | GF026502 | supplies            | 01 1100 610 006 0 000 | 32.97   |
| 549883378757      | 05/21/2021 | GF026493 | supplies            | 01 1100 610 006 0 000 | 115.79  |
| 555689639589      | 05/21/2021 | GF026522 | supplies            | 01 1200 610 004 0 000 | 198.62  |
| 555947959349      | 05/21/2021 | GF026520 | supplies            | 01 1200 610 000 0 000 | 241.48  |
| 566483476586      | 05/21/2021 | GF026496 | supplies            | 01 1100 610 006 0 000 | 232.75  |
| 567435748657      | 05/21/2021 | GF026515 | supplies            | 01 1200 610 000 0 000 | 347.93  |
| 568354558985      | 05/21/2021 | GF026597 | aluminum hand truck | 06 3100 610 000 0 000 | 569.98  |
| 569456584699      | 05/21/2021 | GF026601 | supplies            | 01 1300 610 004 0 000 | 6.29    |
| 569746965848      | 05/21/2021 | GF026522 | supplies            | 01 1200 610 004 0 000 | 17.99   |
| 573868994356      | 05/21/2021 | GF026432 | supplies            | 01 1100 610 005 0 000 | 310.32  |

**Detail Check Register**

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Checking Account: 1

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|                       |                     |                        |                           |                                |                      |          |
|-----------------------|---------------------|------------------------|---------------------------|--------------------------------|----------------------|----------|
| 574947698653          | 05/21/2021          | GF026522               | supplies                  | 01 1200 610 004 0 000          | 44.94                |          |
| Check Number: 49763   | Check Type: Check   | Check Date: 05/25/2021 | Vendor: AMAZON            | AMAZON/GE MONEY BANK           | Check Total:         | 4,341.06 |
| <u>Invoice Number</u> | <u>Invoice Date</u> | <u>PO Number</u>       | <u>Detail Description</u> | <u>Chart of Account Number</u> | <u>Detail Amount</u> |          |
| 575784456774          | 05/21/2021          | GF026519               | supplies                  | 01 1200 610 002 0 000          | 90.09                |          |
| 577388639936          | 05/21/2021          | GF026466               | supplies                  | 01 1100 610 004 0 000          | 181.90               |          |
| 577498674788          | 05/21/2021          | GF026529               | supplies                  | 01 1200 610 006 0 000          | 186.06               |          |
| 583496699386          | 05/21/2021          | GF026450               | supplies                  | 01 1100 610 004 0 000          | 228.06               |          |
| 583945989844          | 05/21/2021          | GF026521               | supplies                  | 01 1200 610 004 0 000          | 579.29               |          |
| 585465646447          | 05/21/2021          | GF026461               | supplies                  | 01 1100 610 004 0 000          | 19.88                |          |
| 586697657575          | 05/21/2021          | GF026345               | supplies                  | 01 1100 610 003 0 000          | 230.61               |          |
| 588386756469          | 05/21/2021          | GF026439               | SUPPLIES                  | 01 1100 610 005 0 000          | 81.90                |          |
| 588985583669          | 05/21/2021          | GF026525               | supplies                  | 01 1200 610 001 0 000          | 105.85               |          |
| 596453378396          | 05/21/2021          | GF026521               | supplies                  | 01 1200 610 004 0 000          | 55.97                |          |
| 597893684853          | 05/21/2021          | GF026596               | supplies                  | 01 1300 610 004 0 000          | 6.29                 |          |
| 599674398899          | 05/21/2021          | GF026648               | bird repellent            | 01 2620 610 004 0 000          | 166.04               |          |
| 634586478435          | 05/21/2021          | GF026450               | supplies                  | 01 1100 610 004 0 000          | 8.95                 |          |
| 637443996354          | 05/21/2021          | GF026464               | supplies                  | 01 1100 610 004 0 000          | 15.92                |          |
| 638597564833          | 05/21/2021          | GF026502               | supplies                  | 01 1100 610 006 0 000          | 119.99               |          |
| 643785687893          | 05/21/2021          | GF026464               | supplies                  | 01 1100 610 004 0 000          | 7.50                 |          |
| 646636896363          | 05/21/2021          | GF026440               | SUPPLIES                  | 01 1100 610 005 0 000          | 28.47                |          |
| 647367679484          | 05/21/2021          | GF026453               | supplies                  | 01 1100 610 004 0 000          | 17.99                |          |
| 649796573337          | 05/21/2021          | GF026601               | supplies                  | 01 1300 610 004 0 000          | 9.75                 |          |
| 654345478698          | 05/21/2021          | GF026384               | supplies                  | 01 1190 610 009 0 000          | 43.97                |          |
| 656847795466          | 05/21/2021          | GF026318               | supplies                  | 01 1100 610 001 0 000          | 180.00               |          |
| 656964485737          | 05/21/2021          | GF026517               | supplies                  | 01 1200 610 006 0 000          | 52.79                |          |
| 673884744865          | 05/21/2021          | GF026495               | supplies                  | 01 1100 610 006 0 000          | 84.99                |          |
| 676533856988          | 05/21/2021          | GF026495               | supplies                  | 01 1100 610 006 0 000          | 101.59               |          |
| 677849935985          | 05/21/2021          | GF026434               | supplies                  | 01 1100 610 005 0 000          | 240.80               |          |
| 679668856489          | 05/21/2021          | GF026648               | bird repellent            | 01 2620 610 004 0 000          | (166.04)             |          |
| 683448347854          | 05/21/2021          | GF026503               | supplies                  | 01 1100 610 006 0 000          | 31.51                |          |
| 683798895864          | 05/21/2021          | GF026588               | supplies                  | 01 3590 610 002 0 000          | 13.99                |          |
| 684595533543          | 05/21/2021          | GF026527               | supplies                  | 01 1200 610 003 0 000          | 13.98                |          |
| 685946388658          | 05/21/2021          | GF026499               | supplies                  | 01 1100 610 006 0 000          | 35.98                |          |
| 688949589975          | 05/21/2021          | GF026431               | supplies                  | 01 1100 610 005 0 000          | 55.98                |          |
| 695939696688          | 05/21/2021          | GF026522               | supplies                  | 01 1200 610 004 0 000          | 43.80                |          |
| 733738377667          | 05/21/2021          | GF026460               | supplies                  | 01 1100 606 004 0 000          | 89.94                |          |
| 734653664335          | 05/21/2021          | GF026508               | supplies                  | 01 1100 610 006 0 000          | 39.98                |          |
| 736789676447          | 05/21/2021          | GF026527               | supplies                  | 01 1200 610 003 0 000          | 39.98                |          |
| 738494783566          | 05/21/2021          | GF026526               | supplies                  | 01 1200 610 000 0 000          | 29.99                |          |
| 739565898777          | 05/21/2021          | GF026501               | supplies                  | 01 1100 610 006 0 000          | 78.96                |          |
| 743684365576          | 05/21/2021          | GF026465               | supplies                  | 01 1100 610 004 0 000          | 22.08                |          |

**Detail Check Register**

Posted; Batch Description GF Special Checks 5/25/21 KJF; Processing Month 05/2021

|                            |                     |                   |                                  |                                |                      |                       |
|----------------------------|---------------------|-------------------|----------------------------------|--------------------------------|----------------------|-----------------------|
| <b>Checking Account: 1</b> |                     | <b>1</b>          |                                  |                                |                      |                       |
| 754943699754               | 05/21/2021          | GF026441          | SUPPLIES                         | 01 2120 610 005 0 000          | 231.88               |                       |
| 755797867774               | 05/21/2021          | GF026497          | supplies                         | 01 1100 610 006 0 000          | 258.01               |                       |
| 758996634744               | 05/21/2021          | GF026588          | supplies                         | 01 3590 610 002 0 000          | 295.74               |                       |
| 763985746578               | 05/21/2021          | GF026462          | supplies                         | 01 1100 610 004 0 000          | 189.68               |                       |
| 776756667594               | 05/21/2021          | GF026593          | cups                             | 01 1100 610 003 0 000          | 53.97                |                       |
| 776999945453               | 05/21/2021          | GF026506          | supplies                         | 01 1100 610 006 0 000          | 57.95                |                       |
| 779664685664               | 05/21/2021          | GF026602          | science supplies                 | 01 1100 603 002 0 000          | 79.05                |                       |
| Check Number: 49764        |                     | Check Type: Check | Check Date: 05/25/2021           | Vendor: AMAZON                 | AMAZON/GE MONEY BANK | Check Total: 4,942.52 |
| <u>Invoice Number</u>      | <u>Invoice Date</u> | <u>PO Number</u>  | <u>Detail Description</u>        | <u>Chart of Account Number</u> | <u>Detail Amount</u> |                       |
| 783478955896               | 05/21/2021          | GF026596          | supplies                         | 01 1300 610 004 0 000          | 21.57                |                       |
| 783479948785               | 05/21/2021          | GF026459          | supplies                         | 01 1100 610 004 0 000          | 11.60                |                       |
| 793395643397               | 05/21/2021          | GF026498          | supplies                         | 01 1100 610 006 0 000          | 22.50                |                       |
| 794363664369               | 05/21/2021          | GF026458          | supplies                         | 01 1100 610 004 0 000          | 32.39                |                       |
| 796553938747               | 05/21/2021          | GF026523          | supplies                         | 01 1200 610 000 0 000          | 59.99                |                       |
| 797695699379               | 05/21/2021          | GF026450          | supplies                         | 01 1100 610 004 0 000          | 10.95                |                       |
| 839464798499               | 05/21/2021          | GF026596          | supplies                         | 01 1300 610 004 0 000          | 250.97               |                       |
| 843335643757               | 05/21/2021          | GF026596          | supplies                         | 01 1300 610 004 0 000          | 7.86                 |                       |
| 845568353443               | 05/21/2021          | GF026492          | supplies                         | 01 1100 610 006 0 000          | 66.13                |                       |
| 845775359849               | 05/21/2021          | GF026524          | supplies                         | 01 1200 610 006 0 000          | 187.80               |                       |
| 846839384536               | 05/21/2021          | GF026645          | battery                          | 01 2230 610 000 0 000          | 79.00                |                       |
| 847639864636               | 05/21/2021          | GF026440          | SUPPLIES                         | 01 1100 610 005 0 000          | 111.83               |                       |
| 848584759595               | 05/21/2021          | GF026588          | supplies                         | 01 3590 610 002 0 000          | 11.98                |                       |
| 854756574734               | 05/21/2021          | GF026462          | supplies                         | 01 1100 610 004 0 000          | 28.72                |                       |
| 854986773689               | 05/21/2021          | GF026392          | supplies                         | 01 1100 605 002 0 000          | 518.87               |                       |
| 858894684469               | 05/21/2021          | GF026500          | supplies                         | 01 1100 610 006 0 000          | 172.61               |                       |
| 858953579366               | 05/21/2021          | GF026596          | supplies                         | 01 1300 610 004 0 000          | 7.85                 |                       |
| 864457735786               | 05/21/2021          | GF026603          | supplies                         | 01 1300 610 004 0 000          | 50.79                |                       |
| 864976785756               | 05/21/2021          | GF026458          | supplies                         | 01 1100 610 004 0 000          | 201.71               |                       |
| 865536345569               | 05/21/2021          | GF026394          | supplies                         | 01 1100 604 002 0 000          | 369.31               |                       |
| 867946687676               | 05/21/2021          | GF026568          | supplies                         | 01 1190 610 009 0 000          | 91.04                |                       |
| 873677893574               | 05/21/2021          | GF026627          | Technology Supply DW.            | 01 2230 610 000 0 000          | 123.76               |                       |
| 873677893574               | 05/21/2021          | GF026627          | supplies                         | 01 2510 610 000 0 000          | 23.72                |                       |
| 875937775974               | 05/21/2021          | GF026518          | supplies                         | 01 1200 610 001 0 000          | 25.25                |                       |
| 876764738376               | 05/21/2021          | GF026588          | supplies                         | 01 3590 610 002 0 000          | 332.72               |                       |
| 879965474497               | 05/21/2021          | GF026648          | bird repellent                   | 01 2620 610 004 0 000          | 351.02               |                       |
| 885388567576               | 05/21/2021          | GF026451          | supplies                         | 01 1100 610 004 0 000          | 223.78               |                       |
| 885758987836               | 05/21/2021          |                   | Technology Technical Services DW | 01 2230 350 000 0 000          | 430.47               |                       |
| 885858597459               | 05/21/2021          | GF026452          | supplies                         | 01 1100 610 004 0 000          | 149.13               |                       |
| 885858597459               | 05/21/2021          | GF026452          | puffs                            | 01 2510 610 000 0 000          | 0.00                 |                       |
| 896793967794               | 05/21/2021          | GF026516          | supplies                         | 01 1200 610 004 0 000          | 29.99                |                       |
| 896873366658               | 05/21/2021          | GF026456          | supplies                         | 01 1100 610 004 0 000          | 35.99                |                       |

**Detail Check Register**

Posted; Batch Description GF Special Checks 5/25/21 KJF; Processing Month 05/2021

|                            |                     |                        |                                        |                                |                      |          |
|----------------------------|---------------------|------------------------|----------------------------------------|--------------------------------|----------------------|----------|
| <b>Checking Account: 1</b> |                     | <b>1</b>               |                                        |                                |                      |          |
| 934476885497               | 05/21/2021          | GF026454               | supplies                               | 01 1100 610 004 0 000          | 134.00               |          |
| 937645546685               | 05/21/2021          | GF026440               | SUPPLIES                               | 01 1100 610 005 0 000          | 175.55               |          |
| 943689738389               | 05/21/2021          | GF026504               | supplies                               | 01 1100 610 006 0 000          | 238.19               |          |
| 954457543958               | 05/21/2021          | GF026440               | SUPPLIES                               | 01 1100 610 005 0 000          | 38.08                |          |
| 967433478946               | 05/21/2021          | GF026616               | supplies                               | 01 1100 610 004 0 000          | 58.43                |          |
| 967443746845               | 05/21/2021          | GF026341               | supplies                               | 01 1100 610 003 0 000          | 99.77                |          |
| 968779683876               | 05/21/2021          | GF026465               | supplies                               | 01 1100 610 004 0 000          | 20.81                |          |
| 975898344495               | 05/21/2021          | GF026588               | supplies                               | 01 3590 610 002 0 000          | 36.95                |          |
| 977949786864               | 05/21/2021          | GF026604               | Jennifer Bell books                    | 01 1100 610 005 0 000          | 0.00                 |          |
| 977949786864               | 05/21/2021          | GF026604               | Roxanne Bellamy books                  | 01 1100 610 005 0 000          | 74.16                |          |
| 987967859845               | 05/21/2021          | GF026628               | supplies                               | 01 1100 610 006 0 000          | 9.30                 |          |
| 993838454494               | 05/21/2021          | GF026465               | supplies                               | 01 1100 610 004 0 000          | 15.98                |          |
| Check Number: 49765        | Check Type: Check   | Check Date: 05/25/2021 | Vendor: APPLECOMPU                     | APPLE COMPUTER, INC            | Check Total:         | 299.00   |
| <u>Invoice Number</u>      | <u>Invoice Date</u> | <u>PO Number</u>       | <u>Detail Description</u>              | <u>Chart of Account Number</u> | <u>Detail Amount</u> |          |
| AF03377073                 | 05/21/2021          | GF026572               | ipad                                   | 01 1200 610 000 0 000          | 299.00               |          |
| Check Number: 49766        | Check Type: Check   | Check Date: 05/25/2021 | Vendor: ARAMARKUNI                     | ARAMARK UNIFORM SERVICES       | Check Total:         | 788.06   |
| <u>Invoice Number</u>      | <u>Invoice Date</u> | <u>PO Number</u>       | <u>Detail Description</u>              | <u>Chart of Account Number</u> | <u>Detail Amount</u> |          |
| 1902081157                 | 05/21/2021          |                        | Op. of Bldg. Laundry Svcs. Morton      | 01 2620 424 004 0 000          | 148.27               |          |
| 1902081162                 | 05/21/2021          |                        | Op. of Bldg. Laundry Svcs. Sandoz      | 01 2620 424 006 0 000          | 97.32                |          |
| 1902081163                 | 05/21/2021          |                        | Op. of Bldg. Laundry Svcs. Pershing    | 01 2620 424 005 0 000          | 130.30               |          |
| 1902084854                 | 05/21/2021          |                        | Op. of Bldg. Laundry Svcs. MS          | 01 2620 424 002 0 000          | 78.72                |          |
| 1902084857                 | 05/21/2021          |                        | Op. of Bldg. Contracted Laundry Svcs.  | 01 2620 424 000 0 000          | 147.84               |          |
| 1902084858                 | 05/21/2021          |                        | Op. of Bldg. Laundry Svcs. Bryan       | 01 2620 424 003 0 000          | 115.87               |          |
| 1902084864                 | 05/21/2021          |                        | Op. of Bldg. Contracted Laundry Svcs.  | 01 2620 424 000 0 000          | 69.74                |          |
| Check Number: 49767        | Check Type: Check   | Check Date: 05/25/2021 | Vendor: CENTRALTIR                     | Bauer Built                    | Check Total:         | 180.02   |
| <u>Invoice Number</u>      | <u>Invoice Date</u> | <u>PO Number</u>       | <u>Detail Description</u>              | <u>Chart of Account Number</u> | <u>Detail Amount</u> |          |
| 850039497                  | 05/21/2021          | GF026636               | trailer tires                          | 01 2710 430 000 0 000          | 180.02               |          |
| Check Number: 49768        | Check Type: Check   | Check Date: 05/25/2021 | Vendor: BESTWESTE1                     | Best Western Plus              | Check Total:         | 625.00   |
| <u>Invoice Number</u>      | <u>Invoice Date</u> | <u>PO Number</u>       | <u>Detail Description</u>              | <u>Chart of Account Number</u> | <u>Detail Amount</u> |          |
| 20210521                   | 05/21/2021          |                        | Activities Transport/M meal/Hotel HS   | 01 1101 580 001 0 000          | 625.00               |          |
| Check Number: 49769        | Check Type: Check   | Check Date: 05/25/2021 | Vendor: DICKBLICK                      | Blick Art Materials LLC        | Check Total:         | 89.52    |
| <u>Invoice Number</u>      | <u>Invoice Date</u> | <u>PO Number</u>       | <u>Detail Description</u>              | <u>Chart of Account Number</u> | <u>Detail Amount</u> |          |
| 6385888                    | 05/21/2021          | GF026273               | supplies                               | 01 1100 606 001 0 000          | 89.52                |          |
| Check Number: 49770        | Check Type: Check   | Check Date: 05/25/2021 | Vendor: BLIVEN2                        | James Bliven                   | Check Total:         | 1,900.00 |
| <u>Invoice Number</u>      | <u>Invoice Date</u> | <u>PO Number</u>       | <u>Detail Description</u>              | <u>Chart of Account Number</u> | <u>Detail Amount</u> |          |
| April 2021                 | 05/21/2021          |                        | Attdnc. & Social Work Contracted Svcs. | 01 2110 320 000 0 000          | 1,900.00             |          |
| Check Number: 49771        | Check Type: Check   | Check Date: 05/25/2021 | Vendor: WALMARTCOM                     | Capital One                    | Check Total:         | 2,313.81 |

**Detail Check Register**

Posted; Batch Description GF Special Checks 5/25/21 KJF; Processing Month 05/2021

Checking Account: 1

1

| <u>Invoice Number</u> | <u>Invoice Date</u> | <u>PO Number</u>  | <u>Detail Description</u>                | <u>Chart of Account Number</u> | <u>Detail Amount</u>                   |                       |
|-----------------------|---------------------|-------------------|------------------------------------------|--------------------------------|----------------------------------------|-----------------------|
| 20210521              | 05/21/2021          |                   | Music Supply Morton                      | 01 1100 607 004 0 000          | 401.00                                 |                       |
| 20210521              | 05/21/2021          |                   | GENERAL INSTRUCTIONAL SUPPLY Pershing    | 01 1100 610 005 0 000          | 30.45                                  |                       |
| 20210521              | 05/21/2021          |                   | Early Childhood Supply ELA               | 01 1190 610 009 0 000          | 123.04                                 |                       |
| 20210521              | 05/21/2021          |                   | SPED K-12 Supply HS                      | 01 1200 610 001 0 000          | 29.70                                  |                       |
| 20210521              | 05/21/2021          |                   | SPED K-12 Supply HS                      | 01 1200 610 001 0 000          | 68.62                                  |                       |
| 20210521              | 05/21/2021          |                   | SPED K-12 Supply HS                      | 01 1200 610 001 0 000          | 40.33                                  |                       |
| 20210521              | 05/21/2021          |                   | SPED K-12 Supply HS                      | 01 1200 610 001 0 000          | 86.80                                  |                       |
| 20210521              | 05/21/2021          |                   | SPED K-12 Supply HS                      | 01 1200 610 001 0 000          | 66.51                                  |                       |
| 20210521              | 05/21/2021          |                   | SPED K-12 Supply MS                      | 01 1200 610 002 0 000          | 31.86                                  |                       |
| 20210521              | 05/21/2021          |                   | SPED K-12 Supply MS                      | 01 1200 610 002 0 000          | 70.89                                  |                       |
| 20210521              | 05/21/2021          |                   | SPED K-12 Supply MS                      | 01 1200 610 002 0 000          | 9.31                                   |                       |
| 20210521              | 05/21/2021          |                   | SPED K-12 Supply MS                      | 01 1200 610 002 0 000          | 88.43                                  |                       |
| 20210521              | 05/21/2021          |                   | SPED K-12 Supply Morton                  | 01 1200 610 004 0 000          | 64.25                                  |                       |
| 20210521              | 05/21/2021          |                   | SPED K-12 Supply Morton                  | 01 1200 610 004 0 000          | 153.09                                 |                       |
| 20210521              | 05/21/2021          |                   | SPED K-12 Supply Sandoz                  | 01 1200 610 006 0 000          | 53.28                                  |                       |
| 20210521              | 05/21/2021          |                   | Prof. Dev. Supply DW                     | 01 2213 610 000 0 000          | 26.80                                  |                       |
| 20210521              | 05/21/2021          |                   | Maintenance Supply District-Wide         | 01 2620 610 000 0 000          | 35.60                                  |                       |
| 20210521              | 05/21/2021          |                   | Maintenance Supply District-Wide         | 01 2620 610 000 0 000          | 76.58                                  |                       |
| 20210521              | 05/21/2021          |                   | Destination Graduation                   | 01 3402 610 001 0 000          | 13.92                                  |                       |
| 20210521              | 05/21/2021          |                   | Education Quest HS                       | 01 3402 611 001 0 000          | 70.90                                  |                       |
| 20210521              | 05/21/2021          |                   | NCFL Grant Supply                        | 01 3404 610 004 0 000          | 196.10                                 |                       |
| 20210521              | 05/21/2021          |                   | Sixpence Supply                          | 01 3541 610 009 0 000          | 302.22                                 |                       |
| 20210521              | 05/21/2021          |                   | Migrant Supply DW                        | 01 6915 610 000 0 000          | 43.95                                  |                       |
| 20210521              | 05/21/2021          |                   | Migrant Supply DW                        | 01 6915 610 000 0 000          | 8.58                                   |                       |
| 20210521              | 05/21/2021          |                   | Migrant Supply DW                        | 01 6915 610 000 0 000          | 75.30                                  |                       |
| 20210521              | 05/21/2021          |                   | School Lunch NON-FOOD Supply             | 06 3100 610 000 0 000          | 146.30                                 |                       |
| Check Number: 49772   |                     | Check Type: Check | Check Date: 05/25/2021                   | Vendor: CCSPRESENT             | CCS PRESENTATION SYSTEMS               | Check Total: 1,814.00 |
| <u>Invoice Number</u> | <u>Invoice Date</u> | <u>PO Number</u>  | <u>Detail Description</u>                | <u>Chart of Account Number</u> | <u>Detail Amount</u>                   |                       |
| IN002553              | 05/21/2021          | GF026171          | Epson brightlink                         | 01 2230 610 000 0 000          | 1,814.00                               |                       |
| Check Number: 49773   |                     | Check Type: Check | Check Date: 05/25/2021                   | Vendor: CENTRALCOM             | CENTRAL COMMUNITY COLLEGE Grand Island | Check Total: 232.00   |
| <u>Invoice Number</u> | <u>Invoice Date</u> | <u>PO Number</u>  | <u>Detail Description</u>                | <u>Chart of Account Number</u> | <u>Detail Amount</u>                   |                       |
| 001811104             | 05/21/2021          |                   | SPED K-12 Professional Development MS    | 01 1200 330 002 0 000          | 58.00                                  |                       |
| 001811104             | 05/21/2021          |                   | Professional Development HS              | 01 2213 330 001 0 000          | 58.00                                  |                       |
| 001811104             | 05/21/2021          |                   | Professional Development MS              | 01 2213 330 002 0 000          | 58.00                                  |                       |
| 001811104             | 05/21/2021          |                   | Principal Professional Development Bryan | 01 2410 330 003 0 000          | 58.00                                  |                       |
| Check Number: 49774   |                     | Check Type: Check | Check Date: 05/25/2021                   | Vendor: CENTURYLI2             | CenturyLink                            | Check Total: 588.23   |
| <u>Invoice Number</u> | <u>Invoice Date</u> | <u>PO Number</u>  | <u>Detail Description</u>                | <u>Chart of Account Number</u> | <u>Detail Amount</u>                   |                       |
| 20210521              | 05/21/2021          |                   | Op. of Bldg. Fiber/Phone DW              | 01 2610 530 000 0 000          | 588.23                                 |                       |



**Detail Check Register**

Posted; Batch Description GF Special Checks 5/25/21 KJF; Processing Month 05/2021

Checking Account: 1

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|                       |                     |                        |                                         |                                          |                      |          |
|-----------------------|---------------------|------------------------|-----------------------------------------|------------------------------------------|----------------------|----------|
| Check Number: 49775   | Check Type: Check   | Check Date: 05/25/2021 | Vendor: CENTURLI1                       | CenturyLink Communication                | Check Total:         | 82.02    |
| <u>Invoice Number</u> | <u>Invoice Date</u> | <u>PO Number</u>       | <u>Detail Description</u>               | <u>Chart of Account Number</u>           | <u>Detail Amount</u> |          |
| 20210525              | 05/25/2021          |                        | Op. of Bldg. Fiber/Phone DW             | 01 2610 530 000 0 000                    | 82.02                |          |
| Check Number: 49776   | Check Type: Check   | Check Date: 05/25/2021 | Vendor: CHEMSEARCH                      | Chemsearch FE                            | Check Total:         | 1,836.57 |
| <u>Invoice Number</u> | <u>Invoice Date</u> | <u>PO Number</u>       | <u>Detail Description</u>               | <u>Chart of Account Number</u>           | <u>Detail Amount</u> |          |
| 7358359               | 05/21/2021          |                        | Op. of Bldg. Cont. Heating & Air Svcs.  | 01 2620 437 000 0 000                    | 97.46                |          |
| 7358511               | 05/21/2021          |                        | Op. of Bldg. Cont. Heating & Air Svcs.  | 01 2620 437 000 0 000                    | 97.46                |          |
| 7358615               | 05/21/2021          |                        | Op. of Bldg. Cont. Heating & Air Svcs.  | 01 2620 437 000 0 000                    | 709.82               |          |
| 7358632               | 05/21/2021          |                        | Op. of Bldg. Cont. Heating & Air Svcs.  | 01 2620 437 000 0 000                    | 202.18               |          |
| 7358673               | 05/21/2021          |                        | Op. of Bldg. Cont. Heating & Air Svcs.  | 01 2620 437 000 0 000                    | 544.44               |          |
| 7358735               | 05/21/2021          |                        | Op. of Bldg. Cont. Heating & Air Svcs.  | 01 2620 437 000 0 000                    | 185.21               |          |
| Check Number: 49777   | Check Type: Check   | Check Date: 05/25/2021 | Vendor: CITYOFLEXI                      | CITY OF LEXINGTON                        | Check Total:         | 150.00   |
| <u>Invoice Number</u> | <u>Invoice Date</u> | <u>PO Number</u>       | <u>Detail Description</u>               | <u>Chart of Account Number</u>           | <u>Detail Amount</u> |          |
| 20210521              | 05/21/2021          |                        | Abdoulrahman Adan 19-465140-02          | 01 3402 610 000 0 000                    | 150.00               |          |
| Check Number: 49778   | Check Type: Check   | Check Date: 05/25/2021 | Vendor: CLIPPERHER                      | CLIPPER - HERALD                         | Check Total:         | 994.77   |
| <u>Invoice Number</u> | <u>Invoice Date</u> | <u>PO Number</u>       | <u>Detail Description</u>               | <u>Chart of Account Number</u>           | <u>Detail Amount</u> |          |
| 20210521              | 05/21/2021          |                        | BOE Advertising                         | 01 2310 540 000 0 000                    | 994.77               |          |
| Check Number: 49779   | Check Type: Check   | Check Date: 05/25/2021 | Vendor: CODEFORTYT                      | Code Forty Two                           | Check Total:         | 1,500.00 |
| <u>Invoice Number</u> | <u>Invoice Date</u> | <u>PO Number</u>       | <u>Detail Description</u>               | <u>Chart of Account Number</u>           | <u>Detail Amount</u> |          |
| US-INV-009401         | 05/21/2021          |                        | Technology Comp. Software (\$>5,000) DW | 01 2230 735 000 0 000                    | 1,500.00             |          |
| Check Number: 49780   | Check Type: Check   | Check Date: 05/25/2021 | Vendor: CULLIGAN                        | CULLIGAN                                 | Check Total:         | 296.32   |
| <u>Invoice Number</u> | <u>Invoice Date</u> | <u>PO Number</u>       | <u>Detail Description</u>               | <u>Chart of Account Number</u>           | <u>Detail Amount</u> |          |
| 20210521              | 05/21/2021          |                        | Guidance Supply HS                      | 01 2120 610 001 0 000                    | 18.24                |          |
| 20210521              | 05/21/2021          |                        | Office of Principal Supply HS           | 01 2410 610 001 0 000                    | 41.20                |          |
| 20210521              | 05/21/2021          |                        | Fiscal Svcs. Rent of Equipt. & Vehicles | 01 2510 442 000 0 000                    | 77.41                |          |
| 20210521              | 05/21/2021          |                        | School Lunch NON-FOOD Supply HS         | 06 3100 610 001 0 000                    | 52.00                |          |
| 20210521              | 05/21/2021          |                        | School Lunch NON-FOOD Supply MS         | 06 3100 610 002 0 000                    | 64.59                |          |
| 20210521              | 05/21/2021          |                        | School Lunch NON-FOOD Supply Morton     | 06 3100 610 004 0 000                    | 42.88                |          |
| 20210521              | 05/21/2021          |                        | School Lunch NON-FOOD Supply Sandoz     | 06 3100 610 006 0 000                    | 0.00                 |          |
| Check Number: 49781   | Check Type: Check   | Check Date: 05/25/2021 | Vendor: CURRICULUM                      | CURRICULUM ASSOCIATES                    | Check Total:         | 1,896.68 |
| <u>Invoice Number</u> | <u>Invoice Date</u> | <u>PO Number</u>       | <u>Detail Description</u>               | <u>Chart of Account Number</u>           | <u>Detail Amount</u> |          |
| 90013393              | 05/21/2021          | GF026637               | HS Core Math materials - EL             | 01 1100 644 001 0 000                    | 1,896.68             |          |
| Check Number: 49782   | Check Type: Check   | Check Date: 05/25/2021 | Vendor: ASCENTRALS                      | DAS - State Accounting - Central Finance | Check Total:         | 666.87   |
| <u>Invoice Number</u> | <u>Invoice Date</u> | <u>PO Number</u>       | <u>Detail Description</u>               | <u>Chart of Account Number</u>           | <u>Detail Amount</u> |          |
| 1267398               | 05/21/2021          |                        | Technology Communications DW            | 01 2230 530 000 0 000                    | 666.87               |          |
| Check Number: 49783   | Check Type: Check   | Check Date: 05/25/2021 | Vendor: DAWSONPUBL                      | DAWSON PUBLIC POWER DISTRICT             | Check Total:         | 107.17   |

**Detail Check Register**

Posted; Batch Description GF Special Checks 5/25/21 KJF; Processing Month 05/2021

Checking Account: 1

1

| <u>Invoice Number</u> | <u>Invoice Date</u> | <u>PO Number</u>       | <u>Detail Description</u>        | <u>Chart of Account Number</u> | <u>Detail Amount</u> |           |
|-----------------------|---------------------|------------------------|----------------------------------|--------------------------------|----------------------|-----------|
| 20210521              | 05/21/2021          |                        | Daniel Aguirre-Carrillo 651518   | 01 3402 610 000 0 000          | 107.17               |           |
| Check Number: 49784   | Check Type: Check   | Check Date: 05/25/2021 | Vendor: EAKESOFF11               | Eakes Office Solutions         | Check Total:         | 179.97    |
| <u>Invoice Number</u> | <u>Invoice Date</u> | <u>PO Number</u>       | <u>Detail Description</u>        | <u>Chart of Account Number</u> | <u>Detail Amount</u> |           |
| 20210521              | 05/21/2021          |                        | Reg. Ed. Printint & Binding DW   | 01 1100 550 000 0 000          | 179.97               |           |
| Check Number: 49785   | Check Type: Check   | Check Date: 05/25/2021 | Vendor: EARLYCHILD               | EARLY CHILDHOOD TRAINING CTR.  | Check Total:         | 255.00    |
| <u>Invoice Number</u> | <u>Invoice Date</u> | <u>PO Number</u>       | <u>Detail Description</u>        | <u>Chart of Account Number</u> | <u>Detail Amount</u> |           |
| 20210521              | 05/21/2021          | GF026655               | registration                     | 01 2213 330 009 0 000          | 255.00               |           |
| Check Number: 49786   | Check Type: Check   | Check Date: 05/25/2021 | Vendor: EUSTISBODY               | EUSTIS BODY SHOP               | Check Total:         | 238.22    |
| <u>Invoice Number</u> | <u>Invoice Date</u> | <u>PO Number</u>       | <u>Detail Description</u>        | <u>Chart of Account Number</u> | <u>Detail Amount</u> |           |
| 49585                 | 05/21/2021          |                        | driver door repair               | 01 2650 430 000 0 000          | 238.22               |           |
| Check Number: 49787   | Check Type: Check   | Check Date: 05/25/2021 | Vendor: FASTENAL                 | FASTENAL                       | Check Total:         | 5.11      |
| <u>Invoice Number</u> | <u>Invoice Date</u> | <u>PO Number</u>       | <u>Detail Description</u>        | <u>Chart of Account Number</u> | <u>Detail Amount</u> |           |
| NELEX113416           | 05/21/2021          | GF025738               | Maintenance Supply District-Wide | 01 2620 610 000 0 000          | 5.11                 |           |
| Check Number: 49788   | Check Type: Check   | Check Date: 05/25/2021 | Vendor: FOLLETT1                 | Follett School Solutions, Inc  | Check Total:         | 14,318.34 |
| <u>Invoice Number</u> | <u>Invoice Date</u> | <u>PO Number</u>       | <u>Detail Description</u>        | <u>Chart of Account Number</u> | <u>Detail Amount</u> |           |
| 1436102               | 05/21/2021          |                        | Destiny                          | 01 2110 735 000 0 000          | 10,781.30            |           |
| 823080F               | 05/21/2021          | GF025992               | books                            | 01 2220 640 002 0 000          | 99.84                |           |
| 881807                | 05/21/2021          | GF026449               | supplies                         | 01 2220 610 004 0 000          | 2,994.82             |           |
| 881807A               | 05/21/2021          | GF026449               | supplies                         | 01 2220 610 004 0 000          | 442.38               |           |
| Check Number: 49789   | Check Type: Check   | Check Date: 05/25/2021 | Vendor: FRONTLINE                | Frontline Technologies         | Check Total:         | 28,973.18 |
| <u>Invoice Number</u> | <u>Invoice Date</u> | <u>PO Number</u>       | <u>Detail Description</u>        | <u>Chart of Account Number</u> | <u>Detail Amount</u> |           |
| INVUS139270           | 05/21/2021          |                        | Absence & Time Solution          | 01 2510 350 000 0 000          | 28,973.18            |           |
| Check Number: 49790   | Check Type: Check   | Check Date: 05/25/2021 | Vendor: GOPHERSPOR               | GOPHER SPORT                   | Check Total:         | 783.33    |
| <u>Invoice Number</u> | <u>Invoice Date</u> | <u>PO Number</u>       | <u>Detail Description</u>        | <u>Chart of Account Number</u> | <u>Detail Amount</u> |           |
| IN36048               | 05/21/2021          | GF026467               | supplies                         | 01 1100 605 004 0 000          | 783.33               |           |
| Check Number: 49791   | Check Type: Check   | Check Date: 05/25/2021 | Vendor: GOVCONNECT               | GOVCONNECTION, INC             | Check Total:         | 4,671.56  |
| <u>Invoice Number</u> | <u>Invoice Date</u> | <u>PO Number</u>       | <u>Detail Description</u>        | <u>Chart of Account Number</u> | <u>Detail Amount</u> |           |
| 71359476              | 05/25/2021          | GF026619               | Technology Infrastructure DW     | 01 2230 740 000 0 000          | 4,671.56             |           |
| Check Number: 49792   | Check Type: Check   | Check Date: 05/25/2021 | Vendor: GALARSON                 | Gustave A Larson Company       | Check Total:         | 384.78    |
| <u>Invoice Number</u> | <u>Invoice Date</u> | <u>PO Number</u>       | <u>Detail Description</u>        | <u>Chart of Account Number</u> | <u>Detail Amount</u> |           |
| 4397023               | 05/25/2021          | GF026701               | Pershing HVAC motors             | 01 2620 437 005 0 000          | 384.78               |           |
| Check Number: 49793   | Check Type: Check   | Check Date: 05/25/2021 | Vendor: HAIRNETCOM               | Hairnet Company                | Check Total:         | 250.00    |
| <u>Invoice Number</u> | <u>Invoice Date</u> | <u>PO Number</u>       | <u>Detail Description</u>        | <u>Chart of Account Number</u> | <u>Detail Amount</u> |           |
| 53024                 | 05/21/2021          | GF026698               | KN95 maska                       | 01 6996 610 000 0 000          | 250.00               |           |

**Detail Check Register**

Posted; Batch Description GF Special Checks 5/25/21 KJF; Processing Month 05/2021

**Checking Account: 1**

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|                       |                     |                        |                                        |                                |                      |           |
|-----------------------|---------------------|------------------------|----------------------------------------|--------------------------------|----------------------|-----------|
| Check Number: 49794   | Check Type: Check   | Check Date: 05/25/2021 | Vendor: HOEHNERTUR                     | Chris Hoehner                  | Check Total:         | 1,771.20  |
| <u>Invoice Number</u> | <u>Invoice Date</u> | <u>PO Number</u>       | <u>Detail Description</u>              | <u>Chart of Account Number</u> | <u>Detail Amount</u> |           |
| 7296                  | 05/25/2021          |                        | Grounds Contracted Lawn Care Svcs.     | 01 2630 422 000 0 000          | 1,771.20             |           |
| Check Number: 49795   | Check Type: Check   | Check Date: 05/25/2021 | Vendor: HOLIDAYI10                     | Holiday Inn Express & Suites   | Check Total:         | 99.95     |
| <u>Invoice Number</u> | <u>Invoice Date</u> | <u>PO Number</u>       | <u>Detail Description</u>              | <u>Chart of Account Number</u> | <u>Detail Amount</u> |           |
| 20210521              | 05/21/2021          |                        | Activities Professional Development HS | 01 1101 330 001 0 000          | 99.95                |           |
| Check Number: 49796   | Check Type: Check   | Check Date: 05/25/2021 | Vendor: INSULLATIO                     | Insulation Systems             | Check Total:         | 70.56     |
| <u>Invoice Number</u> | <u>Invoice Date</u> | <u>PO Number</u>       | <u>Detail Description</u>              | <u>Chart of Account Number</u> | <u>Detail Amount</u> |           |
| 15740                 | 05/21/2021          | GF026654               | insulation for chemical feed pots      | 01 2620 437 002 0 000          | 70.56                |           |
| Check Number: 49797   | Check Type: Check   | Check Date: 05/25/2021 | Vendor: INTELEXIAL                     | Intelexia LLC                  | Check Total:         | 12,445.40 |
| <u>Invoice Number</u> | <u>Invoice Date</u> | <u>PO Number</u>       | <u>Detail Description</u>              | <u>Chart of Account Number</u> | <u>Detail Amount</u> |           |
| INV-0010              | 05/25/2021          | GF026583               | Aprendo Leyendo                        | 01 6996 610 000 0 000          | 12,445.40            |           |
| Check Number: 49798   | Check Type: Check   | Check Date: 05/25/2021 | Vendor: ORSCHELN1                      | John Deere Financial           | Check Total:         | 486.96    |
| <u>Invoice Number</u> | <u>Invoice Date</u> | <u>PO Number</u>       | <u>Detail Description</u>              | <u>Chart of Account Number</u> | <u>Detail Amount</u> |           |
| 011899                | 05/21/2021          | GF025735               | Grounds Contracted Lawn Care HS        | 01 2630 422 001 0 000          | 15.37                |           |
| 012465                | 05/21/2021          | GF025730               | Yearly Classroom Consumables           | 01 1100 612 001 0 000          | 139.89               |           |
| 013297                | 05/21/2021          | GF025735               | Maintenance Supply District-Wide       | 01 2620 610 000 0 000          | 4.99                 |           |
| 013694                | 05/21/2021          | GF025735               | Grounds Contracted Lawn Care HS        | 01 2630 422 001 0 000          | 27.96                |           |
| 014098                | 05/21/2021          | GF025730               | Yearly Classroom Consumables           | 01 1100 612 001 0 000          | 60.91                |           |
| 016357                | 05/21/2021          | GF025735               | Maintenance Supply HS                  | 01 2620 610 001 0 000          | 99.98                |           |
| 016664                | 05/21/2021          | GF025735               | Maintenance Supply District-Wide       | 01 2620 610 000 0 000          | 109.99               |           |
| 016718                | 05/21/2021          | GF025735               | Reg. Pupil Transport. Supply           | 01 2710 610 000 0 000          | 11.98                |           |
| 016848                | 05/21/2021          | GF025735               | Maintenance Supply HS                  | 01 2620 610 001 0 000          | 2.90                 |           |
| 016971                | 05/21/2021          | GF025735               | Maintenance Supply MS                  | 01 2620 610 002 0 000          | 12.99                |           |
| Check Number: 49799   | Check Type: Check   | Check Date: 05/25/2021 | Vendor: JOHNSTONES                     | JOHNSTONE SUPPLY Inc.          | Check Total:         | 397.72    |
| <u>Invoice Number</u> | <u>Invoice Date</u> | <u>PO Number</u>       | <u>Detail Description</u>              | <u>Chart of Account Number</u> | <u>Detail Amount</u> |           |
| 6139198               | 05/21/2021          | GF026606               | Sandoz blower motor                    | 01 2620 437 006 0 000          | 397.72               |           |
| Check Number: 49800   | Check Type: Check   | Check Date: 05/25/2021 | Vendor: JONES                          | JONES PLUMBING & HEATING       | Check Total:         | 4,221.68  |
| <u>Invoice Number</u> | <u>Invoice Date</u> | <u>PO Number</u>       | <u>Detail Description</u>              | <u>Chart of Account Number</u> | <u>Detail Amount</u> |           |
| 20210521              | 05/21/2021          |                        | Cooperative Fund Heating & Air Service | 10 2620 437 000 0 000          | 4,221.68             |           |
| Check Number: 49801   | Check Type: Check   | Check Date: 05/25/2021 | Vendor: JOSTENSINC                     | JOSTENS, INC.                  | Check Total:         | 19.45     |
| <u>Invoice Number</u> | <u>Invoice Date</u> | <u>PO Number</u>       | <u>Detail Description</u>              | <u>Chart of Account Number</u> | <u>Detail Amount</u> |           |
| 26412443              | 05/21/2021          |                        | Graduation Supplies HS                 | 01 2490 610 001 0 000          | 19.45                |           |
| Check Number: 49802   | Check Type: Check   | Check Date: 05/25/2021 | Vendor: KEARNEYWIN                     | Kearney Winnelson Co           | Check Total:         | 40.00     |
| <u>Invoice Number</u> | <u>Invoice Date</u> | <u>PO Number</u>       | <u>Detail Description</u>              | <u>Chart of Account Number</u> | <u>Detail Amount</u> |           |
| 349937 01             | 05/21/2021          | GF026634               | Op. of Bldg. Plumbing Svcs. HS         | 01 2620 436 001 0 000          | 20.00                |           |
| 349937 01             | 05/21/2021          | GF026634               | Op. of Bldg. Plumbing Svcs. MS         | 01 2620 436 002 0 000          | 20.00                |           |

**Detail Check Register**

Posted; Batch Description GF Special Checks 5/25/21 KJF; Processing Month 05/2021

Checking Account: 1

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|                       |                     |                        |                                          |                                           |                       |
|-----------------------|---------------------|------------------------|------------------------------------------|-------------------------------------------|-----------------------|
| Check Number: 49803   | Check Type: Check   | Check Date: 05/25/2021 | Vendor: KNAPPELECT                       | KNAPP ELECTRIC Inc.                       | Check Total: 810.07   |
| <u>Invoice Number</u> | <u>Invoice Date</u> | <u>PO Number</u>       | <u>Detail Description</u>                | <u>Chart of Account Number</u>            | <u>Detail Amount</u>  |
| 1117906               | 05/25/2021          |                        | MS kitchen part                          | 01 2620 610 002 0 000                     | 810.07                |
| Check Number: 49804   | Check Type: Check   | Check Date: 05/25/2021 | Vendor: LEARNINGRE                       | LEARNING RESOURCES                        | Check Total: 92.91    |
| <u>Invoice Number</u> | <u>Invoice Date</u> | <u>PO Number</u>       | <u>Detail Description</u>                | <u>Chart of Account Number</u>            | <u>Detail Amount</u>  |
| 5449994               | 05/21/2021          | GF026488               | Giant Array Demonstration Set            | 01 1100 610 006 0 000                     | 19.99                 |
| 5449994               | 05/21/2021          | GF026488               | Double-sided magnetic demonstration rain | 01 1100 610 006 0 000                     | 29.99                 |
| 5449994               | 05/21/2021          | GF026488               | sight words swat                         | 01 1100 610 006 0 000                     | 14.99                 |
| 5449994               | 05/21/2021          | GF026488               | ten to the top addition game             | 01 1100 610 006 0 000                     | 14.99                 |
| 5449994               | 05/21/2021          | GF026488               | shipping                                 | 01 1100 610 006 0 000                     | 12.95                 |
| Check Number: 49805   | Check Type: Check   | Check Date: 05/25/2021 | Vendor: LEXPSACT                         | LEXINGTON ACTIVITY ACCOUNT                | Check Total: 1,500.00 |
| <u>Invoice Number</u> | <u>Invoice Date</u> | <u>PO Number</u>       | <u>Detail Description</u>                | <u>Chart of Account Number</u>            | <u>Detail Amount</u>  |
| 20210521              | 05/21/2021          |                        | transfer to ACT welding                  | 01 1100 613 001 0 000                     | 1,500.00              |
| Check Number: 49806   | Check Type: Check   | Check Date: 05/25/2021 | Vendor: LEXPSGF2                         | LEXINGTON PUBLIC SCHOOLS-<br>GENERAL FUND | Check Total: 938.17   |
| <u>Invoice Number</u> | <u>Invoice Date</u> | <u>PO Number</u>       | <u>Detail Description</u>                | <u>Chart of Account Number</u>            | <u>Detail Amount</u>  |
| 20210521              | 05/21/2021          |                        | Principal Professional Development HS    | 01 2410 330 001 0 000                     | 111.56                |
| 20210525              | 05/25/2021          | GF026130               | weekly snacks                            | 01 3404 610 004 0 000                     | 176.00                |
| 20210525-0001         | 05/25/2021          |                        | retirement reception                     | 01 2310 610 000 0 000                     | 541.81                |
| 5/4/21                | 05/21/2021          | GF026130               | weekly snacks                            | 01 3404 610 004 0 000                     | 108.80                |
| Check Number: 49807   | Check Type: Check   | Check Date: 05/25/2021 | Vendor: LEXRHC                           | Lexington Regional Health Center          | Check Total: 8,857.84 |
| <u>Invoice Number</u> | <u>Invoice Date</u> | <u>PO Number</u>       | <u>Detail Description</u>                | <u>Chart of Account Number</u>            | <u>Detail Amount</u>  |
| 20210521              | 05/21/2021          |                        | OT Services K-12 Prof. Services          | 01 2161 340 000 0 000                     | 3,439.11              |
| 20210521              | 05/21/2021          |                        | OT Services Age 3-5 Prof. Services       | 01 2162 340 009 0 000                     | 1,089.42              |
| 20210521              | 05/21/2021          |                        | OT Services Age 0-2 Prof. Services       | 01 2163 340 015 0 000                     | 424.11                |
| 20210521-0001         | 05/21/2021          |                        | PT Services K-12 Prof. Services          | 01 2171 340 000 0 000                     | 2,683.20              |
| 20210521-0001         | 05/21/2021          |                        | PT Services Age 3-5 Prof. Services       | 01 2172 340 009 0 000                     | 551.85                |
| 20210521-0001         | 05/21/2021          |                        | PT Services Age 0-2 Prof. Services       | 01 2173 340 015 0 000                     | 670.15                |
| Check Number: 49808   | Check Type: Check   | Check Date: 05/25/2021 | Vendor: ECOWATER                         | Lindsay Soft Water Co of Nebraska         | Check Total: 210.00   |
| <u>Invoice Number</u> | <u>Invoice Date</u> | <u>PO Number</u>       | <u>Detail Description</u>                | <u>Chart of Account Number</u>            | <u>Detail Amount</u>  |
| SA03436               | 05/21/2021          |                        | School Lunch NON-FOOD Supply HS          | 06 3100 610 001 0 000                     | 57.00                 |
| SA03437               | 05/21/2021          |                        | School Lunch NON-FOOD Supply Bryan       | 06 3100 610 003 0 000                     | 57.00                 |
| SA03438               | 05/21/2021          |                        | School Lunch NON-FOOD Supply MS          | 06 3100 610 002 0 000                     | 39.00                 |
| SA03439               | 05/21/2021          |                        | School Lunch NON-FOOD Supply Pershing    | 06 3100 610 005 0 000                     | 57.00                 |
| Check Number: 49809   | Check Type: Check   | Check Date: 05/25/2021 | Vendor: LITTLECAES                       | LITTLE CAESARS                            | Check Total: 64.50    |
| <u>Invoice Number</u> | <u>Invoice Date</u> | <u>PO Number</u>       | <u>Detail Description</u>                | <u>Chart of Account Number</u>            | <u>Detail Amount</u>  |
| 20210521              | 05/21/2021          | GF026728               | pizza                                    | 01 2710 330 000 0 000                     | 64.50                 |

**Detail Check Register**

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**Checking Account: 1**

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|                       |                     |                        |                                    |                                |                      |          |
|-----------------------|---------------------|------------------------|------------------------------------|--------------------------------|----------------------|----------|
| Check Number: 49810   | Check Type: Check   | Check Date: 05/25/2021 | Vendor: LOUSSPORTI                 | Lou's Sporting Goods           | Check Total:         | 8,952.94 |
| <u>Invoice Number</u> | <u>Invoice Date</u> | <u>PO Number</u>       | <u>Detail Description</u>          | <u>Chart of Account Number</u> | <u>Detail Amount</u> |          |
| AAX782246-AX02        | 05/21/2021          | GF026162               | Football jerseys & pants           | 02 1101 610 002 0 000          | 7,593.75             |          |
| AAX782246-AX05        | 05/21/2021          | GF026162               | Football jerseys & pants           | 02 1101 610 002 0 000          | 1,359.19             |          |
| Check Number: 49811   | Check Type: Check   | Check Date: 05/25/2021 | Vendor: MAJESTIC                   | Majestic Theatre               | Check Total:         | 100.00   |
| <u>Invoice Number</u> | <u>Invoice Date</u> | <u>PO Number</u>       | <u>Detail Description</u>          | <u>Chart of Account Number</u> | <u>Detail Amount</u> |          |
| 1280                  | 05/21/2021          | GF026670               | movie passes                       | 01 1100 610 002 0 000          | 100.00               |          |
| Check Number: 49812   | Check Type: Check   | Check Date: 05/25/2021 | Vendor: MICKJOHNSO                 | Mick Johnson                   | Check Total:         | 135.00   |
| <u>Invoice Number</u> | <u>Invoice Date</u> | <u>PO Number</u>       | <u>Detail Description</u>          | <u>Chart of Account Number</u> | <u>Detail Amount</u> |          |
| 20210521              | 05/21/2021          | GF026678               | piano moving                       | 01 1100 607 001 0 000          | 135.00               |          |
| Check Number: 49813   | Check Type: Check   | Check Date: 05/25/2021 | Vendor: MICKSPLATT                 | MICK'S PLATTE VALLEY GLASS     | Check Total:         | 64.95    |
| <u>Invoice Number</u> | <u>Invoice Date</u> | <u>PO Number</u>       | <u>Detail Description</u>          | <u>Chart of Account Number</u> | <u>Detail Amount</u> |          |
| 49145                 | 05/21/2021          | GF026695               | hinge pin for Bryan                | 01 2620 610 003 0 000          | 64.95                |          |
| Check Number: 49814   | Check Type: Check   | Check Date: 05/25/2021 | Vendor: MIDWESTALA                 | Midwest Alarm Services         | Check Total:         | 122.37   |
| <u>Invoice Number</u> | <u>Invoice Date</u> | <u>PO Number</u>       | <u>Detail Description</u>          | <u>Chart of Account Number</u> | <u>Detail Amount</u> |          |
| 349611                | 05/21/2021          |                        | Safety Cont. Fire/Sprinkler Svcs.  | 01 2670 434 000 0 000          | 122.37               |          |
| Check Number: 49815   | Check Type: Check   | Check Date: 05/25/2021 | Vendor: MUSICINMOT                 | MUSIC IN MOTION                | Check Total:         | 19.95    |
| <u>Invoice Number</u> | <u>Invoice Date</u> | <u>PO Number</u>       | <u>Detail Description</u>          | <u>Chart of Account Number</u> | <u>Detail Amount</u> |          |
| 00760307              | 05/21/2021          | GF026486               | Jumbo Resonator Bells              | 01 1100 607 006 0 000          | 0.00                 |          |
| 00760307              | 05/21/2021          | GF026486               | Boomwhacker Diatonic C Major Scale | 01 1100 607 006 0 000          | 0.00                 |          |
| 00760307              | 05/21/2021          | GF026486               | Headless Tambourine 8"             | 01 1100 607 006 0 000          | 0.00                 |          |
| 00760307              | 05/21/2021          | GF026486               | Sonor Global Beat Alto Xylophone   | 01 1100 607 006 0 000          | 0.00                 |          |
| 00760307              | 05/21/2021          | GF026486               | Lummi Sticks 7" set of 12 pair     | 01 1100 607 006 0 000          | 19.95                |          |
| 00760307              | 05/21/2021          | GF026486               | Never Play Right Next To The Zoo   | 01 1100 607 006 0 000          | 0.00                 |          |
| 00760307              | 05/21/2021          | GF026486               | Boomwhacker Chromatic (5 tubes)    | 01 1100 607 006 0 000          | 0.00                 |          |
| 00760307              | 05/21/2021          | GF026486               | shipping                           | 01 1100 607 006 0 000          | 0.00                 |          |
| Check Number: 49816   | Check Type: Check   | Check Date: 05/25/2021 | Vendor: NASCO                      | NASCO                          | Check Total:         | 62.41    |
| <u>Invoice Number</u> | <u>Invoice Date</u> | <u>PO Number</u>       | <u>Detail Description</u>          | <u>Chart of Account Number</u> | <u>Detail Amount</u> |          |
| 64829                 | 05/21/2021          | GF026436               | Making Dew Kit                     | 01 1100 610 005 0 000          | 62.41                |          |
| Check Number: 49817   | Check Type: Check   | Check Date: 05/25/2021 | Vendor: NCSPEARSON                 | NCS PEARSON INC.               | Check Total:         | 147.00   |
| <u>Invoice Number</u> | <u>Invoice Date</u> | <u>PO Number</u>       | <u>Detail Description</u>          | <u>Chart of Account Number</u> | <u>Detail Amount</u> |          |
| 14251919              | 05/21/2021          |                        | Psych Svcs. K-12 Supply DW         | 01 2141 610 000 0 000          | 147.00               |          |
| Check Number: 49818   | Check Type: Check   | Check Date: 05/25/2021 | Vendor: NCSA                       | NE COUNCIL OF SCHOOL ADMIN     | Check Total:         | 470.00   |
| <u>Invoice Number</u> | <u>Invoice Date</u> | <u>PO Number</u>       | <u>Detail Description</u>          | <u>Chart of Account Number</u> | <u>Detail Amount</u> |          |
| 66779                 | 05/21/2021          | GF026617               | registration                       | 01 1201 330 000 0 000          | 245.00               |          |
| e15157-669088         | 05/21/2021          |                        | Tracy Naylor admin days            | 01 2410 330 009 0 000          | 225.00               |          |

**Detail Check Register**

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**Checking Account: 1**

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|                       |                     |                        |                                |                                |                      |          |
|-----------------------|---------------------|------------------------|--------------------------------|--------------------------------|----------------------|----------|
| Check Number: 49819   | Check Type: Check   | Check Date: 05/25/2021 | Vendor: NESAFETYCE             | NE SAFETY CENTER               | Check Total:         | 200.00   |
| <u>Invoice Number</u> | <u>Invoice Date</u> | <u>PO Number</u>       | <u>Detail Description</u>      | <u>Chart of Account Number</u> | <u>Detail Amount</u> |          |
| 57-8761               | 05/21/2021          |                        | Level 1                        | 01 2710 330 000 0 000          | 200.00               |          |
| Check Number: 49820   | Check Type: Check   | Check Date: 05/25/2021 | Vendor: NEBRASKAGL             | Nebraska Glass Company         | Check Total:         | 39.95    |
| <u>Invoice Number</u> | <u>Invoice Date</u> | <u>PO Number</u>       | <u>Detail Description</u>      | <u>Chart of Account Number</u> | <u>Detail Amount</u> |          |
| 65151185              | 05/21/2021          | GF026672               | bus 2 windshield repair        | 01 2710 430 000 0 000          | 39.95                |          |
| Check Number: 49821   | Check Type: Check   | Check Date: 05/25/2021 | Vendor: NELANDTIRE             | NEBRASKALAND TIRE CO. INC.     | Check Total:         | 43.03    |
| <u>Invoice Number</u> | <u>Invoice Date</u> | <u>PO Number</u>       | <u>Detail Description</u>      | <u>Chart of Account Number</u> | <u>Detail Amount</u> |          |
| 5701                  | 05/21/2021          | GF026675               | CO van R oil change            | 01 2650 626 000 0 000          | 43.03                |          |
| Check Number: 49822   | Check Type: Check   | Check Date: 05/25/2021 | Vendor: OFFICEDEPO             | Office Depot                   | Check Total:         | 73.96    |
| <u>Invoice Number</u> | <u>Invoice Date</u> | <u>PO Number</u>       | <u>Detail Description</u>      | <u>Chart of Account Number</u> | <u>Detail Amount</u> |          |
| 18190968              | 05/21/2021          | GF026425               | supplies                       | 01 1100 610 001 0 000          | 73.96                |          |
| Check Number: 49823   | Check Type: Check   | Check Date: 05/25/2021 | Vendor: OREILLYAUT             | O'Reilly Auto Parts            | Check Total:         | 23.14    |
| <u>Invoice Number</u> | <u>Invoice Date</u> | <u>PO Number</u>       | <u>Detail Description</u>      | <u>Chart of Account Number</u> | <u>Detail Amount</u> |          |
| 4799-361027           | 05/21/2021          | GF025723               | Yearly Classroom Consumables   | 01 1100 613 001 0 000          | 23.14                |          |
| Check Number: 49824   | Check Type: Check   | Check Date: 05/25/2021 | Vendor: OVERTONSAN             | OVERTON SAND & GRAVEL CO.      | Check Total:         | 25.00    |
| <u>Invoice Number</u> | <u>Invoice Date</u> | <u>PO Number</u>       | <u>Detail Description</u>      | <u>Chart of Account Number</u> | <u>Detail Amount</u> |          |
| 76563                 | 05/21/2021          |                        | sand                           | 01 2630 610 000 0 000          | 25.00                |          |
| Check Number: 49825   | Check Type: Check   | Check Date: 05/25/2021 | Vendor: PLATINUMAW             | Platinum Awards & Gifts        | Check Total:         | 255.15   |
| <u>Invoice Number</u> | <u>Invoice Date</u> | <u>PO Number</u>       | <u>Detail Description</u>      | <u>Chart of Account Number</u> | <u>Detail Amount</u> |          |
| 156702                | 05/21/2021          | GF026609               | awards                         | 01 1200 610 001 0 000          | 255.15               |          |
| Check Number: 49826   | Check Type: Check   | Check Date: 05/25/2021 | Vendor: PLATTEVALL             | PLATTE VALLEY AUTO MART        | Check Total:         | 820.00   |
| <u>Invoice Number</u> | <u>Invoice Date</u> | <u>PO Number</u>       | <u>Detail Description</u>      | <u>Chart of Account Number</u> | <u>Detail Amount</u> |          |
| 1528194 1             | 05/21/2021          | GF026694               | ACT van RA tires               | 01 2710 430 000 0 000          | 820.00               |          |
| Check Number: 49827   | Check Type: Check   | Check Date: 05/25/2021 | Vendor: PLUMCREEKM             | PLUM CREEK MARKET PLACE        | Check Total:         | 1,177.79 |
| <u>Invoice Number</u> | <u>Invoice Date</u> | <u>PO Number</u>       | <u>Detail Description</u>      | <u>Chart of Account Number</u> | <u>Detail Amount</u> |          |
| 00200886164601163     | 05/21/2021          | GF025721               | Yearly Classroom Consumables   | 01 1100 615 001 0 000          | 64.58                |          |
| 00203273174001163     | 05/21/2021          | GF025721               | Yearly Classroom Consumables   | 01 1100 615 001 0 000          | 154.69               |          |
| 00301963154500162     | 05/21/2021          | GF026104               | cooking class groceries        | 01 3590 610 002 0 000          | 53.74                |          |
| 00302166080800162     | 05/21/2021          | GF025733               | Yearly Kitchen food & supplies | 06 3100 630 000 0 000          | 368.00               |          |
| 00302218150700162     | 05/21/2021          | GF025721               | Yearly Classroom Consumables   | 01 1100 615 001 0 000          | 18.27                |          |
| 00302986142901152     | 05/21/2021          | GF026104               | cooking class groceries        | 01 3590 610 002 0 000          | 58.51                |          |
| 00303031165801164     | 05/21/2021          | GF025721               | Yearly Classroom Consumables   | 01 1100 615 001 0 000          | 112.56               |          |
| 00400923151801158     | 05/21/2021          | GF026104               | cooking class groceries        | 01 3590 610 002 0 000          | 47.09                |          |
| 00400998081801119     | 05/21/2021          | GF025733               | Yearly Kitchen food & supplies | 06 3100 630 000 0 000          | 37.00                |          |
| 00402538145801158     | 05/21/2021          | GF025721               | Yearly Classroom Consumables   | 01 1100 615 001 0 000          | 30.89                |          |
| 00403314163401158     | 05/21/2021          | GF025721               | Yearly Classroom Consumables   | 01 1100 615 001 0 000          | 23.19                |          |

**Detail Check Register**

Posted; Batch Description GF Special Checks 5/25/21 KJF; Processing Month 05/2021

|                            |                     |                        |                                           |                                  |                      |          |
|----------------------------|---------------------|------------------------|-------------------------------------------|----------------------------------|----------------------|----------|
| <b>Checking Account: 1</b> |                     | <b>1</b>               |                                           |                                  |                      |          |
| 00403965151501040          | 05/21/2021          | GF025721               | Yearly Classroom Consumables              | 01 1100 615 001 0 000            | 115.42               |          |
| 00404137145701119          | 05/21/2021          | GF026104               | cooking class groceries                   | 01 3590 610 002 0 000            | 44.43                |          |
| 00404141150701119          | 05/21/2021          | GF025721               | Yearly Classroom Consumables              | 01 1100 615 001 0 000            | 49.42                |          |
| Check Number: 49828        | Check Type: Check   | Check Date: 05/25/2021 | Vendor: PYRAMIDSCH                        | Pyramid School Products          | Check Total:         | 148.94   |
| <u>Invoice Number</u>      | <u>Invoice Date</u> | <u>PO Number</u>       | <u>Detail Description</u>                 | <u>Chart of Account Number</u>   | <u>Detail Amount</u> |          |
| S1427207.001               | 05/25/2021          | GF026373               | supplies                                  | 01 1100 610 003 0 000            | 148.94               |          |
| Check Number: 49829        | Check Type: Check   | Check Date: 05/25/2021 | Vendor: QUADEM                            | Quadem                           | Check Total:         | 82.96    |
| <u>Invoice Number</u>      | <u>Invoice Date</u> | <u>PO Number</u>       | <u>Detail Description</u>                 | <u>Chart of Account Number</u>   | <u>Detail Amount</u> |          |
| 1026                       | 05/21/2021          |                        | Library Books & Periodicals MS            | 01 2220 640 002 0 000            | 82.96                |          |
| Check Number: 49830        | Check Type: Check   | Check Date: 05/25/2021 | Vendor: QUADIENTPO                        | Quadient Finance USA, Inc        | Check Total:         | 1,000.00 |
| <u>Invoice Number</u>      | <u>Invoice Date</u> | <u>PO Number</u>       | <u>Detail Description</u>                 | <u>Chart of Account Number</u>   | <u>Detail Amount</u> |          |
| 20210521                   | 05/21/2021          |                        | Fiscal Services Postage                   | 01 2510 531 000 0 000            | 1,000.00             |          |
| Check Number: 49831        | Check Type: Check   | Check Date: 05/25/2021 | Vendor: QUILL                             | QUILL                            | Check Total:         | 49.20    |
| <u>Invoice Number</u>      | <u>Invoice Date</u> | <u>PO Number</u>       | <u>Detail Description</u>                 | <u>Chart of Account Number</u>   | <u>Detail Amount</u> |          |
| 16090633                   | 05/21/2021          | GF026594               | supplies                                  | 01 1100 610 004 0 000            | 25.70                |          |
| 16795917                   | 05/21/2021          | GF026696               | crayons                                   | 01 1100 610 004 0 000            | 23.50                |          |
| Check Number: 49832        | Check Type: Check   | Check Date: 05/25/2021 | Vendor: ROCHESTER1                        | Rochester 100 Inc.               | Check Total:         | 472.50   |
| <u>Invoice Number</u>      | <u>Invoice Date</u> | <u>PO Number</u>       | <u>Detail Description</u>                 | <u>Chart of Account Number</u>   | <u>Detail Amount</u> |          |
| INV77388                   | 05/21/2021          | GF026482               | English Communicator - color metallic blu | 01 1100 610 006 0 000            | 236.25               |          |
| INV77388                   | 05/21/2021          | GF026482               | English Communicator - color orange       | 01 1100 610 006 0 000            | 236.25               |          |
| Check Number: 49833        | Check Type: Check   | Check Date: 05/25/2021 | Vendor: ROCKLERWOO                        | Rockler Woodworking and Hardware | Check Total:         | 47.98    |
| <u>Invoice Number</u>      | <u>Invoice Date</u> | <u>PO Number</u>       | <u>Detail Description</u>                 | <u>Chart of Account Number</u>   | <u>Detail Amount</u> |          |
| 8395570                    | 05/21/2021          | GF026286               | Industrial Tech. & Agriculture Supply HS  | 01 1100 612 001 0 000            | 39.99                |          |
| 8456323                    | 05/25/2021          | GF026286               | Industrial Tech. & Agriculture Supply HS  | 01 1100 612 001 0 000            | 7.99                 |          |
| Check Number: 49834        | Check Type: Check   | Check Date: 05/25/2021 | Vendor: SCHOLASTI5                        | SCHOLASTIC, INC.                 | Check Total:         | 135.00   |
| <u>Invoice Number</u>      | <u>Invoice Date</u> | <u>PO Number</u>       | <u>Detail Description</u>                 | <u>Chart of Account Number</u>   | <u>Detail Amount</u> |          |
| T65115948                  | 05/21/2021          | GF026659               | books                                     | 01 1190 610 009 0 000            | 135.00               |          |
| Check Number: 49835        | Check Type: Check   | Check Date: 05/25/2021 | Vendor: SCHOOLSPEC                        | SCHOOL SPECIALTY INC.            | Check Total:         | 2,266.84 |
| <u>Invoice Number</u>      | <u>Invoice Date</u> | <u>PO Number</u>       | <u>Detail Description</u>                 | <u>Chart of Account Number</u>   | <u>Detail Amount</u> |          |
| 208127250262               | 05/21/2021          | GF026276               | Social Science Supply HS                  | 01 1100 604 001 0 000            | 73.81                |          |
| 208127255336               | 05/21/2021          | GF026560               | supplies                                  | 01 1100 610 005 0 000            | 62.26                |          |
| 208127313564               | 05/25/2021          | GF026474               | supplies                                  | 01 1100 610 004 0 000            | 652.86               |          |
| 208127435857               | 05/21/2021          | GF026685               | supplies                                  | 01 1300 610 001 0 000            | 109.09               |          |
| 208127436090               | 05/21/2021          | GF026560               | supplies                                  | 01 1100 610 005 0 000            | 9.48                 |          |
| 208127464523               | 05/21/2021          | GF026390               | supplies                                  | 01 1190 610 009 0 000            | 139.16               |          |
| 208127478406               | 05/25/2021          | GF026551               | Carol Carlson supplies                    | 01 1100 602 001 0 000            | 17.26                |          |
| 208127478406               | 05/25/2021          | GF026551               | Kellie Cetak supplies                     | 01 1100 610 005 0 000            | 9.66                 |          |

**Detail Check Register**

Posted; Batch Description GF Special Checks 5/25/21 KJF; Processing Month 05/2021

|                            |                     |                        |                           |                                |                      |          |
|----------------------------|---------------------|------------------------|---------------------------|--------------------------------|----------------------|----------|
| <b>Checking Account: 1</b> |                     | <b>1</b>               |                           |                                |                      |          |
| 208127478406               | 05/25/2021          | GF026551               | Teresa Barnett supplies   | 01 1100 610 006 0 000          | 11.18                |          |
| 208127478406               | 05/25/2021          | GF026551               | supplies                  | 01 2510 610 000 0 000          | 15.64                |          |
| 208127478407               | 05/25/2021          | GF026408               | supplies                  | 01 1100 610 002 0 000          | 188.12               |          |
| 308103745055               | 05/21/2021          | GF026390               | supplies                  | 01 1190 610 009 0 000          | 361.05               |          |
| 308103745307               | 05/21/2021          | GF026446               | supplies                  | 01 1100 610 004 0 000          | 71.33                |          |
| 308103747659               | 05/21/2021          | GF026361               | supplies                  | 01 1100 606 003 0 000          | 247.52               |          |
| 308103749090               | 05/21/2021          | GF026469               | supplies                  | 01 1100 610 004 0 000          | 35.46                |          |
| 308103749090-              | 05/25/2021          | GF026469               | supplies                  | 01 1100 610 004 0 000          | 47.24                |          |
| 308103749090.              | 05/21/2021          | GF026471               | supplies                  | 01 1100 610 004 0 000          | 8.73                 |          |
| 308103749090..             | 05/21/2021          | GF026473               | supplies                  | 01 1100 610 004 0 000          | 24.79                |          |
| 308103749093               | 05/21/2021          | GF026472               | supplies                  | 01 1100 610 004 0 000          | 182.20               |          |
| Check Number: 49836        | Check Type: Check   | Check Date: 05/25/2021 | Vendor: SCHOOLMINT        | SchoolMint Inc                 | Check Total:         | 1,929.37 |
| <u>Invoice Number</u>      | <u>Invoice Date</u> | <u>PO Number</u>       | <u>Detail Description</u> | <u>Chart of Account Number</u> | <u>Detail Amount</u> |          |
| INV-5029                   | 05/21/2021          | GF026700               | Hero subscription         | 01 1100 650 001 0 000          | 1,929.37             |          |
| Check Number: 49837        | Check Type: Check   | Check Date: 05/25/2021 | Vendor: SHIFFLEREQ        | SHIFFLER EQUIPMENT SALES, INC  | Check Total:         | 695.03   |
| <u>Invoice Number</u>      | <u>Invoice Date</u> | <u>PO Number</u>       | <u>Detail Description</u> | <u>Chart of Account Number</u> | <u>Detail Amount</u> |          |
| 2112401700                 | 05/21/2021          | GF026642               | supplies                  | 01 2620 610 002 0 000          | 695.03               |          |
| Check Number: 49838        | Check Type: Check   | Check Date: 05/25/2021 | Vendor: STAPLES           | Staples Business Advantage     | Check Total:         | 21.80    |
| <u>Invoice Number</u>      | <u>Invoice Date</u> | <u>PO Number</u>       | <u>Detail Description</u> | <u>Chart of Account Number</u> | <u>Detail Amount</u> |          |
| 3475672104                 | 05/21/2021          | GF026552               | Kellie Cetak supplies     | 01 1100 610 005 0 000          | 2.18                 |          |
| 3476453853                 | 05/21/2021          | GF026552               | Nefris Colon supplies     | 01 1190 610 009 0 000          | 19.62                |          |
| Check Number: 49839        | Check Type: Check   | Check Date: 05/25/2021 | Vendor: STELLINGBR        | STELLING BRASS                 | Check Total:         | 1,355.00 |
| <u>Invoice Number</u>      | <u>Invoice Date</u> | <u>PO Number</u>       | <u>Detail Description</u> | <u>Chart of Account Number</u> | <u>Detail Amount</u> |          |
| 519012                     | 05/21/2021          | GF026072               | instrument repair         | 01 1100 608 001 0 000          | 1,355.00             |          |
| Check Number: 49840        | Check Type: Check   | Check Date: 05/25/2021 | Vendor: AMSANLLC          | Supply Works                   | Check Total:         | 21.39    |
| <u>Invoice Number</u>      | <u>Invoice Date</u> | <u>PO Number</u>       | <u>Detail Description</u> | <u>Chart of Account Number</u> | <u>Detail Amount</u> |          |
| 616490975                  | 05/21/2021          | GF026635               | supplies                  | 01 2620 610 000 0 000          | 21.39                |          |
| Check Number: 49841        | Check Type: Check   | Check Date: 05/25/2021 | Vendor: TACOSYTORT        | Tacos Y Tortas                 | Check Total:         | 175.00   |
| <u>Invoice Number</u>      | <u>Invoice Date</u> | <u>PO Number</u>       | <u>Detail Description</u> | <u>Chart of Account Number</u> | <u>Detail Amount</u> |          |
| 20210521                   | 05/21/2021          | GF026697               | lunch                     | 01 3541 610 009 0 000          | 175.00               |          |
| Check Number: 49842        | Check Type: Check   | Check Date: 05/25/2021 | Vendor: TEACHERDIR        | TEACHER DIRECT                 | Check Total:         | 299.63   |
| <u>Invoice Number</u>      | <u>Invoice Date</u> | <u>PO Number</u>       | <u>Detail Description</u> | <u>Chart of Account Number</u> | <u>Detail Amount</u> |          |
| INV/2021/9985              | 05/21/2021          | GF026355               | supplies                  | 01 1100 610 003 0 000          | 299.63               |          |
| Check Number: 49843        | Check Type: Check   | Check Date: 05/25/2021 | Vendor: TRANEHVACP        | Trane HVAC Parts & Supplies    | Check Total:         | 90.00    |
| <u>Invoice Number</u>      | <u>Invoice Date</u> | <u>PO Number</u>       | <u>Detail Description</u> | <u>Chart of Account Number</u> | <u>Detail Amount</u> |          |
| 10050465                   | 05/21/2021          | GF026640               | HS rooftop unit motor     | 01 2620 437 001 0 000          | 90.00                |          |



**Detail Check Register**

Posted; Batch Description GF Special Checks 5/25/21 KJF; Processing Month 05/2021

Checking Account: 1

1

|                       |                     |                        |                                          |                                |                      |          |
|-----------------------|---------------------|------------------------|------------------------------------------|--------------------------------|----------------------|----------|
| Check Number: 49844   | Check Type: Check   | Check Date: 05/25/2021 | Vendor: USAVE                            | U Save                         | Check Total:         | 2,740.74 |
| <u>Invoice Number</u> | <u>Invoice Date</u> | <u>PO Number</u>       | <u>Detail Description</u>                | <u>Chart of Account Number</u> | <u>Detail Amount</u> |          |
| 20210521              | 05/21/2021          | GF026409               | laminating film                          | 01 1100 610 005 0 000          | 1,724.50             |          |
| 20210521-0001         | 05/21/2021          | GF026649               | return shipping                          | 01 2620 610 000 0 000          | 25.69                |          |
| 323432                | 05/21/2021          | GF026660               | Epi-pens                                 | 01 2130 610 000 0 000          | 990.55               |          |
| Check Number: 49845   | Check Type: Check   | Check Date: 05/25/2021 | Vendor: VOYAGERSOP                       | Voyager Sopris Learning        | Check Total:         | 7,236.90 |
| <u>Invoice Number</u> | <u>Invoice Date</u> | <u>PO Number</u>       | <u>Detail Description</u>                | <u>Chart of Account Number</u> | <u>Detail Amount</u> |          |
| 3742772               | 05/21/2021          | GF026664               | LETRS materials                          | 01 6997 610 000 0 000          | 7,236.90             |          |
| Check Number: 49846   | Check Type: Check   | Check Date: 05/25/2021 | Vendor: VVSINC                           | VVS, Inc                       | Check Total:         | 229.18   |
| <u>Invoice Number</u> | <u>Invoice Date</u> | <u>PO Number</u>       | <u>Detail Description</u>                | <u>Chart of Account Number</u> | <u>Detail Amount</u> |          |
| 3600:2517537          | 05/21/2021          |                        | Fiscal Svcs. Rent of Equipt. & Vehicles  | 01 2510 442 000 0 000          | 111.97               |          |
| 3600:2570271          | 05/21/2021          |                        | Fiscal Svcs. Rent of Equipt. & Vehicles  | 01 2510 442 000 0 000          | 117.21               |          |
| Check Number: 49847   | Check Type: Check   | Check Date: 05/25/2021 | Vendor: WOODWORKER                       | Woodworkers Supply Inc         | Check Total:         | 93.40    |
| <u>Invoice Number</u> | <u>Invoice Date</u> | <u>PO Number</u>       | <u>Detail Description</u>                | <u>Chart of Account Number</u> | <u>Detail Amount</u> |          |
| 9518203-4             | 05/21/2021          | GF026288               | 5" 8 hole h&l aluminum oxide 100c sander | 01 1100 612 001 0 000          | 0.00                 |          |
| 9518203-4             | 05/21/2021          | GF026288               | 5" 8 hole h&l aluminum oxide 150b sander | 01 1100 612 001 0 000          | 0.00                 |          |
| 9518203-4             | 05/21/2021          | GF026288               | 5" 8 hole h&l aluminum oxide 220b sander | 01 1100 612 001 0 000          | 26.55                |          |
| 9518203-4             | 05/21/2021          | GF026288               | 24" kre high performance parallel clamps | 01 1100 612 001 0 000          | 0.00                 |          |
| 9518203-4             | 05/21/2021          | GF026288               | 40" kre high performance parallel clamps | 01 1100 612 001 0 000          | 0.00                 |          |
| 9518203-4             | 05/21/2021          | GF026288               | 60" kre high performance parallel clamps | 01 1100 612 001 0 000          | 0.00                 |          |
| 9518203-4             | 05/21/2021          | GF026288               | 2-1/2"x36" std duty bar clamp (EA)       | 01 1100 612 001 0 000          | 0.00                 |          |
| 9518203-4             | 05/21/2021          | GF026288               | 3/8" inset self closing hinge oil rubbed | 01 1100 612 001 0 000          | 0.00                 |          |
| 9518203-4             | 05/21/2021          | GF026288               | general finish wood bowl finish 1 pint o | 01 1100 612 001 0 000          | 0.00                 |          |
| 9518203-4             | 05/21/2021          | GF026288               | electric foot switch, momentary (EA)     | 01 1100 612 001 0 000          | 0.00                 |          |
| 9518203-4             | 05/21/2021          | GF026288               | 5/8" corner cleaning chisel (EA)         | 01 1100 612 001 0 000          | 0.00                 |          |
| 9518203-4             | 05/21/2021          | GF026288               | shipping                                 | 01 1100 612 001 0 000          | 0.00                 |          |
| 9518203-5             | 05/21/2021          | GF026288               | 5" 8 hole h&l aluminum oxide 100c sander | 01 1100 612 001 0 000          | 0.00                 |          |
| 9518203-5             | 05/21/2021          | GF026288               | 5" 8 hole h&l aluminum oxide 150b sander | 01 1100 612 001 0 000          | 0.00                 |          |
| 9518203-5             | 05/21/2021          | GF026288               | 5" 8 hole h&l aluminum oxide 220b sander | 01 1100 612 001 0 000          | 0.00                 |          |
| 9518203-5             | 05/21/2021          | GF026288               | 24" kre high performance parallel clamps | 01 1100 612 001 0 000          | 66.85                |          |
| 9518203-5             | 05/21/2021          | GF026288               | 40" kre high performance parallel clamps | 01 1100 612 001 0 000          | 0.00                 |          |
| 9518203-5             | 05/21/2021          | GF026288               | 60" kre high performance parallel clamps | 01 1100 612 001 0 000          | 0.00                 |          |
| 9518203-5             | 05/21/2021          | GF026288               | 2-1/2"x36" std duty bar clamp (EA)       | 01 1100 612 001 0 000          | 0.00                 |          |
| 9518203-5             | 05/21/2021          | GF026288               | 3/8" inset self closing hinge oil rubbed | 01 1100 612 001 0 000          | 0.00                 |          |
| 9518203-5             | 05/21/2021          | GF026288               | general finish wood bowl finish 1 pint o | 01 1100 612 001 0 000          | 0.00                 |          |
| 9518203-5             | 05/21/2021          | GF026288               | electric foot switch, momentary (EA)     | 01 1100 612 001 0 000          | 0.00                 |          |
| 9518203-5             | 05/21/2021          | GF026288               | 5/8" corner cleaning chisel (EA)         | 01 1100 612 001 0 000          | 0.00                 |          |
| 9518203-5             | 05/21/2021          | GF026288               | shipping                                 | 01 1100 612 001 0 000          | 0.00                 |          |

**Detail Check Register**

Posted; Batch Description GF Special Checks 5/25/21 KJF; Processing Month 05/2021

**Checking Account:**    **1**

**1**

\*Denotes Expensed Invoice Item

Checking Account ID:    1

Total without Voids: 202,885.00

**Detail Check Register**

Posted; Batch Description ACT Checks 5/11/21 KJF, ACT Checks 5/20/21 KJF;  
Processing Month 05/2021

**Checking Account: 5**

**5**

Check Number: 71824      Check Type: Automatic Payment      Check Date: 05/20/2021      Vendor: VISA ACT1      Visa      Check Total: 378.40

| <u>Invoice Number</u> | <u>Invoice Date</u> | <u>PO Number</u> | <u>Detail Description</u> | <u>Chart of Account Number</u> | <u>Detail Amount</u> |
|-----------------------|---------------------|------------------|---------------------------|--------------------------------|----------------------|
| 20210520              | 05/20/2021          |                  | High School Team Travel   | 05 2900 000 001 0 136          | 82.97                |
| 20210520              | 05/20/2021          |                  | High School Team Travel   | 05 2900 000 001 0 136          | 55.65                |
| 20210520              | 05/20/2021          |                  | High School Team Travel   | 05 2900 000 001 0 136          | 69.22                |
| 20210520              | 05/20/2021          |                  | High School Team Travel   | 05 2900 000 001 0 136          | 43.24                |
| 20210520              | 05/20/2021          |                  | High School Team Travel   | 05 2900 000 001 0 136          | 37.35                |
| 20210520              | 05/20/2021          |                  | High School Team Travel   | 05 2900 000 001 0 136          | 89.97                |

Check Number: 71825      Check Type: Automatic Payment      Check Date: 05/20/2021      Vendor: VISA ACT2      Visa      Check Total: 778.39

| <u>Invoice Number</u> | <u>Invoice Date</u> | <u>PO Number</u> | <u>Detail Description</u> | <u>Chart of Account Number</u> | <u>Detail Amount</u> |
|-----------------------|---------------------|------------------|---------------------------|--------------------------------|----------------------|
| 20210520              | 05/20/2021          |                  | BOYS GOLF                 | 05 2900 000 001 0 125          | 25.66                |
| 20210520              | 05/20/2021          |                  | GIRLS TENNIS              | 05 2900 000 001 0 126          | 25.66                |
| 20210520              | 05/20/2021          |                  | High School Team Travel   | 05 2900 000 001 0 136          | 512.43               |
| 20210520              | 05/20/2021          |                  | High School Team Travel   | 05 2900 000 001 0 136          | 49.00                |
| 20210520              | 05/20/2021          |                  | High School Team Travel   | 05 2900 000 001 0 136          | 63.44                |
| 20210520              | 05/20/2021          |                  | High School Team Travel   | 05 2900 000 001 0 136          | 75.28                |
| 20210520              | 05/20/2021          |                  | High School Team Travel   | 05 2900 000 001 0 136          | 26.92                |

Check Number: 71826      Check Type: Automatic Payment      Check Date: 05/20/2021      Vendor: VISA ACT3      Visa      Check Total: 496.99

| <u>Invoice Number</u> | <u>Invoice Date</u> | <u>PO Number</u> | <u>Detail Description</u> | <u>Chart of Account Number</u> | <u>Detail Amount</u> |
|-----------------------|---------------------|------------------|---------------------------|--------------------------------|----------------------|
| 20210520              | 05/20/2021          |                  | High School Team Travel   | 05 2900 000 001 0 136          | 46.70                |
| 20210520              | 05/20/2021          |                  | High School Team Travel   | 05 2900 000 001 0 136          | 132.46               |
| 20210520              | 05/20/2021          |                  | High School Team Travel   | 05 2900 000 001 0 136          | 25.63                |
| 20210520              | 05/20/2021          |                  | High School Team Travel   | 05 2900 000 001 0 136          | 135.04               |
| 20210520              | 05/20/2021          |                  | High School Team Travel   | 05 2900 000 001 0 136          | 157.16               |

Check Number: 71827      Check Type: Automatic Payment      Check Date: 05/20/2021      Vendor: VISA ACT4      VISA      Check Total: 759.85

| <u>Invoice Number</u> | <u>Invoice Date</u> | <u>PO Number</u> | <u>Detail Description</u> | <u>Chart of Account Number</u> | <u>Detail Amount</u> |
|-----------------------|---------------------|------------------|---------------------------|--------------------------------|----------------------|
| 20210520              | 05/20/2021          |                  | High School Track         | 05 2900 000 001 0 123          | 489.30               |
| 20210520              | 05/20/2021          |                  | High School Team Travel   | 05 2900 000 001 0 136          | 25.17                |
| 20210520              | 05/20/2021          |                  | High School Team Travel   | 05 2900 000 001 0 136          | 39.02                |
| 20210520              | 05/20/2021          |                  | High School Team Travel   | 05 2900 000 001 0 136          | 199.00               |
| 20210520              | 05/20/2021          |                  | High School Team Travel   | 05 2900 000 001 0 136          | 7.36                 |

Check Number: 71828      Check Type: Automatic Payment      Check Date: 05/20/2021      Vendor: VISA ACT5      VISA      Check Total: 1,068.83

| <u>Invoice Number</u> | <u>Invoice Date</u> | <u>PO Number</u> | <u>Detail Description</u> | <u>Chart of Account Number</u> | <u>Detail Amount</u> |
|-----------------------|---------------------|------------------|---------------------------|--------------------------------|----------------------|
| 20210520              | 05/20/2021          |                  | HS WOOD SHOP RESALE       | 05 2900 000 001 0 025          | 61.17                |
| 20210520              | 05/20/2021          |                  | High School Team Travel   | 05 2900 000 001 0 136          | 99.00                |
| 20210520              | 05/20/2021          |                  | High School Team Travel   | 05 2900 000 001 0 136          | 274.16               |
| 20210520              | 05/20/2021          |                  | High School Team Travel   | 05 2900 000 001 0 136          | 232.00               |
| 20210520              | 05/20/2021          |                  | High School Team Travel   | 05 2900 000 001 0 136          | 402.50               |

**Detail Check Register**

Posted; Batch Description ACT Checks 5/11/21 KJF, ACT Checks 5/20/21 KJF;  
Processing Month 05/2021

|                          |                     |                        |                                       |                                   |                      |          |  |
|--------------------------|---------------------|------------------------|---------------------------------------|-----------------------------------|----------------------|----------|--|
| <b>Checking Account:</b> | <b>5</b>            | <b>5</b>               |                                       |                                   |                      |          |  |
| Check Number: 12525      | Check Type: Check   | Check Date: 05/11/2021 | Vendor: AURORAHIGH                    | AURORA HIGH SCHOOL                | Check Total:         | 100.00   |  |
| <u>Invoice Number</u>    | <u>Invoice Date</u> | <u>PO Number</u>       | <u>Detail Description</u>             | <u>Chart of Account Number</u>    | <u>Detail Amount</u> |          |  |
| 5/13/21                  | 05/11/2021          |                        | High School Track                     | 05 2900 000 001 0 123             | 100.00               |          |  |
| Check Number: 12526      | Check Type: Check   | Check Date: 05/11/2021 | Vendor: BARRMIDDLE                    | Barr Middle School                | Check Total:         | 80.00    |  |
| <u>Invoice Number</u>    | <u>Invoice Date</u> | <u>PO Number</u>       | <u>Detail Description</u>             | <u>Chart of Account Number</u>    | <u>Detail Amount</u> |          |  |
| 5/7/21                   | 05/11/2021          |                        | MS BOYS TRACK                         | 05 2900 000 002 0 255             | 40.00                |          |  |
| 5/7/21                   | 05/11/2021          |                        | MS GIRLS TRACK                        | 05 2900 000 002 0 256             | 40.00                |          |  |
| Check Number: 12527      | Check Type: Check   | Check Date: 05/11/2021 | Vendor: CASHWA                        | CASH-WA DISTRIBUTING CO.          | Check Total:         | 1,008.46 |  |
| <u>Invoice Number</u>    | <u>Invoice Date</u> | <u>PO Number</u>       | <u>Detail Description</u>             | <u>Chart of Account Number</u>    | <u>Detail Amount</u> |          |  |
| 12885704                 | 05/11/2021          |                        | CONCESSIONS                           | 05 2900 000 001 0 032             | 769.20               |          |  |
| 12885706                 | 05/11/2021          |                        | CONCESSIONS                           | 05 2900 000 001 0 032             | 134.82               |          |  |
| 12892612                 | 05/11/2021          |                        | CONCESSIONS                           | 05 2900 000 001 0 032             | 104.44               |          |  |
| Check Number: 12528      | Check Type: Check   | Check Date: 05/11/2021 | Vendor: COBBLESTON                    | Cobblestone Inn & Suites Schuyler | Check Total:         | 838.89   |  |
| <u>Invoice Number</u>    | <u>Invoice Date</u> | <u>PO Number</u>       | <u>Detail Description</u>             | <u>Chart of Account Number</u>    | <u>Detail Amount</u> |          |  |
| 20210511                 | 05/11/2021          |                        | wrestling rooms                       | 05 2900 000 001 0 136             | 838.89               |          |  |
| Check Number: 12529      | Check Type: Check   | Check Date: 05/11/2021 | Vendor: CONCORDIAU                    | CONCORDIA UNIVERSITY              | Check Total:         | 250.00   |  |
| <u>Invoice Number</u>    | <u>Invoice Date</u> | <u>PO Number</u>       | <u>Detail Description</u>             | <u>Chart of Account Number</u>    | <u>Detail Amount</u> |          |  |
| 20210511                 | 05/11/2021          |                        | summer basketball camp                | 05 2900 000 001 0 068             | 250.00               |          |  |
| Check Number: 12530      | Check Type: Check   | Check Date: 05/11/2021 | Vendor: DUANESVECA                    | DUANE SVEC ADVERTISING            | Check Total:         | 312.09   |  |
| <u>Invoice Number</u>    | <u>Invoice Date</u> | <u>PO Number</u>       | <u>Detail Description</u>             | <u>Chart of Account Number</u>    | <u>Detail Amount</u> |          |  |
| 707186                   | 05/11/2021          | ACT03637               | Prized for Orange and Black golf meet | 05 2900 000 001 0 063             | 312.09               |          |  |
| Check Number: 12531      | Check Type: Check   | Check Date: 05/11/2021 | Vendor: FRUHAUF                       | Fruhauf                           | Check Total:         | 45.60    |  |
| <u>Invoice Number</u>    | <u>Invoice Date</u> | <u>PO Number</u>       | <u>Detail Description</u>             | <u>Chart of Account Number</u>    | <u>Detail Amount</u> |          |  |
| 211-12549                | 05/11/2021          | ACT03670               | Nut for plumeholder band uniforms     | 05 2900 000 002 0 211             | 45.60                |          |  |
| Check Number: 12532      | Check Type: Check   | Check Date: 05/11/2021 | Vendor: GOFF                          | Robert Goff                       | Check Total:         | 95.00    |  |
| <u>Invoice Number</u>    | <u>Invoice Date</u> | <u>PO Number</u>       | <u>Detail Description</u>             | <u>Chart of Account Number</u>    | <u>Detail Amount</u> |          |  |
| 5/8/21                   | 05/11/2021          |                        | soccer official                       | 05 2900 000 001 0 135             | 95.00                |          |  |
| Check Number: 12533      | Check Type: Check   | Check Date: 05/11/2021 | Vendor: HARRISSEED                    | Harris Seeds                      | Check Total:         | 17.23    |  |
| <u>Invoice Number</u>    | <u>Invoice Date</u> | <u>PO Number</u>       | <u>Detail Description</u>             | <u>Chart of Account Number</u>    | <u>Detail Amount</u> |          |  |
| INV2482064               | 05/11/2021          | ACT03645               | Plants for Green House                | 05 2900 000 001 0 026             | 17.23                |          |  |
| V*INV2482064             | 05/26/2021          | ACT03645               | Plants for Green House                | 05 2900 000 001 0 026             | (17.23)              |          |  |
| Check Number: 12534      | Check Type: Check   | Check Date: 05/11/2021 | Vendor: JHSTUCKEYD                    | JH Stuckey Distributing, Inc      | Check Total:         | 139.89   |  |
| <u>Invoice Number</u>    | <u>Invoice Date</u> | <u>PO Number</u>       | <u>Detail Description</u>             | <u>Chart of Account Number</u>    | <u>Detail Amount</u> |          |  |
| 33846                    | 05/11/2021          |                        | service                               | 05 2900 000 001 0 130             | 139.89               |          |  |
| Check Number: 12535      | Check Type: Check   | Check Date: 05/11/2021 | Vendor: KEARNEYCAT                    | KEARNEY CATHOLIC HIGH SCHOOL      | Check Total:         | 235.00   |  |

|                            |                     |                   |                                    |                                |                                        |                       |
|----------------------------|---------------------|-------------------|------------------------------------|--------------------------------|----------------------------------------|-----------------------|
| <b>Checking Account: 5</b> |                     | <b>5</b>          |                                    |                                |                                        |                       |
| <u>Invoice Number</u>      | <u>Invoice Date</u> | <u>PO Number</u>  | <u>Detail Description</u>          | <u>Chart of Account Number</u> | <u>Detail Amount</u>                   |                       |
| 20210511                   | 05/11/2021          |                   | summer basketball camp             | 05 2900 000 001 0 068          | 150.00                                 |                       |
| 5/6/21                     | 05/11/2021          |                   | tennis invite                      | 05 2900 000 001 0 126          | 85.00                                  |                       |
| Check Number: 12536        |                     | Check Type: Check | Check Date: 05/11/2021             | Vendor: LIBERTYHAR             | Liberty Hardwoods Inc.                 | Check Total: 1,422.09 |
| <u>Invoice Number</u>      | <u>Invoice Date</u> | <u>PO Number</u>  | <u>Detail Description</u>          | <u>Chart of Account Number</u> | <u>Detail Amount</u>                   |                       |
| OMNE0000020270-001         | 05/11/2021          | ACT03647          | lumber for woodshop                | 05 2900 000 001 0 025          | 1,422.09                               |                       |
| Check Number: 12537        |                     | Check Type: Check | Check Date: 05/11/2021             | Vendor: MARTINEZ4              | Tino Martinez                          | Check Total: 300.00   |
| <u>Invoice Number</u>      | <u>Invoice Date</u> | <u>PO Number</u>  | <u>Detail Description</u>          | <u>Chart of Account Number</u> | <u>Detail Amount</u>                   |                       |
| 20210511                   | 05/11/2021          |                   | summer basketball league           | 05 2900 000 001 0 068          | 300.00                                 |                       |
| Check Number: 12538        |                     | Check Type: Check | Check Date: 05/11/2021             | Vendor: MEADLUMBER             | MEAD LUMBER                            | Check Total: 1,000.20 |
| <u>Invoice Number</u>      | <u>Invoice Date</u> | <u>PO Number</u>  | <u>Detail Description</u>          | <u>Chart of Account Number</u> | <u>Detail Amount</u>                   |                       |
| 6032979                    | 05/11/2021          | ACT03620          | lumber for student projects        | 05 2900 000 001 0 025          | 604.66                                 |                       |
| 6061424                    | 05/11/2021          | ACT03620          | lumber for student projects        | 05 2900 000 001 0 025          | 32.59                                  |                       |
| 6065855                    | 05/11/2021          | ACT03620          | lumber for student projects        | 05 2900 000 001 0 025          | 321.74                                 |                       |
| 6089283                    | 05/11/2021          | ACT03620          | lumber for student projects        | 05 2900 000 001 0 025          | 41.21                                  |                       |
| Check Number: 12539        |                     | Check Type: Check | Check Date: 05/11/2021             | Vendor: MINDENHIGH             | MINDEN HIGH SCHOOLS                    | Check Total: 125.00   |
| <u>Invoice Number</u>      | <u>Invoice Date</u> | <u>PO Number</u>  | <u>Detail Description</u>          | <u>Chart of Account Number</u> | <u>Detail Amount</u>                   |                       |
| 5/13/21                    | 05/11/2021          |                   | BOYS GOLF                          | 05 2900 000 001 0 125          | 125.00                                 |                       |
| Check Number: 12540        |                     | Check Type: Check | Check Date: 05/11/2021             | Vendor: MOONLIGHTE             | MOONLIGHT EMBROIDERY                   | Check Total: 2,675.00 |
| <u>Invoice Number</u>      | <u>Invoice Date</u> | <u>PO Number</u>  | <u>Detail Description</u>          | <u>Chart of Account Number</u> | <u>Detail Amount</u>                   |                       |
| 8476                       | 05/11/2021          | ACT03680          | Pershing track shirts              | 05 2900 000 005 0 509          | 1,596.00                               |                       |
| 8774                       | 05/11/2021          | ACT03692          | T-shirts for Orange and Black Golf | 05 2900 000 001 0 063          | 1,079.00                               |                       |
| Check Number: 12541        |                     | Check Type: Check | Check Date: 05/11/2021             | Vendor: NATIONALFF             | National FFA Organization              | Check Total: 193.50   |
| <u>Invoice Number</u>      | <u>Invoice Date</u> | <u>PO Number</u>  | <u>Detail Description</u>          | <u>Chart of Account Number</u> | <u>Detail Amount</u>                   |                       |
| MDS223875                  | 05/11/2021          | ACT03626          | FFA Jackets                        | 05 2900 000 001 0 026          | 193.50                                 |                       |
| Check Number: 12542        |                     | Check Type: Check | Check Date: 05/11/2021             | Vendor: NSAA                   | NEBRASKA SCHOOL ACTIVITIES ASSOCIATION | Check Total: 1,117.05 |
| <u>Invoice Number</u>      | <u>Invoice Date</u> | <u>PO Number</u>  | <u>Detail Description</u>          | <u>Chart of Account Number</u> | <u>Detail Amount</u>                   |                       |
| 5/5/21                     | 05/11/2021          |                   | district soccer                    | 05 2900 000 001 0 137          | 430.05                                 |                       |
| 5/8/21 Boys                | 05/11/2021          |                   | district soccer                    | 05 2900 000 001 0 137          | 312.25                                 |                       |
| 5/8/21 Girls               | 05/11/2021          |                   | district soccer                    | 05 2900 000 001 0 137          | 374.75                                 |                       |
| Check Number: 12543        |                     | Check Type: Check | Check Date: 05/11/2021             | Vendor: NEWVICTOR2             | New Victorian Inn & Suites, Norfolk    | Check Total: 129.98   |
| <u>Invoice Number</u>      | <u>Invoice Date</u> | <u>PO Number</u>  | <u>Detail Description</u>          | <u>Chart of Account Number</u> | <u>Detail Amount</u>                   |                       |
| 20210511                   | 05/11/2021          |                   | state journalism rooms             | 05 2900 000 001 0 136          | 129.98                                 |                       |
| Check Number: 12544        |                     | Check Type: Check | Check Date: 05/11/2021             | Vendor: STJUDECHIL             | ST. JUDE CHILDREN'S RESEARCH HOSPITAL  | Check Total: 7,438.00 |

**Detail Check Register**

Posted; Batch Description ACT Checks 5/11/21 KJF, ACT Checks 5/20/21 KJF;  
Processing Month 05/2021

Checking Account: 5

5

| <u>Invoice Number</u> | <u>Invoice Date</u> | <u>PO Number</u>       | <u>Detail Description</u>  | <u>Chart of Account Number</u> | <u>Detail Amount</u> |          |
|-----------------------|---------------------|------------------------|----------------------------|--------------------------------|----------------------|----------|
| 20210511              | 05/11/2021          |                        | donation                   | 05 2900 000 000 0 953          | 7,438.00             |          |
| Check Number: 12545   | Check Type: Check   | Check Date: 05/11/2021 | Vendor: UNL10              | UNL                            | Check Total:         | 54.00    |
| <u>Invoice Number</u> | <u>Invoice Date</u> | <u>PO Number</u>       | <u>Detail Description</u>  | <u>Chart of Account Number</u> | <u>Detail Amount</u> |          |
| 20210511              | 05/11/2021          |                        | FFA                        | 05 2900 000 001 0 026          | 54.00                |          |
| V*20210511            | 05/26/2021          |                        | FFA                        | 05 2900 000 001 0 026          | (54.00)              |          |
| Check Number: 12546   | Check Type: Check   | Check Date: 05/11/2021 | Vendor: WYHESCHOIC         | Wyhe's Choice Fundraising      | Check Total:         | 317.00   |
| <u>Invoice Number</u> | <u>Invoice Date</u> | <u>PO Number</u>       | <u>Detail Description</u>  | <u>Chart of Account Number</u> | <u>Detail Amount</u> |          |
| 121050029 R3          | 05/11/2021          |                        | Butter Braid Fundraiser    | 05 2900 000 001 0 065          | 317.00               |          |
| Check Number: 12548   | Check Type: Check   | Check Date: 05/20/2021 | Vendor: AMAZON             | AMAZON/GE MONEY BANK           | Check Total:         | 2,119.87 |
| <u>Invoice Number</u> | <u>Invoice Date</u> | <u>PO Number</u>       | <u>Detail Description</u>  | <u>Chart of Account Number</u> | <u>Detail Amount</u> |          |
| 467748378783          | 05/20/2021          | ACT03673               | foam rollers               | 05 2900 000 001 0 021          | 399.70               |          |
| 555869763787          | 05/20/2021          | ACT03679               | boombox                    | 05 2900 000 001 0 021          | 499.95               |          |
| 596846735368          | 05/20/2021          | ACT03688               | shirts                     | 05 2900 000 004 0 407          | 50.97                |          |
| 688396647978          | 05/20/2021          | ACT03695               | Volleyball Coaches Planner | 05 2900 000 001 0 116          | 29.99                |          |
| 889844383747          | 05/20/2021          | ACT03676               | NormaTec 2.0               | 05 2900 000 001 0 021          | 899.00               |          |
| 999547576494          | 05/20/2021          | ACT03666               | supplies                   | 05 2900 000 006 0 602          | 240.26               |          |
| Check Number: 12549   | Check Type: Check   | Check Date: 05/20/2021 | Vendor: AWARDSUNLI         | AWARDS UNLIMITED, INC.         | Check Total:         | 97.00    |
| <u>Invoice Number</u> | <u>Invoice Date</u> | <u>PO Number</u>       | <u>Detail Description</u>  | <u>Chart of Account Number</u> | <u>Detail Amount</u> |          |
| 46093                 | 05/19/2021          |                        | Athletic awards            | 05 2900 000 001 0 130          | 97.00                |          |
| Check Number: 12550   | Check Type: Check   | Check Date: 05/20/2021 | Vendor: WALMARTCOM         | Capital One                    | Check Total:         | 2,309.57 |
| <u>Invoice Number</u> | <u>Invoice Date</u> | <u>PO Number</u>       | <u>Detail Description</u>  | <u>Chart of Account Number</u> | <u>Detail Amount</u> |          |
| 20210520              | 05/20/2021          |                        | HS FINES                   | 05 2900 000 001 0 029          | 92.22                |          |
| 20210520              | 05/20/2021          |                        | HS Boys Soccer Fundraising | 05 2900 000 001 0 069          | 216.10               |          |
| 20210520              | 05/20/2021          |                        | HS Boys Soccer Fundraising | 05 2900 000 001 0 069          | 115.87               |          |
| 20210520              | 05/20/2021          |                        | HS Boys Soccer Fundraising | 05 2900 000 001 0 069          | 74.74                |          |
| 20210520              | 05/20/2021          |                        | HS Boys Soccer Fundraising | 05 2900 000 001 0 069          | 320.47               |          |
| 20210520              | 05/20/2021          |                        | High School Track          | 05 2900 000 001 0 123          | 180.30               |          |
| 20210520              | 05/20/2021          |                        | GIRLS TENNIS               | 05 2900 000 001 0 126          | 29.72                |          |
| 20210520              | 05/20/2021          |                        | HS GENERAL ACTIVITIES      | 05 2900 000 001 0 130          | 45.04                |          |
| 20210520              | 05/20/2021          |                        | HS GENERAL ACTIVITIES      | 05 2900 000 001 0 130          | 23.52                |          |
| 20210520              | 05/20/2021          |                        | High School Team Travel    | 05 2900 000 001 0 136          | 158.37               |          |
| 20210520              | 05/20/2021          |                        | MS MUSIC RESALE            | 05 2900 000 002 0 211          | 99.20                |          |
| 20210520              | 05/20/2021          |                        | BRYAN BOBCAT               | 05 2900 000 003 0 300          | 543.40               |          |
| 20210520              | 05/20/2021          |                        | MORTON ACTIVITY            | 05 2900 000 004 0 402          | 174.62               |          |
| 20210520              | 05/20/2021          |                        | MORTON ACTIVITY            | 05 2900 000 004 0 402          | 236.00               |          |
| Check Number: 12551   | Check Type: Check   | Check Date: 05/20/2021 | Vendor: CHANGECLOT         | Change Clothing                | Check Total:         | 256.50   |

|                            |                     |                        |                                          |                                           |                      |          |
|----------------------------|---------------------|------------------------|------------------------------------------|-------------------------------------------|----------------------|----------|
| <b>Checking Account: 5</b> |                     | <b>5</b>               |                                          |                                           |                      |          |
| <u>Invoice Number</u>      | <u>Invoice Date</u> | <u>PO Number</u>       | <u>Detail Description</u>                | <u>Chart of Account Number</u>            | <u>Detail Amount</u> |          |
| 20210519                   | 05/19/2021          | ACT03701               | overprint on shirts                      | 05 2900 000 003 0 309                     | 256.50               |          |
| Check Number: 12552        | Check Type: Check   | Check Date: 05/20/2021 | Vendor: CHESTERMAN                       | CHESTERMAN COCA COLA                      | Check Total:         | 480.20   |
| <u>Invoice Number</u>      | <u>Invoice Date</u> | <u>PO Number</u>       | <u>Detail Description</u>                | <u>Chart of Account Number</u>            | <u>Detail Amount</u> |          |
| 20210520                   | 05/20/2021          |                        | CONCESSIONS                              | 05 2900 000 001 0 032                     | 480.20               |          |
| Check Number: 12553        | Check Type: Check   | Check Date: 05/20/2021 | Vendor: CROSSFIREP                       | Crossfire Photography                     | Check Total:         | 50.00    |
| <u>Invoice Number</u>      | <u>Invoice Date</u> | <u>PO Number</u>       | <u>Detail Description</u>                | <u>Chart of Account Number</u>            | <u>Detail Amount</u> |          |
| 20210519                   | 05/19/2021          |                        | pictures                                 | 05 2900 000 001 0 130                     | 50.00                |          |
| Check Number: 12554        | Check Type: Check   | Check Date: 05/20/2021 | Vendor: DMILACOSPO                       | DMILACO SPORTS FASHIONS                   | Check Total:         | 1,169.25 |
| <u>Invoice Number</u>      | <u>Invoice Date</u> | <u>PO Number</u>       | <u>Detail Description</u>                | <u>Chart of Account Number</u>            | <u>Detail Amount</u> |          |
| 00032185                   | 05/19/2021          | ACT03693               | Fun Run shirts                           | 05 2900 000 004 0 406                     | 1,169.25             |          |
| Check Number: 12555        | Check Type: Check   | Check Date: 05/20/2021 | Vendor: HARCOATHLE                       | Harco Athletic Reconditioning             | Check Total:         | 4,918.00 |
| <u>Invoice Number</u>      | <u>Invoice Date</u> | <u>PO Number</u>       | <u>Detail Description</u>                | <u>Chart of Account Number</u>            | <u>Detail Amount</u> |          |
| 26078                      | 05/20/2021          | ACT03570               | Reconditioning of Helmets, and repaintin | 05 2900 000 001 0 114                     | 4,918.00             |          |
| Check Number: 12556        | Check Type: Check   | Check Date: 05/20/2021 | Vendor: JOHNNYONTH                       | JOHNNY ON THE SPOT                        | Check Total:         | 70.00    |
| <u>Invoice Number</u>      | <u>Invoice Date</u> | <u>PO Number</u>       | <u>Detail Description</u>                | <u>Chart of Account Number</u>            | <u>Detail Amount</u> |          |
| 5/4027                     | 05/20/2021          | ACT03667               | Porta potty for Discus area at Bader mee | 05 2900 000 001 0 123                     | 70.00                |          |
| Check Number: 12557        | Check Type: Check   | Check Date: 05/20/2021 | Vendor: KENNEDY                          | Kennedy Industries, Inc                   | Check Total:         | 212.80   |
| <u>Invoice Number</u>      | <u>Invoice Date</u> | <u>PO Number</u>       | <u>Detail Description</u>                | <u>Chart of Account Number</u>            | <u>Detail Amount</u> |          |
| 318542                     | 05/19/2021          | ACT03698               | Sprayer with roller to clean mats        | 05 2900 000 002 0 253                     | 212.80               |          |
| Check Number: 12558        | Check Type: Check   | Check Date: 05/20/2021 | Vendor: LEXPSGF2                         | LEXINGTON PUBLIC SCHOOLS-<br>GENERAL FUND | Check Total:         | 873.34   |
| <u>Invoice Number</u>      | <u>Invoice Date</u> | <u>PO Number</u>       | <u>Detail Description</u>                | <u>Chart of Account Number</u>            | <u>Detail Amount</u> |          |
| 5/17/21                    | 05/20/2021          | ACT03689               | senior tribute food                      | 05 2900 000 001 0 051                     | 873.34               |          |
| Check Number: 12559        | Check Type: Check   | Check Date: 05/20/2021 | Vendor: LOUSSPORTI                       | Lou's Sporting Goods                      | Check Total:         | 325.29   |
| <u>Invoice Number</u>      | <u>Invoice Date</u> | <u>PO Number</u>       | <u>Detail Description</u>                | <u>Chart of Account Number</u>            | <u>Detail Amount</u> |          |
| AAX783111-AX02             | 05/20/2021          | ACT03697               | knee pads                                | 05 2900 000 002 0 251                     | 221.29               |          |
| AAX783113-AX03             | 05/20/2021          | ACT03697               | Basketballs                              | 05 2900 000 002 0 254                     | 104.00               |          |
| Check Number: 12560        | Check Type: Check   | Check Date: 05/20/2021 | Vendor: MFATHLETIC                       | M-F ATHLETIC COMPANY, INC.                | Check Total:         | 23.00    |
| <u>Invoice Number</u>      | <u>Invoice Date</u> | <u>PO Number</u>       | <u>Detail Description</u>                | <u>Chart of Account Number</u>            | <u>Detail Amount</u> |          |
| INV170147                  | 05/19/2021          | ACT03699               | Bib Numbers for XC Meets                 | 05 2900 000 001 0 115                     | 23.00                |          |
| Check Number: 12561        | Check Type: Check   | Check Date: 05/20/2021 | Vendor: NHSPA                            | Nebraska High School Press Association    | Check Total:         | 100.00   |
| <u>Invoice Number</u>      | <u>Invoice Date</u> | <u>PO Number</u>       | <u>Detail Description</u>                | <u>Chart of Account Number</u>            | <u>Detail Amount</u> |          |
| 20210520                   | 05/20/2021          |                        | yearbook judging                         | 05 2900 000 001 0 080                     | 100.00               |          |

**Detail Check Register**

Posted; Batch Description ACT Checks 5/11/21 KJF, ACT Checks 5/20/21 KJF;  
Processing Month 05/2021

**Checking Account: 5**

**5**

|                       |                     |                        |                                          |                                |                      |          |
|-----------------------|---------------------|------------------------|------------------------------------------|--------------------------------|----------------------|----------|
| Check Number: 12562   | Check Type: Check   | Check Date: 05/20/2021 | Vendor: PLUMCREEKM                       | PLUM CREEK MARKET PLACE        | Check Total:         | 775.01   |
| <u>Invoice Number</u> | <u>Invoice Date</u> | <u>PO Number</u>       | <u>Detail Description</u>                | <u>Chart of Account Number</u> | <u>Detail Amount</u> |          |
| 00202862174501176     | 05/19/2021          | ACT03683               | concessions                              | 05 2900 000 002 0 202          | 257.66               |          |
| 00401599140100162     | 05/19/2021          | ACT03659               | concessions                              | 05 2900 000 002 0 202          | 126.44               |          |
| 00403534182701158     | 05/19/2021          | ACT03533               | SUPPLIES THRU OUT 2020-2021 CONCESSIONS  | 05 2900 000 001 0 032          | 25.46                |          |
| 00403652131401119     | 05/19/2021          | ACT03533               | SUPPLIES THRU OUT 2020-2021 CONCESSIONS  | 05 2900 000 001 0 032          | 5.96                 |          |
| 00601062160700888     | 05/19/2021          | ACT03661               | Induction ceremony for NHS               | 05 2900 000 001 0 033          | 359.49               |          |
| Check Number: 12563   | Check Type: Check   | Check Date: 05/20/2021 | Vendor: QUADEM                           | Quadem                         | Check Total:         | 64.00    |
| <u>Invoice Number</u> | <u>Invoice Date</u> | <u>PO Number</u>       | <u>Detail Description</u>                | <u>Chart of Account Number</u> | <u>Detail Amount</u> |          |
| 1018                  | 05/20/2021          | ACT03682               | Plaques for 12 sport, Booster, Ramsey,Mi | 05 2900 000 001 0 130          | 64.00                |          |
| Check Number: 12564   | Check Type: Check   | Check Date: 05/20/2021 | Vendor: SHIRALLA                         | Allan Shirley                  | Check Total:         | 2,280.00 |
| <u>Invoice Number</u> | <u>Invoice Date</u> | <u>PO Number</u>       | <u>Detail Description</u>                | <u>Chart of Account Number</u> | <u>Detail Amount</u> |          |
| 20210519              | 05/19/2021          |                        | Orange & Black prizes                    | 05 2900 000 001 0 063          | 2,280.00             |          |
| Check Number: 12565   | Check Type: Check   | Check Date: 05/20/2021 | Vendor: VARSITY                          | Varsity Spirit Fashions        | Check Total:         | 637.40   |
| <u>Invoice Number</u> | <u>Invoice Date</u> | <u>PO Number</u>       | <u>Detail Description</u>                | <u>Chart of Account Number</u> | <u>Detail Amount</u> |          |
| 70001479              | 05/20/2021          | ACT03678               | Leggings for Drill Team                  | 05 2900 000 001 0 072          | 637.40               |          |
| Check Number: 12566   | Check Type: Check   | Check Date: 05/20/2021 | Vendor: WALSWORTH PUBLISHING COMPANY     | WALSWORTH PUBLISHING COMPANY   | Check Total:         | 2,209.77 |
| <u>Invoice Number</u> | <u>Invoice Date</u> | <u>PO Number</u>       | <u>Detail Description</u>                | <u>Chart of Account Number</u> | <u>Detail Amount</u> |          |
| 20210519              | 05/19/2021          |                        | Middle School Annual                     | 05 2900 000 002 0 202          | 2,209.77             |          |

\*Denotes Expensed Invoice Item

Checking Account ID: 5

Total without Voids: 40,276.21



Activity Fund Balance Report - Detail - Include Encumbrances

05/2021 - 05/2021

Regular; Beginning Month 05/2021; Processing Month 05/2021; Accounts to Include Accounts with Activity; Fund Number 05

Fund: 05 ACTIVITY FUND

| <u>Chart of Account Number</u> |           | <u>Chart of Account Description</u> |                   |                |                                    | <u>Entity Name</u>                    | <u>Expenses</u> | <u>Revenues</u> | <u>Outstanding AP</u> | <u>Outstanding PO</u> | <u>Balance Change</u> | <u>Balance</u> |
|--------------------------------|-----------|-------------------------------------|-------------------|----------------|------------------------------------|---------------------------------------|-----------------|-----------------|-----------------------|-----------------------|-----------------------|----------------|
| <u>Entry Date</u>              | <u>JR</u> | <u>Reference #</u>                  | <u>Check Acct</u> | <u>Check #</u> | <u>Description</u>                 |                                       |                 |                 |                       |                       |                       |                |
| 05 704 0948                    |           |                                     |                   |                | Social Work Fundraising            | *Previous Balance                     |                 |                 |                       |                       |                       | 113.61         |
|                                |           |                                     |                   |                |                                    | *Ending Balance:                      | 0.00            | 0.00            | 0.00                  | 0.00                  | 0.00                  | 113.61         |
| 05 704 0949                    |           |                                     |                   |                | Student Fee Waivers                | *Previous Balance                     |                 |                 |                       |                       |                       | 329.39         |
|                                |           |                                     |                   |                |                                    | *Ending Balance:                      | 0.00            | 0.00            | 0.00                  | 0.00                  | 0.00                  | 329.39         |
| 05 704 0953                    |           |                                     |                   |                | Early Learning Academy             | *Previous Balance                     |                 |                 |                       |                       |                       | 2,408.76       |
| 05 704 0953                    |           |                                     |                   |                | Early Learning Academy             |                                       |                 |                 |                       |                       |                       |                |
| 05 1710 0953                   |           |                                     |                   |                | Early Learning Academy             |                                       |                 |                 |                       |                       |                       |                |
| 05/07/2021                     | CR        |                                     |                   |                | ELA Activity                       | Early Learning Academy                | 0.00            | 5,038.27        | 0.00                  | 0.00                  |                       |                |
| 05 2900 000 000 0 953          |           |                                     |                   |                | Early Learning Academy             |                                       |                 |                 |                       |                       |                       |                |
| 05/11/2021                     | CD        | 20210511                            | 5                 | 12544          | donation                           | ST. JUDE CHILDREN'S RESEARCH HOSPITAL | 7,438.00        | 0.00            | 0.00                  | 0.00                  |                       |                |
| 05 704 0953                    |           |                                     |                   |                | Early Learning Academy             | *Current Activity                     |                 |                 |                       |                       |                       | (2,399.73)     |
|                                |           |                                     |                   |                |                                    | *Ending Balance:                      | 7,438.00        | 5,038.27        | 0.00                  | 0.00                  | 0.00                  | 9.03           |
| 05 704 0956                    |           |                                     |                   |                | ELEMENTARY RECORDERS               | *Previous Balance                     |                 |                 |                       |                       |                       | 10.00          |
| 05 704 0956                    |           |                                     |                   |                | ELEMENTARY RECORDERS               |                                       |                 |                 |                       |                       |                       |                |
| 05 1710 0956                   |           |                                     |                   |                | ELEMENTARY RECORDERS               |                                       |                 |                 |                       |                       |                       |                |
| 05/24/2021                     | CR        | 0003671                             |                   |                | Pershing Music Recorders and Books | Pershing Elementary School            | 0.00            | 186.00          | 0.00                  | 0.00                  |                       |                |
| 05 704 0956                    |           |                                     |                   |                | ELEMENTARY RECORDERS               | *Current Activity                     |                 |                 |                       |                       |                       | 186.00         |
|                                |           |                                     |                   |                |                                    | *Ending Balance:                      | 0.00            | 186.00          | 0.00                  | 0.00                  | 0.00                  | 196.00         |
| 05 704 0957                    |           |                                     |                   |                | NE SPECIAL OLYMPICS                | *Previous Balance                     |                 |                 |                       |                       |                       | 2,431.68       |
|                                |           |                                     |                   |                |                                    | *Ending Balance:                      | 0.00            | 0.00            | 0.00                  | 0.00                  | 0.00                  | 2,431.68       |
| 05 704 0958                    |           |                                     |                   |                | GIFTED PROGRAMS                    | *Previous Balance                     |                 |                 |                       |                       |                       | 2,713.22       |
|                                |           |                                     |                   |                |                                    | *Ending Balance:                      | 0.00            | 0.00            | 0.00                  | 0.00                  | 0.00                  | 2,713.22       |
| 05 704 0959                    |           |                                     |                   |                | AUTISM Programs                    | *Previous Balance                     |                 |                 |                       |                       |                       | 396.96         |
|                                |           |                                     |                   |                |                                    | *Ending Balance:                      | 0.00            | 0.00            | 0.00                  | 0.00                  | 0.00                  | 396.96         |
| 05 704 0960                    |           |                                     |                   |                | ADULT ACTIVITY TICKETS             | *Previous Balance                     |                 |                 |                       |                       |                       | 6,200.00       |
|                                |           |                                     |                   |                |                                    | *Ending Balance:                      | 0.00            | 0.00            | 0.00                  | 0.00                  | 0.00                  | 6,200.00       |
| 05 704 0961                    |           |                                     |                   |                | INSUFFICIENT CHECKS                | *Previous Balance                     |                 |                 |                       |                       |                       | 1.00           |
|                                |           |                                     |                   |                |                                    | *Ending Balance:                      | 0.00            | 0.00            | 0.00                  | 0.00                  | 0.00                  | 1.00           |
| 05 704 0966                    |           |                                     |                   |                | Alumni Funds                       | *Previous Balance                     |                 |                 |                       |                       |                       | 841.00         |
|                                |           |                                     |                   |                |                                    | *Ending Balance:                      | 0.00            | 0.00            | 0.00                  | 0.00                  | 0.00                  | 841.00         |
| 05 704 0967                    |           |                                     |                   |                | Majestic Theatre                   | *Previous Balance                     |                 |                 |                       |                       |                       | 102,654.28     |
|                                |           |                                     |                   |                |                                    | *Ending Balance:                      | 0.00            | 0.00            | 0.00                  | 0.00                  | 0.00                  | 102,654.28     |
| 05 704 0968                    |           |                                     |                   |                | MONA                               | *Previous Balance                     |                 |                 |                       |                       |                       | 230.22         |
|                                |           |                                     |                   |                |                                    | *Ending Balance:                      | 0.00            | 0.00            | 0.00                  | 0.00                  | 0.00                  | 230.22         |

Activity Fund Balance Report - Detail - Include Encumbrances

05/2021 - 05/2021

Regular; Beginning Month 05/2021; Processing Month 05/2021; Accounts to Include Accounts with Activity; Fund Number 05

Fund: 05 ACTIVITY FUND

| Chart of Account Number |    |             | Chart of Account Description |         |                                       | Entity Name              | Expenses | Revenues | Outstanding<br>AP | Outstanding<br>PO | Balance<br>Change | Balance    |
|-------------------------|----|-------------|------------------------------|---------|---------------------------------------|--------------------------|----------|----------|-------------------|-------------------|-------------------|------------|
| Entry Date              | JR | Reference # | Check Acct                   | Check # | Description                           |                          |          |          |                   |                   |                   |            |
| 05 704 0969             |    |             |                              |         | STUDENT LAPTOP PROTECTION PLAN        | *Previous Balance        |          |          |                   |                   |                   | 263,449.71 |
| 05 704 0969             |    |             |                              |         | STUDENT LAPTOP PROTECTION PLAN        |                          |          |          |                   |                   |                   |            |
| 05 1710 0969            |    |             |                              |         | STUDENT LAPTOP PROTECTION PLAN        |                          |          |          |                   |                   |                   |            |
| 05/10/2021              | CR |             |                              |         | RevTrak iPad fines                    | Lexington Public Schools | 0.00     | 5.00     | 0.00              | 0.00              |                   |            |
| 05/11/2021              | CR |             |                              |         | iPad fines and insurance              | High School              | 0.00     | 482.00   | 0.00              | 0.00              |                   |            |
| 05/11/2021              | CR |             |                              |         | iPad fines and insurance              | High School              | 0.00     | 497.00   | 0.00              | 0.00              |                   |            |
| 05/11/2021              | CR | 0009256     |                              |         | iPad fines and insurance              | Middle School            | 0.00     | 400.00   | 0.00              | 0.00              |                   |            |
| 05/20/2021              | CR | 0009259     |                              |         | iPad fines                            | Middle School            | 0.00     | 486.00   | 0.00              | 0.00              |                   |            |
| 05/25/2021              | CR | 0009260     |                              |         | iPad fines                            | Middle School            | 0.00     | 2,145.25 | 0.00              | 0.00              |                   |            |
| 05 704 0969             |    |             |                              |         | STUDENT LAPTOP PROTECTION PLAN        | *Current Activity        |          |          |                   |                   |                   | 4,015.25   |
|                         |    |             |                              |         |                                       | *Ending Balance:         | 0.00     | 4,015.25 | 0.00              | 0.00              | 0.00              | 267,464.96 |
| 05 704 0970             |    |             |                              |         | STUDENT LAPTOP BAGS                   | *Previous Balance        |          |          |                   |                   |                   | 6,645.00   |
|                         |    |             |                              |         |                                       | *Ending Balance:         | 0.00     | 0.00     | 0.00              | 0.00              | 0.00              | 6,645.00   |
| 05 704 0971             |    |             |                              |         | STUDENT USB DRIVES                    | *Previous Balance        |          |          |                   |                   |                   | 834.07     |
|                         |    |             |                              |         |                                       | *Ending Balance:         | 0.00     | 0.00     | 0.00              | 0.00              | 0.00              | 834.07     |
| 05 704 0980             |    |             |                              |         | TRANSPORTATION                        | *Previous Balance        |          |          |                   |                   |                   | 9.66       |
|                         |    |             |                              |         |                                       | *Ending Balance:         | 0.00     | 0.00     | 0.00              | 0.00              | 0.00              | 9.66       |
| 05 704 1011             |    |             |                              |         | CLASS OF 2019                         | *Previous Balance        |          |          |                   |                   |                   | 1,130.51   |
|                         |    |             |                              |         |                                       | *Ending Balance:         | 0.00     | 0.00     | 0.00              | 0.00              | 0.00              | 1,130.51   |
| 05 704 1012             |    |             |                              |         | CLASS OF 2020                         | *Previous Balance        |          |          |                   |                   |                   | 5,260.88   |
|                         |    |             |                              |         |                                       | *Ending Balance:         | 0.00     | 0.00     | 0.00              | 0.00              | 0.00              | 5,260.88   |
| 05 704 1013             |    |             |                              |         | CLASS OF 2021                         | *Previous Balance        |          |          |                   |                   |                   | 767.00     |
| 05 2900 000 001 0 013   |    |             |                              |         | Class of 2021                         |                          |          |          |                   |                   |                   |            |
| 03/24/2021              | PO | ACT03649    |                              |         | Academic Distinction Medals           |                          | 0.00     | 0.00     | 0.00              | 200.10            |                   |            |
| 04/13/2021              | PO | ACT03663    |                              |         | graduation flowers                    |                          | 0.00     | 0.00     | 0.00              | 700.00            |                   |            |
| 05 704 1013             |    |             |                              |         | CLASS OF 2021                         | *Previous Balance        |          |          |                   |                   |                   | (900.10)   |
|                         |    |             |                              |         |                                       | *Ending Balance:         | 0.00     | 0.00     | 0.00              | 900.10            | 0.00              | (133.10)   |
| 05 704 1014             |    |             |                              |         | HS Pioneer Scholarship                | *Previous Balance        |          |          |                   |                   |                   | 500.00     |
|                         |    |             |                              |         |                                       | *Ending Balance:         | 0.00     | 0.00     | 0.00              | 0.00              | 0.00              | 500.00     |
| 05 704 1016             |    |             |                              |         | High School Student Support           | *Previous Balance        |          |          |                   |                   |                   | 1,939.61   |
|                         |    |             |                              |         |                                       | *Ending Balance:         | 0.00     | 0.00     | 0.00              | 0.00              | 0.00              | 1,939.61   |
| 05 704 1017             |    |             |                              |         | High School Student Teammaker Account | *Previous Balance        |          |          |                   |                   |                   | 2,827.17   |
|                         |    |             |                              |         |                                       | *Ending Balance:         | 0.00     | 0.00     | 0.00              | 0.00              | 0.00              | 2,827.17   |
| 05 704 1018             |    |             |                              |         | High School Technology Club           | *Previous Balance        |          |          |                   |                   |                   | 284.57     |
|                         |    |             |                              |         |                                       | *Ending Balance:         | 0.00     | 0.00     | 0.00              | 0.00              | 0.00              | 284.57     |
| 05 704 1019             |    |             |                              |         | High School Prom Fundraising          | *Previous Balance        |          |          |                   |                   |                   | 6,316.44   |

Regular; Beginning Month 05/2021; Processing Month 05/2021; Accounts to Include Accounts with Activity; Fund Number 05

**Fund: 05      ACTIVITY FUND**

| Chart of Account Number |    |                                    | Chart of Account Description |         |                                     |                            |          |          |                |                |                |            |            |
|-------------------------|----|------------------------------------|------------------------------|---------|-------------------------------------|----------------------------|----------|----------|----------------|----------------|----------------|------------|------------|
| Entry Date              | JR | Reference #                        | Check Acct                   | Check # | Description                         | Entity Name                | Expenses | Revenues | Outstanding AP | Outstanding PO | Balance Change | Balance    |            |
|                         |    |                                    |                              |         |                                     | *Ending Balance:           | 0.00     | 0.00     | 0.00           | 0.00           | 0.00           | 6,316.44   |            |
| 05 704 1021             |    |                                    | Booster Club (flow-through)  |         |                                     | *Previous Balance          |          |          |                |                |                |            | 4,020.32   |
| 05 704 1021             |    |                                    | Booster Club (flow-through)  |         |                                     |                            |          |          |                |                |                |            |            |
| 05 2900 000 001 0 021   |    |                                    | Booster Club (flow-through)  |         |                                     |                            |          |          |                |                |                |            |            |
| 04/20/2021              | PO | ACT03677                           |                              |         | Dr. Dish All Star+                  |                            | 0.00     | 0.00     | 0.00           | 5,995.00       |                |            |            |
| 05/13/2021              | PO | ACT03704                           |                              |         | Forerunner heartrate monitors       |                            | 0.00     | 0.00     | 0.00           | 599.96         |                |            |            |
| 05/13/2021              | PO | ACT03700                           |                              |         | First Place Technique Ramp          |                            | 0.00     | 0.00     | 0.00           | 435.00         |                |            |            |
| 05/20/2021              | CD | ACT03679<br>555869763787           | 5                            | 12548   | boombox                             | AMAZON/GE MONEY BANK       | 499.95   | 0.00     | 0.00           | 0.00           |                |            |            |
| 05/20/2021              | CD | ACT03676<br>889844383747           | 5                            | 12548   | NormaTec 2.0                        | AMAZON/GE MONEY BANK       | 899.00   | 0.00     | 0.00           | 0.00           |                |            |            |
| 05/20/2021              | CD | ACT03673<br>467748378783           | 5                            | 12548   | foam rollers                        | AMAZON/GE MONEY BANK       | 399.70   | 0.00     | 0.00           | 0.00           |                |            |            |
| 05 704 1021             |    |                                    | Booster Club (flow-through)  |         |                                     | *Current Activity          |          |          |                |                |                |            | (8,828.61) |
|                         |    |                                    |                              |         |                                     | *Ending Balance:           | 1,798.65 | 0.00     | 0.00           | 7,029.96       | 0.00           | (4,808.29) |            |
| 05 704 1022             |    |                                    | HS Skills USA                |         |                                     | *Previous Balance          |          |          |                |                |                |            | 10,828.64  |
| 05 704 1022             |    |                                    | HS Skills USA                |         |                                     |                            |          |          |                |                |                |            |            |
| 05 1710 1022            |    |                                    | HS Skills USA                |         |                                     |                            |          |          |                |                |                |            |            |
| 05/11/2021              | CR |                                    |                              |         | MeatSticks                          | High School                | 0.00     | 50.00    | 0.00           | 0.00           |                |            |            |
| 05/20/2021              | CR | 004904                             |                              |         | Skills USA                          | LEXINGTON ACTIVITY ACCOUNT | 0.00     | 80.00    | 0.00           | 0.00           |                |            |            |
| 05/27/2021              | CR |                                    |                              |         | Meat Sticks                         | Lexington Public Schools   | 0.00     | 602.00   | 0.00           | 0.00           |                |            |            |
| 05/27/2021              | CR |                                    |                              |         | Meat Sticks                         | Lexington Public Schools   | 0.00     | 166.00   | 0.00           | 0.00           |                |            |            |
| 05 704 1022             |    |                                    | HS Skills USA                |         |                                     | *Current Activity          |          |          |                |                |                |            | 898.00     |
|                         |    |                                    |                              |         |                                     | *Ending Balance:           | 0.00     | 898.00   | 0.00           | 0.00           | 0.00           | 11,726.64  |            |
| 05 704 1023             |    |                                    | HS Auto Resale               |         |                                     | *Previous Balance          |          |          |                |                |                |            | 1,637.74   |
| 05 704 1023             |    |                                    | HS Auto Resale               |         |                                     |                            |          |          |                |                |                |            |            |
| 05 1710 1023            |    |                                    | HS Auto Resale               |         |                                     |                            |          |          |                |                |                |            |            |
| 05/27/2021              | CR |                                    |                              |         | Automotive                          | Lexington Public Schools   | 0.00     | 200.00   | 0.00           | 0.00           |                |            |            |
| 05 704 1023             |    |                                    | HS Auto Resale               |         |                                     | *Current Activity          |          |          |                |                |                |            | 200.00     |
|                         |    |                                    |                              |         |                                     | *Ending Balance:           | 0.00     | 200.00   | 0.00           | 0.00           | 0.00           | 1,837.74   |            |
| 05 704 1024             |    |                                    | HS Welding                   |         |                                     | *Previous Balance          |          |          |                |                |                |            | (76.21)    |
|                         |    |                                    |                              |         |                                     | *Ending Balance:           | 0.00     | 0.00     | 0.00           | 0.00           | 0.00           | (76.21)    |            |
| 05 704 1025             |    |                                    | HS WOOD SHOP RESALE          |         |                                     | *Previous Balance          |          |          |                |                |                |            | 14,398.86  |
| 05 704 1025             |    |                                    | HS WOOD SHOP RESALE          |         |                                     |                            |          |          |                |                |                |            |            |
| 05 1710 1025            |    |                                    | HS WOOD SHOP RESALE          |         |                                     |                            |          |          |                |                |                |            |            |
| 05/20/2021              | CR | 004903                             |                              |         | Wood Shop Resale                    | LEXINGTON ACTIVITY ACCOUNT | 0.00     | 715.00   | 0.00           | 0.00           |                |            |            |
| 05/27/2021              | CR |                                    |                              |         | Dawson County Fair Grounds Building | Lexington Public Schools   | 0.00     | 1,787.23 | 0.00           | 0.00           |                |            |            |
| 05 2900 000 001 0 025   |    |                                    | HS WOOD SHOP RESALE          |         |                                     |                            |          |          |                |                |                |            |            |
| 05/11/2021              | CD | ACT03647<br>OMNE00000202<br>70-001 | 5                            | 12536   | lumber for woodshop                 | Liberty Hardwoods Inc.     | 1,422.09 | 0.00     | 0.00           | 0.00           |                |            |            |

Activity Fund Balance Report - Detail - Include Encumbrances

05/2021 - 05/2021

Regular; Beginning Month 05/2021; Processing Month 05/2021; Accounts to Include Accounts with Activity; Fund Number 05

Fund: 05 ACTIVITY FUND

| Chart of Account Number |    |                                | Chart of Account Description |         |                             |                            |          |          |                |                |                |           |
|-------------------------|----|--------------------------------|------------------------------|---------|-----------------------------|----------------------------|----------|----------|----------------|----------------|----------------|-----------|
| Entry Date              | JR | Reference #                    | Check Acct                   | Check # | Description                 | Entity Name                | Expenses | Revenues | Outstanding AP | Outstanding PO | Balance Change | Balance   |
| 05/11/2021              | CD | ACT03620 6032979               | 5                            | 12538   | lumber for student projects | MEAD LUMBER                | 604.66   | 0.00     | 0.00           | 0.00           |                |           |
| 05/11/2021              | CD | ACT03620 6061424               | 5                            | 12538   | lumber for student projects | MEAD LUMBER                | 32.59    | 0.00     | 0.00           | 0.00           |                |           |
| 05/11/2021              | CD | ACT03620 6065855               | 5                            | 12538   | lumber for student projects | MEAD LUMBER                | 321.74   | 0.00     | 0.00           | 0.00           |                |           |
| 05/11/2021              | CD | ACT03620 6089283               | 5                            | 12538   | lumber for student projects | MEAD LUMBER                | 41.21    | 0.00     | 0.00           | 0.00           |                |           |
| 05/20/2021              | CD | 20210520                       | 5                            | 71828   | HS WOOD SHOP RESALE         | VISA                       | 61.17    | 0.00     | 0.00           | 0.00           |                |           |
| 05 704 1025             |    |                                | HS WOOD SHOP RESALE          |         |                             | *Current Activity          |          |          |                |                |                | 18.77     |
|                         |    |                                |                              |         |                             | *Ending Balance:           | 2,483.46 | 2,502.23 | 0.00           | 0.00           | 0.00           | 14,417.63 |
| 05 704 1026             |    |                                | FFA                          |         |                             | *Previous Balance          |          |          |                |                |                | 7,864.78  |
| 05 704 1026             |    |                                | FFA                          |         |                             |                            |          |          |                |                |                |           |
| 05 1710 1026            |    |                                | FFA                          |         |                             |                            |          |          |                |                |                |           |
| 05/04/2021              | CR | 004884                         |                              |         | FFA                         | LEXINGTON ACTIVITY ACCOUNT | 0.00     | 703.00   | 0.00           | 0.00           |                |           |
| 05/10/2021              | CR | 004896                         |                              |         | FFA                         | LEXINGTON ACTIVITY ACCOUNT | 0.00     | 1,011.00 | 0.00           | 0.00           |                |           |
| 05/19/2021              | CR | 004902                         |                              |         | FFA                         | LEXINGTON ACTIVITY ACCOUNT | 0.00     | 919.00   | 0.00           | 0.00           |                |           |
| 05/24/2021              | CR | 004910                         |                              |         | FFA                         | LEXINGTON ACTIVITY ACCOUNT | 0.00     | 905.00   | 0.00           | 0.00           |                |           |
| 05 2900 000 001 0 026   |    |                                | FFA                          |         |                             |                            |          |          |                |                |                |           |
| 04/13/2021              | PO | ACT03662                       |                              |         | baskets & pots              |                            | 0.00     | 0.00     | 0.00           | 596.25         |                |           |
| 05/11/2021              | CD | 20210511                       | 5                            | 12545   | FFA                         | UNL                        | 54.00    | 0.00     | 0.00           | 0.00           |                |           |
| 05/11/2021              | CD | ACT03645 INV2482064            | 5                            | 12533   | Plants for Green House      | Harris Seeds               | 17.23    | 0.00     | 0.00           | 0.00           |                |           |
| 05/11/2021              | CD | ACT03626 MDS223875             | 5                            | 12541   | FFA Jackets                 | National FFA Organization  | 193.50   | 0.00     | 0.00           | 0.00           |                |           |
| 05/26/2021              | CD | ACT03645 INV2482064 Void Check | 5                            | 12533   | Plants for Green House      | Harris Seeds               | (17.23)  | 0.00     | 0.00           | 0.00           |                |           |
| 05/26/2021              | CD | 20210511 Void Check            | 5                            | 12545   | FFA                         | UNL                        | (54.00)  | 0.00     | 0.00           | 0.00           |                |           |
| 05 704 1026             |    |                                | FFA                          |         |                             | *Current Activity          |          |          |                |                |                | 2,748.25  |
|                         |    |                                |                              |         |                             | *Ending Balance:           | 193.50   | 3,538.00 | 0.00           | 596.25         | 0.00           | 10,613.03 |
| 05 704 1027             |    |                                | ATHLETIC LETTER CLUB         |         |                             | *Previous Balance          |          |          |                |                |                | 1,186.24  |
|                         |    |                                |                              |         |                             | *Ending Balance:           | 0.00     | 0.00     | 0.00           | 0.00           | 0.00           | 1,186.24  |
| 05 704 1028             |    |                                | HS STUDENT COUNCIL           |         |                             | *Previous Balance          |          |          |                |                |                | 3,815.76  |
|                         |    |                                |                              |         |                             | *Ending Balance:           | 0.00     | 0.00     | 0.00           | 0.00           | 0.00           | 3,815.76  |
| 05 704 1029             |    |                                | HS FINES                     |         |                             | *Previous Balance          |          |          |                |                |                | 14,412.54 |
| 05 704 1029             |    |                                | HS FINES                     |         |                             |                            |          |          |                |                |                |           |
| 05 2900 000 001 0 029   |    |                                | HS FINES                     |         |                             |                            |          |          |                |                |                |           |
| 05/20/2021              | CD | 20210520                       | 5                            | 12550   | HS FINES                    | Capital One                | 92.22    | 0.00     | 0.00           | 0.00           |                |           |
| 05 704 1029             |    |                                | HS FINES                     |         |                             | *Current Activity          |          |          |                |                |                | (92.22)   |
|                         |    |                                |                              |         |                             | *Ending Balance:           | 92.22    | 0.00     | 0.00           | 0.00           | 0.00           | 14,320.32 |
| 05 704 1030             |    |                                | HS MISCELLANEOUS             |         |                             | *Previous Balance          |          |          |                |                |                | 1,801.66  |
|                         |    |                                |                              |         |                             | *Ending Balance:           | 0.00     | 0.00     | 0.00           | 0.00           | 0.00           | 1,801.66  |

Activity Fund Balance Report - Detail - Include Encumbrances

05/2021 - 05/2021

Regular; Beginning Month 05/2021; Processing Month 05/2021; Accounts to Include Accounts with Activity; Fund Number 05

Fund: 05 ACTIVITY FUND

| Chart of Account Number |    |                                   | Chart of Account Description |         |                                         | Entity Name                | Expenses | Revenues | Outstanding AP | Outstanding PO | Balance Change | Balance   |
|-------------------------|----|-----------------------------------|------------------------------|---------|-----------------------------------------|----------------------------|----------|----------|----------------|----------------|----------------|-----------|
| Entry Date              | JR | Reference #                       | Check Acct                   | Check # | Description                             |                            |          |          |                |                |                |           |
| 05 704 1031             |    |                                   | High School Recycling        |         |                                         | *Previous Balance          |          |          |                |                |                | 2,405.42  |
|                         |    |                                   |                              |         |                                         | *Ending Balance:           | 0.00     | 0.00     | 0.00           | 0.00           | 0.00           | 2,405.42  |
| 05 704 1032             |    |                                   | CONCESSIONS                  |         |                                         | *Previous Balance          |          |          |                |                |                | 17,509.96 |
| 05 704 1032             |    |                                   | CONCESSIONS                  |         |                                         |                            |          |          |                |                |                |           |
| 05 1710 1032            |    |                                   | CONCESSIONS                  |         |                                         |                            |          |          |                |                |                |           |
| 05/05/2021              | CR | 004877                            |                              |         | CONCESSIONS                             | LEXINGTON ACTIVITY ACCOUNT | 0.00     | 205.06   | 0.00           | 0.00           |                |           |
| 05/10/2021              | CR | 004894                            |                              |         | CONCESSIONS                             | LEXINGTON ACTIVITY ACCOUNT | 0.00     | 347.40   | 0.00           | 0.00           |                |           |
| 05/20/2021              | CR | 004907                            |                              |         | CONCESSIONS                             | LEXINGTON ACTIVITY ACCOUNT | 0.00     | 40.00    | 0.00           | 0.00           |                |           |
| 05 2900 000 001 0 032   |    |                                   | CONCESSIONS                  |         |                                         |                            |          |          |                |                |                |           |
| 05/11/2021              | CD | 12885704                          | 5                            | 12527   | CONCESSIONS                             | CASH-WA DISTRIBUTING CO.   | 769.20   | 0.00     | 0.00           | 0.00           |                |           |
| 05/11/2021              | CD | 12885706                          | 5                            | 12527   | CONCESSIONS                             | CASH-WA DISTRIBUTING CO.   | 134.82   | 0.00     | 0.00           | 0.00           |                |           |
| 05/11/2021              | CD | 12892612                          | 5                            | 12527   | CONCESSIONS                             | CASH-WA DISTRIBUTING CO.   | 104.44   | 0.00     | 0.00           | 0.00           |                |           |
| 05/20/2021              | CD | ACT03533<br>0040353418270<br>1158 | 5                            | 12562   | SUPPLIES THRU OUT 2020-2021 CONCESSIONS | PLUM CREEK MARKET PLACE    | 25.46    | 0.00     | 0.00           | 0.00           |                |           |
| 05/20/2021              | CD | ACT03533<br>0040365213140<br>1119 | 5                            | 12562   | SUPPLIES THRU OUT 2020-2021 CONCESSIONS | PLUM CREEK MARKET PLACE    | 5.96     | 0.00     | 0.00           | 0.00           |                |           |
| 05/20/2021              | CD | 20210520                          | 5                            | 12552   | CONCESSIONS                             | CHESTERMAN COCA COLA       | 480.20   | 0.00     | 0.00           | 0.00           |                |           |
| 05 704 1032             |    |                                   | CONCESSIONS                  |         |                                         | *Current Activity          |          |          |                |                |                | (927.62)  |
|                         |    |                                   |                              |         |                                         | *Ending Balance:           | 1,520.08 | 592.46   | 0.00           | 0.00           | 0.00           | 16,582.34 |
| 05 704 1033             |    |                                   | HONOR SOCIETY                |         |                                         | *Previous Balance          |          |          |                |                |                | 986.22    |
| 05 704 1033             |    |                                   | HONOR SOCIETY                |         |                                         |                            |          |          |                |                |                |           |
| 05 2900 000 001 0 033   |    |                                   | HONOR SOCIETY                |         |                                         |                            |          |          |                |                |                |           |
| 05/20/2021              | CD | ACT03661<br>0060106216070<br>0888 | 5                            | 12562   | Induction ceremony for NHS              | PLUM CREEK MARKET PLACE    | 359.49   | 0.00     | 0.00           | 0.00           |                |           |
| 05 704 1033             |    |                                   | HONOR SOCIETY                |         |                                         | *Current Activity          |          |          |                |                |                | (359.49)  |
|                         |    |                                   |                              |         |                                         | *Ending Balance:           | 359.49   | 0.00     | 0.00           | 0.00           | 0.00           | 626.73    |
| 05 704 1034             |    |                                   | High School Cap & Gown       |         |                                         | *Previous Balance          |          |          |                |                |                | 5,320.26  |
|                         |    |                                   |                              |         |                                         | *Ending Balance:           | 0.00     | 0.00     | 0.00           | 0.00           | 0.00           | 5,320.26  |
| 05 704 1035             |    |                                   | AMBASSADORS OF MUSIC         |         |                                         | *Previous Balance          |          |          |                |                |                | 3,589.40  |
|                         |    |                                   |                              |         |                                         | *Ending Balance:           | 0.00     | 0.00     | 0.00           | 0.00           | 0.00           | 3,589.40  |
| 05 704 1036             |    |                                   | ART LAB FEE                  |         |                                         | *Previous Balance          |          |          |                |                |                | 318.52    |
|                         |    |                                   |                              |         |                                         | *Ending Balance:           | 0.00     | 0.00     | 0.00           | 0.00           | 0.00           | 318.52    |
| 05 704 1037             |    |                                   | FBLA                         |         |                                         | *Previous Balance          |          |          |                |                |                | 3,026.84  |
|                         |    |                                   |                              |         |                                         | *Ending Balance:           | 0.00     | 0.00     | 0.00           | 0.00           | 0.00           | 3,026.84  |
| 05 704 1038             |    |                                   | High School Robotics Club    |         |                                         | *Previous Balance          |          |          |                |                |                | 293.00    |
|                         |    |                                   |                              |         |                                         | *Ending Balance:           | 0.00     | 0.00     | 0.00           | 0.00           | 0.00           | 293.00    |
| 05 704 1039             |    |                                   | HS Yo Yo Club                |         |                                         | *Previous Balance          |          |          |                |                |                | 613.43    |

Activity Fund Balance Report - Detail - Include Encumbrances

05/2021 - 05/2021

Regular; Beginning Month 05/2021; Processing Month 05/2021; Accounts to Include Accounts with Activity; Fund Number 05

Fund: 05 ACTIVITY FUND

| <u>Chart of Account Number</u> |           |                    | <u>Chart of Account Description</u> |                |                               | <u>Entity Name</u>                    | <u>Expenses</u> | <u>Revenues</u> | <u>Outstanding AP</u> | <u>Outstanding PO</u> | <u>Balance Change</u> | <u>Balance</u> |
|--------------------------------|-----------|--------------------|-------------------------------------|----------------|-------------------------------|---------------------------------------|-----------------|-----------------|-----------------------|-----------------------|-----------------------|----------------|
| <u>Entry Date</u>              | <u>JR</u> | <u>Reference #</u> | <u>Check Acct</u>                   | <u>Check #</u> | <u>Description</u>            |                                       |                 |                 |                       |                       |                       |                |
|                                |           |                    |                                     |                |                               | *Ending Balance:                      | 0.00            | 0.00            | 0.00                  | 0.00                  | 0.00                  | 613.43         |
| 05 704 1041                    |           |                    |                                     |                | HS Animation/Comic Book Club  | *Previous Balance                     |                 |                 |                       |                       |                       | 149.00         |
|                                |           |                    |                                     |                |                               | *Ending Balance:                      | 0.00            | 0.00            | 0.00                  | 0.00                  | 0.00                  | 149.00         |
| 05 704 1042                    |           |                    |                                     |                | HS FINE ARTS RESALE           | *Previous Balance                     |                 |                 |                       |                       |                       | 574.30         |
|                                |           |                    |                                     |                |                               | *Ending Balance:                      | 0.00            | 0.00            | 0.00                  | 0.00                  | 0.00                  | 574.30         |
| 05 704 1044                    |           |                    |                                     |                | DC SENIOR TRIP                | *Previous Balance                     |                 |                 |                       |                       |                       | 13,397.40      |
|                                |           |                    |                                     |                |                               | *Ending Balance:                      | 0.00            | 0.00            | 0.00                  | 0.00                  | 0.00                  | 13,397.40      |
| 05 704 1045                    |           |                    |                                     |                | RONALD C. MURDOCK             | *Previous Balance                     |                 |                 |                       |                       |                       | 424.53         |
|                                |           |                    |                                     |                |                               | *Ending Balance:                      | 0.00            | 0.00            | 0.00                  | 0.00                  | 0.00                  | 424.53         |
| 05 704 1046                    |           |                    |                                     |                | High School ELL Club          | *Previous Balance                     |                 |                 |                       |                       |                       | 456.72         |
|                                |           |                    |                                     |                |                               | *Ending Balance:                      | 0.00            | 0.00            | 0.00                  | 0.00                  | 0.00                  | 456.72         |
| 05 704 1047                    |           |                    |                                     |                | High School Powerlifting      | *Previous Balance                     |                 |                 |                       |                       |                       | 6,851.51       |
| 05 704 1047                    |           |                    |                                     |                | High School Powerlifting      |                                       |                 |                 |                       |                       |                       |                |
| 05 1710 1047                   |           |                    |                                     |                | High School Powerlifting      |                                       |                 |                 |                       |                       |                       |                |
| 05/04/2021                     | CR        | 004881             |                                     |                | PowerLifting                  | LEXINGTON ACTIVITY ACCOUNT            | 0.00            | 81.00           | 0.00                  | 0.00                  |                       |                |
| 05 2900 000 001 0 047          |           |                    |                                     |                | High School Powerlifting      |                                       |                 |                 |                       |                       |                       |                |
| 10/28/2020                     | PO        | ACT03565           |                                     |                | T-Shirts for power lifting    |                                       | 0.00            | 0.00            | 0.00                  | 3,000.00              |                       |                |
| 05 704 1047                    |           |                    |                                     |                | High School Powerlifting      | *Previous Balance                     |                 |                 |                       |                       |                       | (2,919.00)     |
|                                |           |                    |                                     |                |                               | *Ending Balance:                      | 0.00            | 81.00           | 0.00                  | 3,000.00              | 0.00                  | 3,932.51       |
| 05 704 1048                    |           |                    |                                     |                | High School Circle of Friends | *Previous Balance                     |                 |                 |                       |                       |                       | 1,571.37       |
| 05 2900 000 001 0 048          |           |                    |                                     |                | High School Circle of Friends |                                       |                 |                 |                       |                       |                       |                |
| 05/19/2021                     | PO        | ACT03708           |                                     |                | pizza                         |                                       | 0.00            | 0.00            | 0.00                  | 80.00                 |                       |                |
| 05 704 1048                    |           |                    |                                     |                | High School Circle of Friends | *Previous Balance                     |                 |                 |                       |                       |                       | (80.00)        |
|                                |           |                    |                                     |                |                               | *Ending Balance:                      | 0.00            | 0.00            | 0.00                  | 80.00                 | 0.00                  | 1,491.37       |
| 05 704 1049                    |           |                    |                                     |                | High School SpEd Activity     | *Previous Balance                     |                 |                 |                       |                       |                       | 3,924.37       |
| 05 704 1049                    |           |                    |                                     |                | High School SpEd Activity     |                                       |                 |                 |                       |                       |                       |                |
| 05 1710 1049                   |           |                    |                                     |                | High School SpEd Activity     |                                       |                 |                 |                       |                       |                       |                |
| 05/28/2021                     | CR        |                    |                                     |                | Life Skills Popcorn           | Lexington Public Schools              | 0.00            | 383.45          | 0.00                  | 0.00                  |                       |                |
| 05 704 1049                    |           |                    |                                     |                | High School SpEd Activity     | *Current Activity                     |                 |                 |                       |                       |                       | 383.45         |
|                                |           |                    |                                     |                |                               | *Ending Balance:                      | 0.00            | 383.45          | 0.00                  | 0.00                  | 0.00                  | 4,307.82       |
| 05 704 1051                    |           |                    |                                     |                | SENIOR TRIBUTE                | *Previous Balance                     |                 |                 |                       |                       |                       | 2,122.26       |
| 05 704 1051                    |           |                    |                                     |                | SENIOR TRIBUTE                |                                       |                 |                 |                       |                       |                       |                |
| 05 1710 1051                   |           |                    |                                     |                | High School Social Committee  |                                       |                 |                 |                       |                       |                       |                |
| 05/11/2021                     | CR        |                    |                                     |                | High School Social Committee  | High School                           | 0.00            | 280.00          | 0.00                  | 0.00                  |                       |                |
| 05 2900 000 001 0 051          |           |                    |                                     |                | High School Social Committee  |                                       |                 |                 |                       |                       |                       |                |
| 05/20/2021                     | CD        | ACT03689 5/17/21   | 5                                   | 12558          | senior tribute food           | LEXINGTON PUBLIC SCHOOLS-GENERAL FUND | 873.34          | 0.00            | 0.00                  | 0.00                  |                       |                |
| 05 704 1051                    |           |                    |                                     |                | SENIOR TRIBUTE                | *Current Activity                     |                 |                 |                       |                       |                       | (593.34)       |

Activity Fund Balance Report - Detail - Include Encumbrances

05/2021 - 05/2021

Regular; Beginning Month 05/2021; Processing Month 05/2021; Accounts to Include Accounts with Activity; Fund Number 05

Fund: 05 ACTIVITY FUND

Chart of Account Number

Chart of Account Description

| Entry Date            | JR | Reference #     | Check Acct | Check # | Description                            | Entity Name                | Expenses | Revenues | Outstanding AP | Outstanding PO | Balance Change | Balance   |
|-----------------------|----|-----------------|------------|---------|----------------------------------------|----------------------------|----------|----------|----------------|----------------|----------------|-----------|
|                       |    |                 |            |         |                                        | <b>*Ending Balance:</b>    | 873.34   | 280.00   | 0.00           | 0.00           | 0.00           | 1,528.92  |
| 05 704 1052           |    |                 |            |         | MISC. MEMORIAL FUNDS                   | <b>*Previous Balance</b>   |          |          |                |                |                | 307.00    |
|                       |    |                 |            |         |                                        | <b>*Ending Balance:</b>    | 0.00     | 0.00     | 0.00           | 0.00           | 0.00           | 307.00    |
| 05 704 1053           |    |                 |            |         | SCIENCE MATH CLUB                      | <b>*Previous Balance</b>   |          |          |                |                |                | 35.83     |
|                       |    |                 |            |         |                                        | <b>*Ending Balance:</b>    | 0.00     | 0.00     | 0.00           | 0.00           | 0.00           | 35.83     |
| 05 704 1054           |    |                 |            |         | HS LIBRARY                             | <b>*Previous Balance</b>   |          |          |                |                |                | 3,886.60  |
| 05 704 1054           |    |                 |            |         | HS LIBRARY                             |                            |          |          |                |                |                |           |
| 05 1710 1054          |    |                 |            |         | HS LIBRARY                             |                            |          |          |                |                |                |           |
| 05/07/2021            | CR | 004891          |            |         | Library Activity                       | LEXINGTON ACTIVITY ACCOUNT | 0.00     | 245.00   | 0.00           | 0.00           |                |           |
| 05/26/2021            | CR | 004915          |            |         | LHS Library Activity                   | LEXINGTON ACTIVITY ACCOUNT | 0.00     | 245.00   | 0.00           | 0.00           |                |           |
| 05 704 1054           |    |                 |            |         | HS LIBRARY                             | <b>*Current Activity</b>   |          |          |                |                |                | 490.00    |
|                       |    |                 |            |         |                                        | <b>*Ending Balance:</b>    | 0.00     | 490.00   | 0.00           | 0.00           | 0.00           | 4,376.60  |
| 05 704 1055           |    |                 |            |         | OCTAGON CLUB                           | <b>*Previous Balance</b>   |          |          |                |                |                | 676.41    |
|                       |    |                 |            |         |                                        | <b>*Ending Balance:</b>    | 0.00     | 0.00     | 0.00           | 0.00           | 0.00           | 676.41    |
| 05 704 1056           |    |                 |            |         | AROUND THE MUNDO                       | <b>*Previous Balance</b>   |          |          |                |                |                | 149.48    |
|                       |    |                 |            |         |                                        | <b>*Ending Balance:</b>    | 0.00     | 0.00     | 0.00           | 0.00           | 0.00           | 149.48    |
| 05 704 1057           |    |                 |            |         | DON BADER SCHOLARSHIPS                 | <b>*Previous Balance</b>   |          |          |                |                |                | 49.50     |
|                       |    |                 |            |         |                                        | <b>*Ending Balance:</b>    | 0.00     | 0.00     | 0.00           | 0.00           | 0.00           | 49.50     |
| 05 704 1058           |    |                 |            |         | HS PEP CLUB                            | <b>*Previous Balance</b>   |          |          |                |                |                | 2,353.50  |
|                       |    |                 |            |         |                                        | <b>*Ending Balance:</b>    | 0.00     | 0.00     | 0.00           | 0.00           | 0.00           | 2,353.50  |
| 05 704 1060           |    |                 |            |         | High School Speech Fundraising         | <b>*Previous Balance</b>   |          |          |                |                |                | 252.06    |
|                       |    |                 |            |         |                                        | <b>*Ending Balance:</b>    | 0.00     | 0.00     | 0.00           | 0.00           | 0.00           | 252.06    |
| 05 704 1061           |    |                 |            |         | GIRLS SOCCER FUNDRAISING               | <b>*Previous Balance</b>   |          |          |                |                |                | 2,404.38  |
|                       |    |                 |            |         |                                        | <b>*Ending Balance:</b>    | 0.00     | 0.00     | 0.00           | 0.00           | 0.00           | 2,404.38  |
| 05 704 1062           |    |                 |            |         | GIRLS BASKETBALL FUNDRAISING           | <b>*Previous Balance</b>   |          |          |                |                |                | 1,063.10  |
|                       |    |                 |            |         |                                        | <b>*Ending Balance:</b>    | 0.00     | 0.00     | 0.00           | 0.00           | 0.00           | 1,063.10  |
| 05 704 1063           |    |                 |            |         | High School Orange & Black Fundraising | <b>*Previous Balance</b>   |          |          |                |                |                | 18,521.75 |
| 05 704 1063           |    |                 |            |         | High School Orange & Black Fundraising |                            |          |          |                |                |                |           |
| 05 1710 1063          |    |                 |            |         | High School Orange & Black Fundraising |                            |          |          |                |                |                |           |
| 05/06/2021            | CR | 004887          |            |         | Orange & Black                         | LEXINGTON ACTIVITY ACCOUNT | 0.00     | 310.00   | 0.00           | 0.00           |                |           |
| 05/20/2021            | CR | 004905          |            |         | Orange & Black                         | LEXINGTON ACTIVITY ACCOUNT | 0.00     | 520.00   | 0.00           | 0.00           |                |           |
| 05/26/2021            | CR | 004914          |            |         | Orange & Black                         | LEXINGTON ACTIVITY ACCOUNT | 0.00     | 610.00   | 0.00           | 0.00           |                |           |
| 05 2900 000 001 0 063 |    |                 |            |         | High School Orange & Black Fundraising |                            |          |          |                |                |                |           |
| 04/27/2021            | PO | ACT03686        |            |         | Pickles, Rice Krispy bars , brownies   |                            | 0.00     | 0.00     | 0.00           | 320.00         |                |           |
| 05/11/2021            | CD | ACT03637 707186 | 5          | 12530   | Prized for Orange and Black golf meet  | DUANE SVEC ADVERTISING     | 312.09   | 0.00     | 0.00           | 0.00           |                |           |

Activity Fund Balance Report - Detail - Include Encumbrances

05/2021 - 05/2021

Regular; Beginning Month 05/2021; Processing Month 05/2021; Accounts to Include Accounts with Activity; Fund Number 05

Fund: 05 ACTIVITY FUND

| Chart of Account Number |    | Chart of Account Description |            |         |                                       |                                        |                   |          |                |                |                |         |             |
|-------------------------|----|------------------------------|------------|---------|---------------------------------------|----------------------------------------|-------------------|----------|----------------|----------------|----------------|---------|-------------|
| Entry Date              | JR | Reference #                  | Check Acct | Check # | Description                           | Entity Name                            | Expenses          | Revenues | Outstanding AP | Outstanding PO | Balance Change | Balance |             |
| 05/11/2021              | CD | ACT03692 8774                | 5          | 12540   | T-shirts for Orange and Black Golf    | MOONLIGHT EMBROIDERY                   | 1,079.00          | 0.00     | 0.00           | 0.00           |                |         |             |
| 05/20/2021              | CD | 20210519                     | 5          | 12564   | Orange & Black prizes                 | Shirley, Allan                         | 2,280.00          | 0.00     | 0.00           | 0.00           |                |         |             |
| 05/24/2021              | PO | ACT03710                     |            |         | orange & black meat                   |                                        | 0.00              | 0.00     | 0.00           | 700.00         |                |         |             |
| 05 704 1063             |    |                              |            |         |                                       | High School Orange & Black Fundraising | *Previous Balance |          |                |                |                |         | (3,251.09)  |
|                         |    |                              |            |         |                                       |                                        | *Ending Balance:  | 3,671.09 | 1,440.00       | 0.00           | 1,020.00       | 0.00    | 15,270.66   |
| 05 704 1064             |    |                              |            |         |                                       | High School Softball Fundraising       | *Previous Balance |          |                |                |                |         | 240.00      |
|                         |    |                              |            |         |                                       |                                        | *Ending Balance:  | 0.00     | 0.00           | 0.00           | 0.00           | 0.00    | 240.00      |
| 05 704 1065             |    |                              |            |         |                                       | High School Cheerleading Fundraising   | *Previous Balance |          |                |                |                |         | 5,475.80    |
| 05 704 1065             |    |                              |            |         |                                       | High School Cheerleading Fundraising   |                   |          |                |                |                |         |             |
| 05 1710 1065            |    |                              |            |         |                                       | High School Cheerleading Fundraising   |                   |          |                |                |                |         |             |
| 05/04/2021              | CR | 004882                       |            |         | Cheer Fundraising                     | LEXINGTON ACTIVITY ACCOUNT             | 0.00              | 2,053.50 | 0.00           | 0.00           |                |         |             |
| 05/06/2021              | CR | 004886                       |            |         | Cheer Fundraising                     | LEXINGTON ACTIVITY ACCOUNT             | 0.00              | 113.00   | 0.00           | 0.00           |                |         |             |
| 05/24/2021              | CR | 004908                       |            |         | Cheer Fundraising                     | LEXINGTON ACTIVITY ACCOUNT             | 0.00              | 30.00    | 0.00           | 0.00           |                |         |             |
| 05 2900 000 001 0 065   |    |                              |            |         |                                       | High School Cheerleading Fundraising   |                   |          |                |                |                |         |             |
| 04/28/2021              | PO | ACT03687                     |            |         | cheerleading items for the 21-22 year |                                        | 0.00              | 0.00     | 0.00           | 11,000.00      |                |         |             |
| 04/29/2021              | PO | ACT03690                     |            |         | hair bows & bags                      |                                        | 0.00              | 0.00     | 0.00           | 690.28         |                |         |             |
| 05/11/2021              | CD | 121050029 R3                 | 5          | 12546   | Butter Braid Fundraiser               | Wyhe's Choice Fundraising              | 317.00            | 0.00     | 0.00           | 0.00           |                |         |             |
| 05/24/2021              | PO | ACT03709                     |            |         | cheer camp dues                       |                                        | 0.00              | 0.00     | 0.00           | 8,646.96       |                |         |             |
| 05 704 1065             |    |                              |            |         |                                       | High School Cheerleading Fundraising   | *Previous Balance |          |                |                |                |         | (18,457.74) |
|                         |    |                              |            |         |                                       |                                        | *Ending Balance:  | 317.00   | 2,196.50       | 0.00           | 20,337.24      | 0.00    | (12,981.94) |
| 05 704 1066             |    |                              |            |         |                                       | FOOTBALL FUNDRAISING                   | *Previous Balance |          |                |                |                |         | 12,600.56   |
| 05 704 1066             |    |                              |            |         |                                       | FOOTBALL FUNDRAISING                   |                   |          |                |                |                |         |             |
| 05 1710 1066            |    |                              |            |         |                                       | FOOTBALL FUNDRAISING                   |                   |          |                |                |                |         |             |
| 05/06/2021              | CR | 004890                       |            |         | Football Fundraising                  | LEXINGTON ACTIVITY ACCOUNT             | 0.00              | 660.00   | 0.00           | 0.00           |                |         |             |
| 05/17/2021              | CR | 004899                       |            |         | FB Fundraising                        | LEXINGTON ACTIVITY ACCOUNT             | 0.00              | 480.00   | 0.00           | 0.00           |                |         |             |
| 05/19/2021              | CR | 004900                       |            |         | FB Fundraising                        | LEXINGTON ACTIVITY ACCOUNT             | 0.00              | 2,160.00 | 0.00           | 0.00           |                |         |             |
| 05/25/2021              | CR | 004913                       |            |         | FB Fundraising                        | LEXINGTON ACTIVITY ACCOUNT             | 0.00              | 180.00   | 0.00           | 0.00           |                |         |             |
| 05 704 1066             |    |                              |            |         |                                       | FOOTBALL FUNDRAISING                   | *Current Activity |          |                |                |                |         | 3,480.00    |
|                         |    |                              |            |         |                                       |                                        | *Ending Balance:  | 0.00     | 3,480.00       | 0.00           | 0.00           | 0.00    | 16,080.56   |
| 05 704 1067             |    |                              |            |         |                                       | VOLLEYBALL FUNDRAISING                 | *Previous Balance |          |                |                |                |         | 3,484.05    |
|                         |    |                              |            |         |                                       |                                        | *Ending Balance:  | 0.00     | 0.00           | 0.00           | 0.00           | 0.00    | 3,484.05    |
| 05 704 1068             |    |                              |            |         |                                       | Boys Basketball Fundraising            | *Previous Balance |          |                |                |                |         | 1,932.37    |
| 05 704 1068             |    |                              |            |         |                                       | Boys Basketball Fundraising            |                   |          |                |                |                |         |             |
| 05 2900 000 001 0 068   |    |                              |            |         |                                       | Boys Basketball Fundraising            |                   |          |                |                |                |         |             |
| 05/11/2021              | CD | 20210511                     | 5          | 12537   | summer basketball league              | Martinez, Tino                         | 300.00            | 0.00     | 0.00           | 0.00           |                |         |             |
| 05/11/2021              | CD | 20210511                     | 5          | 12529   | summer basketball camp                | CONCORDIA UNIVERSITY                   | 250.00            | 0.00     | 0.00           | 0.00           |                |         |             |
| 05/11/2021              | CD | 20210511                     | 5          | 12535   | summer basketball camp                | KEARNEY CATHOLIC HIGH SCHOOL           | 150.00            | 0.00     | 0.00           | 0.00           |                |         |             |
| 05 704 1068             |    |                              |            |         |                                       | Boys Basketball Fundraising            | *Current Activity |          |                |                |                |         | (700.00)    |
|                         |    |                              |            |         |                                       |                                        | *Ending Balance:  | 700.00   | 0.00           | 0.00           | 0.00           | 0.00    | 1,232.37    |



Activity Fund Balance Report - Detail - Include Encumbrances

05/2021 - 05/2021

Regular; Beginning Month 05/2021; Processing Month 05/2021; Accounts to Include Accounts with Activity; Fund Number 05

Fund: 05 ACTIVITY FUND

| <u>Chart of Account Number</u> |           |                    | <u>Chart of Account Description</u> |                |                                       | <u>Entity Name</u>                     | <u>Expenses</u> | <u>Revenues</u> | <u>Outstanding AP</u> | <u>Outstanding PO</u> | <u>Balance Change</u> | <u>Balance</u> |
|--------------------------------|-----------|--------------------|-------------------------------------|----------------|---------------------------------------|----------------------------------------|-----------------|-----------------|-----------------------|-----------------------|-----------------------|----------------|
| <u>Entry Date</u>              | <u>JR</u> | <u>Reference #</u> | <u>Check Acct</u>                   | <u>Check #</u> | <u>Description</u>                    |                                        |                 |                 |                       |                       |                       |                |
| 05 704 1069                    |           |                    |                                     |                | HS Boys Soccer Fundraising            | *Previous Balance                      |                 |                 |                       |                       |                       | 3,823.37       |
| 05 704 1069                    |           |                    |                                     |                | HS Boys Soccer Fundraising            |                                        |                 |                 |                       |                       |                       |                |
| 05 2900 000 001 0 069          |           |                    |                                     |                | HS Boys Soccer Fundraising            |                                        |                 |                 |                       |                       |                       |                |
| 03/04/2021                     | PO        | ACT03631           |                                     |                | water bottles                         |                                        | 0.00            | 0.00            | 0.00                  | 150.00                |                       |                |
| 05/20/2021                     | CD        | 20210520           | 5                                   | 12550          | HS Boys Soccer Fundraising            | Capital One                            | 320.47          | 0.00            | 0.00                  | 0.00                  |                       |                |
| 05/20/2021                     | CD        | 20210520           | 5                                   | 12550          | HS Boys Soccer Fundraising            | Capital One                            | 74.74           | 0.00            | 0.00                  | 0.00                  |                       |                |
| 05/20/2021                     | CD        | 20210520           | 5                                   | 12550          | HS Boys Soccer Fundraising            | Capital One                            | 216.10          | 0.00            | 0.00                  | 0.00                  |                       |                |
| 05/20/2021                     | CD        | 20210520           | 5                                   | 12550          | HS Boys Soccer Fundraising            | Capital One                            | 115.87          | 0.00            | 0.00                  | 0.00                  |                       |                |
| 05 704 1069                    |           |                    |                                     |                | HS Boys Soccer Fundraising            | *Current Activity                      |                 |                 |                       |                       |                       | (877.18)       |
|                                |           |                    |                                     |                |                                       | *Ending Balance:                       | 727.18          | 0.00            | 0.00                  | 150.00                | 0.00                  | 2,946.19       |
| 05 704 1070                    |           |                    |                                     |                | High School Cross Country Fundraising | *Previous Balance                      |                 |                 |                       |                       |                       | 1,658.13       |
|                                |           |                    |                                     |                |                                       | *Ending Balance:                       | 0.00            | 0.00            | 0.00                  | 0.00                  | 0.00                  | 1,658.13       |
| 05 704 1071                    |           |                    |                                     |                | High School Track Fundraising         | *Previous Balance                      |                 |                 |                       |                       |                       | 859.05         |
|                                |           |                    |                                     |                |                                       | *Ending Balance:                       | 0.00            | 0.00            | 0.00                  | 0.00                  | 0.00                  | 859.05         |
| 05 704 1072                    |           |                    |                                     |                | High School Drill Team Fundraising    | *Previous Balance                      |                 |                 |                       |                       |                       | 7,911.67       |
| 05 704 1072                    |           |                    |                                     |                | High School Drill Team Fundraising    |                                        |                 |                 |                       |                       |                       |                |
| 05 1710 1072                   |           |                    |                                     |                | High School Drill Team Fundraising    |                                        |                 |                 |                       |                       |                       |                |
| 05/25/2021                     | CR        | 004912             |                                     |                | Liberty Belles                        | LEXINGTON ACTIVITY ACCOUNT             | 0.00            | 2,110.00        | 0.00                  | 0.00                  |                       |                |
| 05 2900 000 001 0 072          |           |                    |                                     |                | High School Drill Team Fundraising    |                                        |                 |                 |                       |                       |                       |                |
| 04/16/2021                     | PO        | ACT03668           |                                     |                | Drill team gear paid by dancers       |                                        | 0.00            | 0.00            | 0.00                  | 3,800.00              |                       |                |
| 05/20/2021                     | CD        | ACT03678 70001479  | 5                                   | 12565          | Leggings for Drill Team               | Varsity Spirit Fashions                | 637.40          | 0.00            | 0.00                  | 0.00                  |                       |                |
| 05 704 1072                    |           |                    |                                     |                | High School Drill Team Fundraising    | *Current Activity                      |                 |                 |                       |                       |                       | (2,327.40)     |
|                                |           |                    |                                     |                |                                       | *Ending Balance:                       | 637.40          | 2,110.00        | 0.00                  | 3,800.00              | 0.00                  | 5,584.27       |
| 05 704 1076                    |           |                    |                                     |                | High School Girls Tennis Fundraising  | *Previous Balance                      |                 |                 |                       |                       |                       | 60.00          |
|                                |           |                    |                                     |                |                                       | *Ending Balance:                       | 0.00            | 0.00            | 0.00                  | 0.00                  | 0.00                  | 60.00          |
| 05 704 1077                    |           |                    |                                     |                | High School Powerlifting Fundraising  | *Previous Balance                      |                 |                 |                       |                       |                       | 13,623.28      |
|                                |           |                    |                                     |                |                                       | *Ending Balance:                       | 0.00            | 0.00            | 0.00                  | 0.00                  | 0.00                  | 13,623.28      |
| 05 704 1078                    |           |                    |                                     |                | High School Wrestling Fundraising     | *Previous Balance                      |                 |                 |                       |                       |                       | 460.00         |
|                                |           |                    |                                     |                |                                       | *Ending Balance:                       | 0.00            | 0.00            | 0.00                  | 0.00                  | 0.00                  | 460.00         |
| 05 704 1080                    |           |                    |                                     |                | High School Yearbook Fundraising      | *Previous Balance                      |                 |                 |                       |                       |                       | 3,184.35       |
| 05 704 1080                    |           |                    |                                     |                | High School Yearbook Fundraising      |                                        |                 |                 |                       |                       |                       |                |
| 05 2900 000 001 0 080          |           |                    |                                     |                | High School Yearbook Fundraising      |                                        |                 |                 |                       |                       |                       |                |
| 05/20/2021                     | CD        | 20210520           | 5                                   | 12561          | yearbook judging                      | Nebraska High School Press Association | 100.00          | 0.00            | 0.00                  | 0.00                  |                       |                |
| 05 704 1080                    |           |                    |                                     |                | High School Yearbook Fundraising      | *Current Activity                      |                 |                 |                       |                       |                       | (100.00)       |
|                                |           |                    |                                     |                |                                       | *Ending Balance:                       | 100.00          | 0.00            | 0.00                  | 0.00                  | 0.00                  | 3,084.35       |
| 05 704 1101                    |           |                    |                                     |                | DRILL TEAM                            | *Previous Balance                      |                 |                 |                       |                       |                       | (707.30)       |
| 05 2900 000 001 0 101          |           |                    |                                     |                | DRILL TEAM                            |                                        |                 |                 |                       |                       |                       |                |

Activity Fund Balance Report - Detail - Include Encumbrances

05/2021 - 05/2021

Regular; Beginning Month 05/2021; Processing Month 05/2021; Accounts to Include Accounts with Activity; Fund Number 05

Fund: 05 ACTIVITY FUND

| Chart of Account Number |    |             | Chart of Account Description |         |                           | Entity Name                | Expenses | Revenues | Outstanding AP | Outstanding PO | Balance Change | Balance    |
|-------------------------|----|-------------|------------------------------|---------|---------------------------|----------------------------|----------|----------|----------------|----------------|----------------|------------|
| Entry Date              | JR | Reference # | Check Acct                   | Check # | Description               |                            |          |          |                |                |                |            |
| 09/10/2020              | PO | ACT03548    |                              |         | competition music         |                            | 0.00     | 0.00     | 0.00           | 137.00         |                |            |
| 05 704 1101             |    |             | DRILL TEAM                   |         |                           | *Previous Balance          |          |          |                |                |                | (137.00)   |
|                         |    |             |                              |         |                           | *Ending Balance:           | 0.00     | 0.00     | 0.00           | 137.00         | 0.00           | (844.30)   |
| 05 704 1104             |    |             | Mock Trial                   |         |                           | *Previous Balance          |          |          |                |                |                | (100.00)   |
|                         |    |             |                              |         |                           | *Ending Balance:           | 0.00     | 0.00     | 0.00           | 0.00           | 0.00           | (100.00)   |
| 05 704 1105             |    |             | SPEECH                       |         |                           | *Previous Balance          |          |          |                |                |                | (1,251.34) |
|                         |    |             |                              |         |                           | *Ending Balance:           | 0.00     | 0.00     | 0.00           | 0.00           | 0.00           | (1,251.34) |
| 05 704 1106             |    |             | HS CHEERLEADERS              |         |                           | *Previous Balance          |          |          |                |                |                | 5,326.89   |
| 05 704 1106             |    |             | HS CHEERLEADERS              |         |                           |                            |          |          |                |                |                |            |
| 05 1710 1106            |    |             | HS CHEERLEADERS              |         |                           |                            |          |          |                |                |                |            |
| 05/05/2021              | CR | 004877      |                              |         | HS CHEERLEADERS           | LEXINGTON ACTIVITY ACCOUNT | 0.00     | 136.71   | 0.00           | 0.00           |                |            |
| 05 2900 000 001 0 106   |    |             | HS CHEERLEADERS              |         |                           |                            |          |          |                |                |                |            |
| 12/07/2020              | PO | ACT03586    |                              |         | Solid Metallic Poms Black |                            | 0.00     | 0.00     | 0.00           | 47.94          |                |            |
| 12/07/2020              | PO | ACT03586    |                              |         | shipping                  |                            | 0.00     | 0.00     | 0.00           | 9.00           |                |            |
| 05 704 1106             |    |             | HS CHEERLEADERS              |         |                           | *Previous Balance          |          |          |                |                |                | 79.77      |
|                         |    |             |                              |         |                           | *Ending Balance:           | 0.00     | 136.71   | 0.00           | 56.94          | 0.00           | 5,406.66   |
| 05 704 1108             |    |             | WEIGHT ROOM                  |         |                           | *Previous Balance          |          |          |                |                |                | 475.05     |
|                         |    |             |                              |         |                           | *Ending Balance:           | 0.00     | 0.00     | 0.00           | 0.00           | 0.00           | 475.05     |
| 05 704 1109             |    |             | TRAINING ROOM                |         |                           | *Previous Balance          |          |          |                |                |                | (714.00)   |
|                         |    |             |                              |         |                           | *Ending Balance:           | 0.00     | 0.00     | 0.00           | 0.00           | 0.00           | (714.00)   |
| 05 704 1110             |    |             | HS BAND                      |         |                           | *Previous Balance          |          |          |                |                |                | (89.22)    |
|                         |    |             |                              |         |                           | *Ending Balance:           | 0.00     | 0.00     | 0.00           | 0.00           | 0.00           | (89.22)    |
| 05 704 1111             |    |             | HS VOCAL                     |         |                           | *Previous Balance          |          |          |                |                |                | (60.00)    |
|                         |    |             |                              |         |                           | *Ending Balance:           | 0.00     | 0.00     | 0.00           | 0.00           | 0.00           | (60.00)    |
| 05 704 1112             |    |             | HS ONE ACT PLAY              |         |                           | *Previous Balance          |          |          |                |                |                | (996.13)   |
|                         |    |             |                              |         |                           | *Ending Balance:           | 0.00     | 0.00     | 0.00           | 0.00           | 0.00           | (996.13)   |
| 05 704 1113             |    |             | ANNUAL                       |         |                           | *Previous Balance          |          |          |                |                |                | (5,439.44) |
| 05 704 1113             |    |             | ANNUAL                       |         |                           |                            |          |          |                |                |                |            |
| 05 1710 1113            |    |             | ANNUAL                       |         |                           |                            |          |          |                |                |                |            |
| 05/04/2021              | CR | 004880      |                              |         | Yearbook                  | LEXINGTON ACTIVITY ACCOUNT | 0.00     | 50.00    | 0.00           | 0.00           |                |            |
| 05/06/2021              | CR | 004888      |                              |         | Yearbook                  | LEXINGTON ACTIVITY ACCOUNT | 0.00     | 50.00    | 0.00           | 0.00           |                |            |
| 05/07/2021              | CR | 004892      |                              |         | Yearbook                  | LEXINGTON ACTIVITY ACCOUNT | 0.00     | 1,240.00 | 0.00           | 0.00           |                |            |
| 05/10/2021              | CR | 004895      |                              |         | Yearbook                  | LEXINGTON ACTIVITY ACCOUNT | 0.00     | 50.00    | 0.00           | 0.00           |                |            |
| 05/14/2021              | CR | 004898      |                              |         | ANNUAL                    | LEXINGTON ACTIVITY ACCOUNT | 0.00     | 175.00   | 0.00           | 0.00           |                |            |
| 05/19/2021              | CR | 004901      |                              |         | Yearbook                  | LEXINGTON ACTIVITY ACCOUNT | 0.00     | 50.00    | 0.00           | 0.00           |                |            |
| 05/25/2021              | CR | 004911      |                              |         | Yearbook                  | LEXINGTON ACTIVITY ACCOUNT | 0.00     | 560.00   | 0.00           | 0.00           |                |            |
| 05 704 1113             |    |             | ANNUAL                       |         |                           | *Current Activity          |          |          |                |                |                | 2,175.00   |
|                         |    |             |                              |         |                           | *Ending Balance:           | 0.00     | 2,175.00 | 0.00           | 0.00           | 0.00           | (3,264.44) |

Activity Fund Balance Report - Detail - Include Encumbrances

05/2021 - 05/2021

Regular; Beginning Month 05/2021; Processing Month 05/2021; Accounts to Include Accounts with Activity; Fund Number 05

Fund: 05 ACTIVITY FUND

| <u>Chart of Account Number</u> |           | <u>Chart of Account Description</u> |                    |                |                                                                                               | <u>Entity Name</u>            | <u>Expenses</u> | <u>Revenues</u> | <u>Outstanding AP</u> | <u>Outstanding PO</u> | <u>Balance Change</u> | <u>Balance</u> |
|--------------------------------|-----------|-------------------------------------|--------------------|----------------|-----------------------------------------------------------------------------------------------|-------------------------------|-----------------|-----------------|-----------------------|-----------------------|-----------------------|----------------|
| <u>Entry Date</u>              | <u>JR</u> | <u>Reference #</u>                  | <u>Check Acct</u>  | <u>Check #</u> | <u>Description</u>                                                                            |                               |                 |                 |                       |                       |                       |                |
| 05 704 1114                    |           |                                     | HS FOOTBALL        |                |                                                                                               | *Previous Balance             |                 |                 |                       |                       |                       | (387.32)       |
| 05 704 1114                    |           |                                     | HS FOOTBALL        |                |                                                                                               |                               |                 |                 |                       |                       |                       |                |
| 05 1710 1114                   |           |                                     | HS FOOTBALL        |                |                                                                                               |                               |                 |                 |                       |                       |                       |                |
| 05/10/2021                     | CR        | 004894                              |                    |                | HS FOOTBALL                                                                                   | LEXINGTON ACTIVITY ACCOUNT    | 0.00            | 231.60          | 0.00                  | 0.00                  |                       |                |
| 05 2900 000 001 0 114          |           |                                     | HS FOOTBALL        |                |                                                                                               |                               |                 |                 |                       |                       |                       |                |
| 01/28/2021                     | PO        | ACT03609                            |                    |                | Mouthpieces, footballs, pants, girdles, knee pads, practice jerseys, tees, PAT pads, helmets, |                               | 0.00            | 0.00            | 0.00                  | 5,782.99              |                       |                |
| 05/20/2021                     | CD        | ACT03570 26078                      | 5                  | 12555          | Reconditioning of Helmets, and repainting                                                     | Harco Athletic Reconditioning | 4,918.00        | 0.00            | 0.00                  | 0.00                  |                       |                |
| 05 704 1114                    |           |                                     | HS FOOTBALL        |                |                                                                                               | *Current Activity             |                 |                 |                       |                       |                       | (10,469.39)    |
|                                |           |                                     |                    |                |                                                                                               | *Ending Balance:              | 4,918.00        | 231.60          | 0.00                  | 5,782.99              | 0.00                  | (10,856.71)    |
| 05 704 1115                    |           |                                     | CROSS COUNTRY      |                |                                                                                               | *Previous Balance             |                 |                 |                       |                       |                       | (851.42)       |
| 05 704 1115                    |           |                                     | CROSS COUNTRY      |                |                                                                                               |                               |                 |                 |                       |                       |                       |                |
| 05 2900 000 001 0 115          |           |                                     | CROSS COUNTRY      |                |                                                                                               |                               |                 |                 |                       |                       |                       |                |
| 05/20/2021                     | CD        | ACT03699 INV170147                  | 5                  | 12560          | Bib Numbers for XC Meets                                                                      | M-F ATHLETIC COMPANY, INC.    | 23.00           | 0.00            | 0.00                  | 0.00                  |                       |                |
| 05 704 1115                    |           |                                     | CROSS COUNTRY      |                |                                                                                               | *Current Activity             |                 |                 |                       |                       |                       | (23.00)        |
|                                |           |                                     |                    |                |                                                                                               | *Ending Balance:              | 23.00           | 0.00            | 0.00                  | 0.00                  | 0.00                  | (874.42)       |
| 05 704 1116                    |           |                                     | HS VOLLEYBALL      |                |                                                                                               | *Previous Balance             |                 |                 |                       |                       |                       | 11,016.93      |
| 05 704 1116                    |           |                                     | HS VOLLEYBALL      |                |                                                                                               |                               |                 |                 |                       |                       |                       |                |
| 05 2900 000 001 0 116          |           |                                     | HS VOLLEYBALL      |                |                                                                                               |                               |                 |                 |                       |                       |                       |                |
| 01/28/2021                     | PO        | ACT03608                            |                    |                | Volleyball Game balls Spectrum VB precision Trainer                                           |                               | 0.00            | 0.00            | 0.00                  | 810.00                |                       |                |
| 05/20/2021                     | CD        | ACT03695 688396647978               | 5                  | 12548          | Volleyball Coaches Planner                                                                    | AMAZON/GE MONEY BANK          | 29.99           | 0.00            | 0.00                  | 0.00                  |                       |                |
| 05 704 1116                    |           |                                     | HS VOLLEYBALL      |                |                                                                                               | *Current Activity             |                 |                 |                       |                       |                       | (839.99)       |
|                                |           |                                     |                    |                |                                                                                               | *Ending Balance:              | 29.99           | 0.00            | 0.00                  | 810.00                | 0.00                  | 10,176.94      |
| 05 704 1117                    |           |                                     | HS BOWLING         |                |                                                                                               | *Previous Balance             |                 |                 |                       |                       |                       | (2,040.27)     |
|                                |           |                                     |                    |                |                                                                                               | *Ending Balance:              | 0.00            | 0.00            | 0.00                  | 0.00                  | 0.00                  | (2,040.27)     |
| 05 704 1118                    |           |                                     | GIRLS GOLF         |                |                                                                                               | *Previous Balance             |                 |                 |                       |                       |                       | (1,069.00)     |
| 05 2900 000 001 0 118          |           |                                     | GIRLS GOLF         |                |                                                                                               |                               |                 |                 |                       |                       |                       |                |
| 05/12/2021                     | PO        | ACT03696                            |                    |                | Golf Balls for Girls Season                                                                   |                               | 0.00            | 0.00            | 0.00                  | 336.00                |                       |                |
| 05 704 1118                    |           |                                     | GIRLS GOLF         |                |                                                                                               | *Previous Balance             |                 |                 |                       |                       |                       | (336.00)       |
|                                |           |                                     |                    |                |                                                                                               | *Ending Balance:              | 0.00            | 0.00            | 0.00                  | 336.00                | 0.00                  | (1,405.00)     |
| 05 704 1119                    |           |                                     | BOYS TENNIS        |                |                                                                                               | *Previous Balance             |                 |                 |                       |                       |                       | 74.72          |
| 05 2900 000 001 0 119          |           |                                     | BOYS TENNIS        |                |                                                                                               |                               |                 |                 |                       |                       |                       |                |
| 09/01/2020                     | PO        | ACT03542                            |                    |                | sack lunches for Tennis                                                                       |                               | 0.00            | 0.00            | 0.00                  | 112.00                |                       |                |
| 05 704 1119                    |           |                                     | BOYS TENNIS        |                |                                                                                               | *Previous Balance             |                 |                 |                       |                       |                       | (112.00)       |
|                                |           |                                     |                    |                |                                                                                               | *Ending Balance:              | 0.00            | 0.00            | 0.00                  | 112.00                | 0.00                  | (37.28)        |
| 05 704 1120                    |           |                                     | HS BOYS BASKETBALL |                |                                                                                               | *Previous Balance             |                 |                 |                       |                       |                       | 14,383.99      |

Activity Fund Balance Report - Detail - Include Encumbrances

05/2021 - 05/2021

Regular; Beginning Month 05/2021; Processing Month 05/2021; Accounts to Include Accounts with Activity; Fund Number 05

Fund: 05 ACTIVITY FUND

| Chart of Account Number |    |                 | Chart of Account Description |         |                                                                                                  | Entity Name                | Expenses | Revenues | Outstanding AP | Outstanding PO | Balance Change | Balance    |
|-------------------------|----|-----------------|------------------------------|---------|--------------------------------------------------------------------------------------------------|----------------------------|----------|----------|----------------|----------------|----------------|------------|
| Entry Date              | JR | Reference #     | Check Acct                   | Check # | Description                                                                                      |                            |          |          |                |                |                |            |
| 05 2900 000 001 0 120   |    |                 |                              |         | HS BOYS BASKETBALL                                                                               |                            |          |          |                |                |                |            |
| 05/12/2021              | PO | ACT03697        |                              |         | Basketball scorebooks, basketballs, slip not replacement sheets, basketball clipboards           |                            | 0.00     | 0.00     | 0.00           | 764.00         |                |            |
| 05 704 1120             |    |                 |                              |         | HS BOYS BASKETBALL                                                                               | *Previous Balance          |          |          |                |                |                | (764.00)   |
|                         |    |                 |                              |         |                                                                                                  | *Ending Balance:           | 0.00     | 0.00     | 0.00           | 764.00         | 0.00           | 13,619.99  |
| 05 704 1121             |    |                 |                              |         | HS WRESTLING                                                                                     | *Previous Balance          |          |          |                |                |                | (3,189.37) |
| 05 704 1121             |    |                 |                              |         | HS WRESTLING                                                                                     |                            |          |          |                |                |                |            |
| 05 1710 1121            |    |                 |                              |         | HS WRESTLING                                                                                     |                            |          |          |                |                |                |            |
| 05/06/2021              | CR | 004889          |                              |         | Wrestling Fine                                                                                   | LEXINGTON ACTIVITY ACCOUNT | 0.00     | 20.00    | 0.00           | 0.00           |                |            |
| 05/11/2021              | CR |                 |                              |         | Wrestling Laundry Bag                                                                            | High School                | 0.00     | 15.00    | 0.00           | 0.00           |                |            |
| 05 2900 000 001 0 121   |    |                 |                              |         | HS WRESTLING                                                                                     |                            |          |          |                |                |                |            |
| 05/12/2021              | PO | ACT03697        |                              |         | Mat Tape, Headgear, Mat Kleen, Mesh Bags w/ Zipper                                               |                            | 0.00     | 0.00     | 0.00           | 1,125.00       |                |            |
| 05 704 1121             |    |                 |                              |         | HS WRESTLING                                                                                     | *Previous Balance          |          |          |                |                |                | (1,090.00) |
|                         |    |                 |                              |         |                                                                                                  | *Ending Balance:           | 0.00     | 35.00    | 0.00           | 1,125.00       | 0.00           | (4,279.37) |
| 05 704 1122             |    |                 |                              |         | HS GIRLS BASKETBALL                                                                              | *Previous Balance          |          |          |                |                |                | 15,697.39  |
| 05 2900 000 001 0 122   |    |                 |                              |         | HS GIRLS BASKETBALL                                                                              |                            |          |          |                |                |                |            |
| 05/12/2021              | PO | ACT03697        |                              |         | Basketball Scorebooks, basketballs, Slip Not Replacement sheets, Basketball Clipboards, Whistles |                            | 0.00     | 0.00     | 0.00           | 788.00         |                |            |
| 05 704 1122             |    |                 |                              |         | HS GIRLS BASKETBALL                                                                              | *Previous Balance          |          |          |                |                |                | (788.00)   |
|                         |    |                 |                              |         |                                                                                                  | *Ending Balance:           | 0.00     | 0.00     | 0.00           | 788.00         | 0.00           | 14,909.39  |
| 05 704 1123             |    |                 |                              |         | High School Track                                                                                | *Previous Balance          |          |          |                |                |                | (851.62)   |
| 05 704 1123             |    |                 |                              |         | High School Track                                                                                |                            |          |          |                |                |                |            |
| 05 1710 1123            |    |                 |                              |         | High School Track                                                                                |                            |          |          |                |                |                |            |
| 05/05/2021              | CR | 004885          |                              |         | entry fee Track Mullen, Ogall, Bertrand                                                          | LEXINGTON ACTIVITY ACCOUNT | 0.00     | 390.00   | 0.00           | 0.00           |                |            |
| 05/14/2021              | CR | 004898          |                              |         | High School Track                                                                                | LEXINGTON ACTIVITY ACCOUNT | 0.00     | 100.00   | 0.00           | 0.00           |                |            |
| 05 2900 000 001 0 123   |    |                 |                              |         | High School Track                                                                                |                            |          |          |                |                |                |            |
| 04/21/2021              | PO | ACT03681        |                              |         | Donuts for Coaches Meeting (Bader)                                                               |                            | 0.00     | 0.00     | 0.00           | 149.99         |                |            |
| 04/26/2021              | PO | ACT03685        |                              |         | MEDALS FOR Bader                                                                                 |                            | 0.00     | 0.00     | 0.00           | 75.00          |                |            |
| 05/11/2021              | CD | 5/13/21         | 5                            | 12525   | High School Track                                                                                | AURORA HIGH SCHOOL         | 100.00   | 0.00     | 0.00           | 0.00           |                |            |
| 05/20/2021              | CD | 20210520        | 5                            | 12550   | High School Track                                                                                | Capital One                | 180.30   | 0.00     | 0.00           | 0.00           |                |            |
| 05/20/2021              | CD | ACT03667 5/4027 | 5                            | 12556   | Porta potty for Discus area at Bader mee                                                         | JOHNNY ON THE SPOT         | 70.00    | 0.00     | 0.00           | 0.00           |                |            |
| 05/20/2021              | CD | 20210520        | 5                            | 71827   | High School Track                                                                                | VISA                       | 489.30   | 0.00     | 0.00           | 0.00           |                |            |
| 05 704 1123             |    |                 |                              |         | High School Track                                                                                | *Current Activity          |          |          |                |                |                | (574.59)   |
|                         |    |                 |                              |         |                                                                                                  | *Ending Balance:           | 839.60   | 490.00   | 0.00           | 224.99         | 0.00           | (1,426.21) |
| 05 704 1124             |    |                 |                              |         | High School Unified Bowling                                                                      | *Previous Balance          |          |          |                |                |                | (687.84)   |
|                         |    |                 |                              |         |                                                                                                  | *Ending Balance:           | 0.00     | 0.00     | 0.00           | 0.00           | 0.00           | (687.84)   |

Activity Fund Balance Report - Detail - Include Encumbrances

05/2021 - 05/2021

Regular; Beginning Month 05/2021; Processing Month 05/2021; Accounts to Include Accounts with Activity; Fund Number 05

Fund: 05 ACTIVITY FUND

| Chart of Account Number |    |                    | Chart of Account Description |         |                                      | Entity Name                  | Expenses | Revenues | Outstanding AP | Outstanding PO | Balance Change | Balance    |
|-------------------------|----|--------------------|------------------------------|---------|--------------------------------------|------------------------------|----------|----------|----------------|----------------|----------------|------------|
| Entry Date              | JR | Reference #        | Check Acct                   | Check # | Description                          |                              |          |          |                |                |                |            |
| 05 704 1125             |    |                    | BOYS GOLF                    |         |                                      | *Previous Balance            |          |          |                |                |                | (2,198.20) |
| 05 704 1125             |    |                    | BOYS GOLF                    |         |                                      |                              |          |          |                |                |                |            |
| 05 1710 1125            |    |                    | BOYS GOLF                    |         |                                      |                              |          |          |                |                |                |            |
| 05/04/2021              | CR | 004879             |                              |         | entry fee Boys Golf McCook           | LEXINGTON ACTIVITY ACCOUNT   | 0.00     | 85.00    | 0.00           | 0.00           |                |            |
| 05 2900 000 001 0 125   |    |                    | BOYS GOLF                    |         |                                      |                              |          |          |                |                |                |            |
| 05/11/2021              | CD | 5/13/21            | 5                            | 12539   | BOYS GOLF                            | MINDEN HIGH SCHOOLS          | 125.00   | 0.00     | 0.00           | 0.00           |                |            |
| 05/20/2021              | CD | 20210520           | 5                            | 71825   | BOYS GOLF                            | Visa                         | 25.66    | 0.00     | 0.00           | 0.00           |                |            |
| 05 704 1125             |    |                    | BOYS GOLF                    |         |                                      | *Current Activity            |          |          |                |                |                | (65.66)    |
|                         |    |                    |                              |         |                                      | *Ending Balance:             | 150.66   | 85.00    | 0.00           | 0.00           | 0.00           | (2,263.86) |
| 05 704 1126             |    |                    | GIRLS TENNIS                 |         |                                      | *Previous Balance            |          |          |                |                |                | 89.42      |
| 05 704 1126             |    |                    | GIRLS TENNIS                 |         |                                      |                              |          |          |                |                |                |            |
| 05 2900 000 001 0 126   |    |                    | GIRLS TENNIS                 |         |                                      |                              |          |          |                |                |                |            |
| 01/30/2021              | PO | ACT03614           |                              |         | Tennis Balls for Girls season        |                              | 0.00     | 0.00     | 0.00           | 720.00         |                |            |
| 05/06/2021              | CD | 4/17/21 Void Check | 5                            | 12451   | tennis invite                        | NORTH PLATTE HIGH SCHOOL     | (65.00)  | 0.00     | 0.00           | 0.00           |                |            |
| 05/11/2021              | CD | 5/6/21             | 5                            | 12535   | tennis invite                        | KEARNEY CATHOLIC HIGH SCHOOL | 85.00    | 0.00     | 0.00           | 0.00           |                |            |
| 05/20/2021              | CD | 20210520           | 5                            | 71825   | GIRLS TENNIS                         | Visa                         | 25.66    | 0.00     | 0.00           | 0.00           |                |            |
| 05/20/2021              | CD | 20210520           | 5                            | 12550   | GIRLS TENNIS                         | Capital One                  | 29.72    | 0.00     | 0.00           | 0.00           |                |            |
| 05 704 1126             |    |                    | GIRLS TENNIS                 |         |                                      | *Current Activity            |          |          |                |                |                | (795.38)   |
|                         |    |                    |                              |         |                                      | *Ending Balance:             | 75.38    | 0.00     | 0.00           | 720.00         | 0.00           | (705.96)   |
| 05 704 1127             |    |                    | HS ATHLETICS/RESALE          |         |                                      | *Previous Balance            |          |          |                |                |                | 949.29     |
|                         |    |                    |                              |         |                                      | *Ending Balance:             | 0.00     | 0.00     | 0.00           | 0.00           | 0.00           | 949.29     |
| 05 704 1128             |    |                    | BOYS SOCCER                  |         |                                      | *Previous Balance            |          |          |                |                |                | 1,867.89   |
| 05 704 1128             |    |                    | BOYS SOCCER                  |         |                                      |                              |          |          |                |                |                |            |
| 05 1710 1128            |    |                    | BOYS SOCCER                  |         |                                      |                              |          |          |                |                |                |            |
| 05/10/2021              | CR | 004897             |                              |         | Boys Soccer Socks                    | LEXINGTON ACTIVITY ACCOUNT   | 0.00     | 853.10   | 0.00           | 0.00           |                |            |
| 05 704 1128             |    |                    | BOYS SOCCER                  |         |                                      | *Current Activity            |          |          |                |                |                | 853.10     |
|                         |    |                    |                              |         |                                      | *Ending Balance:             | 0.00     | 853.10   | 0.00           | 0.00           | 0.00           | 2,720.99   |
| 05 704 1129             |    |                    | HS ATHLETIC PHYSICALS        |         |                                      | *Previous Balance            |          |          |                |                |                | 830.71     |
|                         |    |                    |                              |         |                                      | *Ending Balance:             | 0.00     | 0.00     | 0.00           | 0.00           | 0.00           | 830.71     |
| 05 704 1130             |    |                    | HS GENERAL ACTIVITIES        |         |                                      | *Previous Balance            |          |          |                |                |                | 6,891.75   |
| 05 704 1130             |    |                    | HS GENERAL ACTIVITIES        |         |                                      |                              |          |          |                |                |                |            |
| 05 1710 1130            |    |                    | HS GENERAL ACTIVITIES        |         |                                      |                              |          |          |                |                |                |            |
| 05/04/2021              | CR | 004878             |                              |         | Sub-District Soccer                  | LEXINGTON ACTIVITY ACCOUNT   | 0.00     | 791.00   | 0.00           | 0.00           |                |            |
| 05/04/2021              | CR | 004880             |                              |         | General Athletics                    | LEXINGTON ACTIVITY ACCOUNT   | 0.00     | 50.00    | 0.00           | 0.00           |                |            |
| 05/14/2021              | CR | 004898             |                              |         | HS GENERAL ACTIVITIES                | LEXINGTON ACTIVITY ACCOUNT   | 0.00     | 175.00   | 0.00           | 0.00           |                |            |
| 05/20/2021              | CR | 004906             |                              |         | Gen. Athletics                       | LEXINGTON ACTIVITY ACCOUNT   | 0.00     | 180.00   | 0.00           | 0.00           |                |            |
| 05/24/2021              | CR | 004909             |                              |         | General Ath.                         | LEXINGTON ACTIVITY ACCOUNT   | 0.00     | 50.00    | 0.00           | 0.00           |                |            |
| 05 2900 000 001 0 130   |    |                    | HS GENERAL ACTIVITIES        |         |                                      |                              |          |          |                |                |                |            |
| 04/19/2021              | PO | ACT03669           |                              |         | Extra Conference Championship Medals |                              | 0.00     | 0.00     | 0.00           | 50.00          |                |            |

Activity Fund Balance Report - Detail - Include Encumbrances

05/2021 - 05/2021

Regular; Beginning Month 05/2021; Processing Month 05/2021; Accounts to Include Accounts with Activity; Fund Number 05

Fund: 05 ACTIVITY FUND

| Chart of Account Number |    |                   | Chart of Account Description |         |                                                                          | Entity Name                  | Expenses | Revenues | Outstanding<br>AP | Outstanding<br>PO | Balance<br>Change | Balance     |
|-------------------------|----|-------------------|------------------------------|---------|--------------------------------------------------------------------------|------------------------------|----------|----------|-------------------|-------------------|-------------------|-------------|
| Entry Date              | JR | Reference #       | Check Acct                   | Check # | Description                                                              |                              |          |          |                   |                   |                   |             |
| 05/11/2021              | CD | 33846             | 5                            | 12534   | service                                                                  | JH Stuckey Distributing, Inc | 139.89   | 0.00     | 0.00              | 0.00              |                   |             |
| 05/19/2021              | PO | ACT03707          |                              |         | CAKE For Coaches Meeting                                                 |                              | 0.00     | 0.00     | 0.00              | 50.00             |                   |             |
| 05/20/2021              | CD | 20210519          | 5                            | 12553   | pictures                                                                 | Crossfire Photography        | 50.00    | 0.00     | 0.00              | 0.00              |                   |             |
| 05/20/2021              | CD | 46093             | 5                            | 12549   | Athletic awards                                                          | AWARDS UNLIMITED, INC.       | 97.00    | 0.00     | 0.00              | 0.00              |                   |             |
| 05/20/2021              | CD | 20210520          | 5                            | 12550   | HS GENERAL ACTIVITIES                                                    | Capital One                  | 23.52    | 0.00     | 0.00              | 0.00              |                   |             |
| 05/20/2021              | CD | ACT03682 1018     | 5                            | 12563   | Plaques for 12 sport, Booster, Ramsey,Mi                                 | Quadern                      | 64.00    | 0.00     | 0.00              | 0.00              |                   |             |
| 05/20/2021              | CD | 20210520          | 5                            | 12550   | HS GENERAL ACTIVITIES                                                    | Capital One                  | 45.04    | 0.00     | 0.00              | 0.00              |                   |             |
| <b>05 704 1130</b>      |    |                   |                              |         | <b>HS GENERAL ACTIVITIES</b>                                             | <b>*Current Activity</b>     |          |          |                   |                   |                   | 726.55      |
|                         |    |                   |                              |         |                                                                          | <b>*Ending Balance:</b>      | 419.45   | 1,246.00 | 0.00              | 100.00            | 0.00              | 7,618.30    |
| <b>05 704 1131</b>      |    |                   |                              |         | <b>HS PRINTING/ADVERTISING</b>                                           | <b>*Previous Balance</b>     |          |          |                   |                   |                   | 424.75      |
|                         |    |                   |                              |         |                                                                          | <b>*Ending Balance:</b>      | 0.00     | 0.00     | 0.00              | 0.00              | 0.00              | 424.75      |
| <b>05 704 1132</b>      |    |                   |                              |         | <b>HS GIRLS SOFTBALL</b>                                                 | <b>*Previous Balance</b>     |          |          |                   |                   |                   | 11,622.17   |
| 05 2900 000 001 0 132   |    |                   |                              |         | HS GIRLS SOFTBALL                                                        |                              |          |          |                   |                   |                   |             |
| 05/12/2021              | PO | ACT03697          |                              |         | Softballs, Lineup Cards, SB Scorebook, Ghost Bat, Xeno Bat, Bag, Helmets |                              | 0.00     | 0.00     | 0.00              | 1,129.00          |                   |             |
| <b>05 704 1132</b>      |    |                   |                              |         | <b>HS GIRLS SOFTBALL</b>                                                 | <b>*Previous Balance</b>     |          |          |                   |                   |                   | (1,129.00)  |
|                         |    |                   |                              |         |                                                                          | <b>*Ending Balance:</b>      | 0.00     | 0.00     | 0.00              | 1,129.00          | 0.00              | 10,493.17   |
| <b>05 704 1133</b>      |    |                   |                              |         | <b>GIRLS SOCCER</b>                                                      | <b>*Previous Balance</b>     |          |          |                   |                   |                   | 11,655.90   |
|                         |    |                   |                              |         |                                                                          | <b>*Ending Balance:</b>      | 0.00     | 0.00     | 0.00              | 0.00              | 0.00              | 11,655.90   |
| <b>05 704 1135</b>      |    |                   |                              |         | <b>High School Officials</b>                                             | <b>*Previous Balance</b>     |          |          |                   |                   |                   | (26,919.00) |
| 05 704 1135             |    |                   |                              |         | High School Officials                                                    |                              |          |          |                   |                   |                   |             |
| 05 2900 000 001 0 135   |    |                   |                              |         | High School Officials                                                    |                              |          |          |                   |                   |                   |             |
| 05/03/2021              | CD | 5/4/21            | 5                            | 12513   | HS soccer official                                                       | Perez, Santiago              | 80.00    | 0.00     | 0.00              | 0.00              |                   |             |
| 05/03/2021              | CD | 5/4/21            | 5                            | 12514   | HS soccer official                                                       | Ramirez, Edgar               | 75.00    | 0.00     | 0.00              | 0.00              |                   |             |
| 05/03/2021              | CD | 5/3/21            | 5                            | 12508   | HS soccer official                                                       | Ramirez, Edgar               | 80.00    | 0.00     | 0.00              | 0.00              |                   |             |
| 05/03/2021              | CD | 5/3/21            | 5                            | 12509   | HS soccer official                                                       | Schulz, Lane                 | 115.00   | 0.00     | 0.00              | 0.00              |                   |             |
| 05/03/2021              | CD | 5/3/21            | 5                            | 12510   | HS soccer official                                                       | Tovar, Ivan                  | 80.00    | 0.00     | 0.00              | 0.00              |                   |             |
| 05/03/2021              | CD | 5/3/21            | 5                            | 12511   | HS soccer official                                                       | Sanchez-Contreras, Fernando  | 75.00    | 0.00     | 0.00              | 0.00              |                   |             |
| 05/06/2021              | CD | 5/8/21            | 5                            | 12517   | soccer official                                                          | Tovar, Ivan                  | 80.00    | 0.00     | 0.00              | 0.00              |                   |             |
| 05/06/2021              | CD | 5/8/21            | 5                            | 12518   | High School Officials                                                    | Ramirez, Edgar               | 80.00    | 0.00     | 0.00              | 0.00              |                   |             |
| 05/06/2021              | CD | 5/8/21            | 5                            | 12519   | soccer official                                                          | Jeffrey, Schike              | 225.00   | 0.00     | 0.00              | 0.00              |                   |             |
| 05/06/2021              | CD | 5/8/21            | 5                            | 12520   | soccer official                                                          | Simetich, Bobby              | 225.00   | 0.00     | 0.00              | 0.00              |                   |             |
| 05/06/2021              | CD | 5/8/21            | 5                            | 12521   | soccer official                                                          | Alavi, Shervan               | 90.00    | 0.00     | 0.00              | 0.00              |                   |             |
| 05/07/2021              | CD | 5/8/21            | 5                            | 12522   | soccer official                                                          | Sanchez-Contreras, Fernando  | 80.00    | 0.00     | 0.00              | 0.00              |                   |             |
| 05/11/2021              | CD | 5/8/21            | 5                            | 12532   | soccer official                                                          | Goff, Robert                 | 95.00    | 0.00     | 0.00              | 0.00              |                   |             |
| 05/20/2021              | CD | 5/8/21 Void Check | 5                            | 12519   | soccer official                                                          | Jeffrey, Schike              | (225.00) | 0.00     | 0.00              | 0.00              |                   |             |
| 05/20/2021              | CD | 5/8/21 Void Check | 5                            | 12518   | High School Officials                                                    | Ramirez, Edgar               | (80.00)  | 0.00     | 0.00              | 0.00              |                   |             |
| <b>05 704 1135</b>      |    |                   |                              |         | <b>High School Officials</b>                                             | <b>*Current Activity</b>     |          |          |                   |                   |                   | (1,075.00)  |
|                         |    |                   |                              |         |                                                                          | <b>*Ending Balance:</b>      | 1,075.00 | 0.00     | 0.00              | 0.00              | 0.00              | (27,994.00) |
| <b>05 704 1136</b>      |    |                   |                              |         | <b>High School Team Travel</b>                                           | <b>*Previous Balance</b>     |          |          |                   |                   |                   | (25,989.76) |

Activity Fund Balance Report - Detail - Include Encumbrances

05/2021 - 05/2021

Regular; Beginning Month 05/2021; Processing Month 05/2021; Accounts to Include Accounts with Activity; Fund Number 05

Fund: 05 ACTIVITY FUND

| Chart of Account Number |    | Chart of Account Description |            |         |                           | Entity Name                            | Expenses | Revenues | Outstanding AP | Outstanding PO | Balance Change | Balance     |
|-------------------------|----|------------------------------|------------|---------|---------------------------|----------------------------------------|----------|----------|----------------|----------------|----------------|-------------|
| Entry Date              | JR | Reference #                  | Check Acct | Check # | Description               |                                        |          |          |                |                |                |             |
| 05 704 1136             |    |                              |            |         | High School Team Travel   |                                        |          |          |                |                |                |             |
| 05 1710 1136            |    |                              |            |         | High School Team Travel   |                                        |          |          |                |                |                |             |
| 05/27/2021              | CR |                              |            |         | Team Travel               | Lexington Public Schools               | 0.00     | 87.00    | 0.00           | 0.00           |                |             |
| 05 2900 000 001 0 136   |    |                              |            |         | High School Team Travel   |                                        |          |          |                |                |                |             |
| 05/11/2021              | CD | 20210511                     | 5          | 12543   | state journalism rooms    | New Victorian Inn & Suites, Norfolk    | 129.98   | 0.00     | 0.00           | 0.00           |                |             |
| 05/11/2021              | CD | 20210511                     | 5          | 12528   | wrestling rooms           | Cobblestone Inn & Suites Schuyler      | 838.89   | 0.00     | 0.00           | 0.00           |                |             |
| 05/20/2021              | CD | 20210520                     | 5          | 71828   | High School Team Travel   | VISA                                   | 99.00    | 0.00     | 0.00           | 0.00           |                |             |
| 05/20/2021              | CD | 20210520                     | 5          | 71828   | High School Team Travel   | VISA                                   | 274.16   | 0.00     | 0.00           | 0.00           |                |             |
| 05/20/2021              | CD | 20210520                     | 5          | 71828   | High School Team Travel   | VISA                                   | 232.00   | 0.00     | 0.00           | 0.00           |                |             |
| 05/20/2021              | CD | 20210520                     | 5          | 71827   | High School Team Travel   | VISA                                   | 25.17    | 0.00     | 0.00           | 0.00           |                |             |
| 05/20/2021              | CD | 20210520                     | 5          | 71827   | High School Team Travel   | VISA                                   | 39.02    | 0.00     | 0.00           | 0.00           |                |             |
| 05/20/2021              | CD | 20210520                     | 5          | 71828   | High School Team Travel   | VISA                                   | 402.50   | 0.00     | 0.00           | 0.00           |                |             |
| 05/20/2021              | CD | 20210520                     | 5          | 12550   | High School Team Travel   | Capital One                            | 158.37   | 0.00     | 0.00           | 0.00           |                |             |
| 05/20/2021              | CD | 20210520                     | 5          | 71824   | High School Team Travel   | Visa                                   | 82.97    | 0.00     | 0.00           | 0.00           |                |             |
| 05/20/2021              | CD | 20210520                     | 5          | 71824   | High School Team Travel   | Visa                                   | 55.65    | 0.00     | 0.00           | 0.00           |                |             |
| 05/20/2021              | CD | 20210520                     | 5          | 71824   | High School Team Travel   | Visa                                   | 69.22    | 0.00     | 0.00           | 0.00           |                |             |
| 05/20/2021              | CD | 20210520                     | 5          | 71824   | High School Team Travel   | Visa                                   | 43.24    | 0.00     | 0.00           | 0.00           |                |             |
| 05/20/2021              | CD | 20210520                     | 5          | 71824   | High School Team Travel   | Visa                                   | 37.35    | 0.00     | 0.00           | 0.00           |                |             |
| 05/20/2021              | CD | 20210520                     | 5          | 71824   | High School Team Travel   | Visa                                   | 89.97    | 0.00     | 0.00           | 0.00           |                |             |
| 05/20/2021              | CD | 20210520                     | 5          | 71825   | High School Team Travel   | Visa                                   | 26.92    | 0.00     | 0.00           | 0.00           |                |             |
| 05/20/2021              | CD | 20210520                     | 5          | 71825   | High School Team Travel   | Visa                                   | 512.43   | 0.00     | 0.00           | 0.00           |                |             |
| 05/20/2021              | CD | 20210520                     | 5          | 71825   | High School Team Travel   | Visa                                   | 49.00    | 0.00     | 0.00           | 0.00           |                |             |
| 05/20/2021              | CD | 20210520                     | 5          | 71825   | High School Team Travel   | Visa                                   | 63.44    | 0.00     | 0.00           | 0.00           |                |             |
| 05/20/2021              | CD | 20210520                     | 5          | 71825   | High School Team Travel   | Visa                                   | 75.28    | 0.00     | 0.00           | 0.00           |                |             |
| 05/20/2021              | CD | 20210520                     | 5          | 71826   | High School Team Travel   | Visa                                   | 46.70    | 0.00     | 0.00           | 0.00           |                |             |
| 05/20/2021              | CD | 20210520                     | 5          | 71826   | High School Team Travel   | Visa                                   | 132.46   | 0.00     | 0.00           | 0.00           |                |             |
| 05/20/2021              | CD | 20210520                     | 5          | 71826   | High School Team Travel   | Visa                                   | 25.63    | 0.00     | 0.00           | 0.00           |                |             |
| 05/20/2021              | CD | 20210520                     | 5          | 71826   | High School Team Travel   | Visa                                   | 135.04   | 0.00     | 0.00           | 0.00           |                |             |
| 05/20/2021              | CD | 20210520                     | 5          | 71826   | High School Team Travel   | Visa                                   | 157.16   | 0.00     | 0.00           | 0.00           |                |             |
| 05/20/2021              | CD | 20210520                     | 5          | 71827   | High School Team Travel   | VISA                                   | 199.00   | 0.00     | 0.00           | 0.00           |                |             |
| 05/20/2021              | CD | 20210520                     | 5          | 71827   | High School Team Travel   | VISA                                   | 7.36     | 0.00     | 0.00           | 0.00           |                |             |
| 05 704 1136             |    |                              |            |         | High School Team Travel   | *Current Activity                      |          |          |                |                |                | (3,920.91)  |
|                         |    |                              |            |         |                           | *Ending Balance:                       | 4,007.91 | 87.00    | 0.00           | 0.00           | 0.00           | (29,910.67) |
| 05 704 1137             |    |                              |            |         | High School Gate Receipts | *Previous Balance                      |          |          |                |                |                | 99,199.32   |
| 05 704 1137             |    |                              |            |         | High School Gate Receipts |                                        |          |          |                |                |                |             |
| 05 1710 1137            |    |                              |            |         | High School Gate Receipts |                                        |          |          |                |                |                |             |
| 05/05/2021              | CR | 004883                       |            |         | Soccer                    | LEXINGTON ACTIVITY ACCOUNT             | 0.00     | 913.25   | 0.00           | 0.00           |                |             |
| 05/10/2021              | CR | 004893                       |            |         | District Soccer           | LEXINGTON ACTIVITY ACCOUNT             | 0.00     | 2,560.00 | 0.00           | 0.00           |                |             |
| 05 2900 000 001 0 137   |    |                              |            |         | High School Gate Receipts |                                        |          |          |                |                |                |             |
| 05/11/2021              | CD | 5/5/21                       | 5          | 12542   | district soccer           | NEBRASKA SCHOOL ACTIVITIES ASSOCIATION | 430.05   | 0.00     | 0.00           | 0.00           |                |             |
| 05/11/2021              | CD | 5/8/21 Boys                  | 5          | 12542   | district soccer           | NEBRASKA SCHOOL ACTIVITIES ASSOCIATION | 312.25   | 0.00     | 0.00           | 0.00           |                |             |
| 05/11/2021              | CD | 5/8/21 Girls                 | 5          | 12542   | district soccer           | NEBRASKA SCHOOL ACTIVITIES ASSOCIATION | 374.75   | 0.00     | 0.00           | 0.00           |                |             |
| 05 704 1137             |    |                              |            |         | High School Gate Receipts | *Current Activity                      |          |          |                |                |                | 2,356.20    |
|                         |    |                              |            |         |                           | *Ending Balance:                       | 1,117.05 | 3,473.25 | 0.00           | 0.00           | 0.00           | 101,555.52  |

Activity Fund Balance Report - Detail - Include Encumbrances

05/2021 - 05/2021

Regular; Beginning Month 05/2021; Processing Month 05/2021; Accounts to Include Accounts with Activity; Fund Number 05

Fund: 05 ACTIVITY FUND

| Chart of Account Number |    |                             | Chart of Account Description |         |                            | Entity Name                  | Expenses | Revenues | Outstanding AP | Outstanding PO | Balance Change | Balance    |
|-------------------------|----|-----------------------------|------------------------------|---------|----------------------------|------------------------------|----------|----------|----------------|----------------|----------------|------------|
| Entry Date              | JR | Reference #                 | Check Acct                   | Check # | Description                |                              |          |          |                |                |                |            |
| 05 704 2200             |    |                             | MS FINES                     |         |                            | *Previous Balance            |          |          |                |                |                | 3,722.73   |
| 05 704 2200             |    |                             | MS FINES                     |         |                            |                              |          |          |                |                |                |            |
| 05 1710 2200            |    |                             | MS FINES                     |         |                            |                              |          |          |                |                |                |            |
| 05/25/2021              | CR | 0009261                     |                              |         | Book Fines                 | Middle School                | 0.00     | 99.00    | 0.00           | 0.00           |                |            |
| 05 704 2200             |    |                             | MS FINES                     |         |                            | *Current Activity            |          |          |                |                |                | 99.00      |
|                         |    |                             |                              |         |                            | *Ending Balance:             | 0.00     | 99.00    | 0.00           | 0.00           | 0.00           | 3,821.73   |
| 05 704 2201             |    |                             | MS MISCELLANEOUS             |         |                            | *Previous Balance            |          |          |                |                |                | 1,137.63   |
| 05 704 2201             |    |                             | MS MISCELLANEOUS             |         |                            |                              |          |          |                |                |                |            |
| 05 1710 2201            |    |                             | MS MISCELLANEOUS             |         |                            |                              |          |          |                |                |                |            |
| 05/05/2021              | CR | 0009255                     |                              |         | April 2021 BoxTops         | Middle School                | 0.00     | 0.80     | 0.00           | 0.00           |                |            |
| 05 704 2201             |    |                             | MS MISCELLANEOUS             |         |                            | *Current Activity            |          |          |                |                |                | 0.80       |
|                         |    |                             |                              |         |                            | *Ending Balance:             | 0.00     | 0.80     | 0.00           | 0.00           | 0.00           | 1,138.43   |
| 05 704 2202             |    |                             | MS ANNUAL                    |         |                            | *Previous Balance            |          |          |                |                |                | 8,857.24   |
| 05 704 2202             |    |                             | MS ANNUAL                    |         |                            |                              |          |          |                |                |                |            |
| 05 1710 2202            |    |                             | MS ANNUAL                    |         |                            |                              |          |          |                |                |                |            |
| 05/05/2021              | CR | 0009253                     |                              |         | Purchased an Annual        | Middle School                | 0.00     | 25.00    | 0.00           | 0.00           |                |            |
| 05/05/2021              | CR | 0009254                     |                              |         | Concessions 7/8 Track Meet | Middle School                | 0.00     | 521.75   | 0.00           | 0.00           |                |            |
| 05/25/2021              | CR | 0009262                     |                              |         | Sale of Yearbooks          | Middle School                | 0.00     | 40.00    | 0.00           | 0.00           |                |            |
| 05 2900 000 002 0 202   |    |                             | MS ANNUAL                    |         |                            |                              |          |          |                |                |                |            |
| 04/29/2021              | PO | ACT03691                    |                              |         | concession candy           |                              | 0.00     | 0.00     | 0.00           | 81.00          |                |            |
| 05/20/2021              | CD | 20210519                    | 5                            | 12566   | Middle School Annual       | WALSWORTH PUBLISHING COMPANY | 2,209.77 | 0.00     | 0.00           | 0.00           |                |            |
| 05/20/2021              | CD | ACT03659 0040159914010 0162 | 5                            | 12562   | concessions                | PLUM CREEK MARKET PLACE      | 126.44   | 0.00     | 0.00           | 0.00           |                |            |
| 05/20/2021              | CD | ACT03683 0020286217450 1176 | 5                            | 12562   | concessions                | PLUM CREEK MARKET PLACE      | 257.66   | 0.00     | 0.00           | 0.00           |                |            |
| 05 704 2202             |    |                             | MS ANNUAL                    |         |                            | *Current Activity            |          |          |                |                |                | (2,088.12) |
|                         |    |                             |                              |         |                            | *Ending Balance:             | 2,593.87 | 586.75   | 0.00           | 81.00          | 0.00           | 6,769.12   |
| 05 704 2203             |    |                             | MS POP CONCESSIONS           |         |                            | *Previous Balance            |          |          |                |                |                | (474.60)   |
|                         |    |                             |                              |         |                            | *Ending Balance:             | 0.00     | 0.00     | 0.00           | 0.00           | 0.00           | (474.60)   |
| 05 704 2204             |    |                             | MS STUDENT COUNCIL           |         |                            | *Previous Balance            |          |          |                |                |                | 3,405.19   |
|                         |    |                             |                              |         |                            | *Ending Balance:             | 0.00     | 0.00     | 0.00           | 0.00           | 0.00           | 3,405.19   |
| 05 704 2206             |    |                             | Multiple Choices             |         |                            | *Previous Balance            |          |          |                |                |                | 2,716.22   |
|                         |    |                             |                              |         |                            | *Ending Balance:             | 0.00     | 0.00     | 0.00           | 0.00           | 0.00           | 2,716.22   |
| 05 704 2208             |    |                             | MS Circle of Friends         |         |                            | *Previous Balance            |          |          |                |                |                | 778.10     |
| 05 2900 000 002 0 208   |    |                             | MS Circle of Friends         |         |                            |                              |          |          |                |                |                |            |
| 04/20/2021              | PO | ACT03671                    |                              |         | donuts                     |                              | 0.00     | 0.00     | 0.00           | 65.00          |                |            |
| 05 704 2208             |    |                             | MS Circle of Friends         |         |                            | *Previous Balance            |          |          |                |                |                | (65.00)    |
|                         |    |                             |                              |         |                            | *Ending Balance:             | 0.00     | 0.00     | 0.00           | 65.00          | 0.00           | 713.10     |



Activity Fund Balance Report - Detail - Include Encumbrances

05/2021 - 05/2021

Regular; Beginning Month 05/2021; Processing Month 05/2021; Accounts to Include Accounts with Activity; Fund Number 05

Fund: 05 ACTIVITY FUND

| <u>Chart of Account Number</u> |           | <u>Chart of Account Description</u> |                   |                |                                   | <u>Entity Name</u> | <u>Expenses</u> | <u>Revenues</u> | <u>Outstanding AP</u> | <u>Outstanding PO</u> | <u>Balance Change</u> | <u>Balance</u> |
|--------------------------------|-----------|-------------------------------------|-------------------|----------------|-----------------------------------|--------------------|-----------------|-----------------|-----------------------|-----------------------|-----------------------|----------------|
| <u>Entry Date</u>              | <u>JR</u> | <u>Reference #</u>                  | <u>Check Acct</u> | <u>Check #</u> | <u>Description</u>                |                    |                 |                 |                       |                       |                       |                |
| 05 704 2209                    |           |                                     |                   |                | SCIENCE FAIR                      | *Previous Balance  |                 |                 |                       |                       |                       | 2,284.11       |
|                                |           |                                     |                   |                |                                   | *Ending Balance:   | 0.00            | 0.00            | 0.00                  | 0.00                  | 0.00                  | 2,284.11       |
| 05 704 2210                    |           |                                     |                   |                | MS LIBRARY FEES/FINES             | *Previous Balance  |                 |                 |                       |                       |                       | 3,049.27       |
|                                |           |                                     |                   |                |                                   | *Ending Balance:   | 0.00            | 0.00            | 0.00                  | 0.00                  | 0.00                  | 3,049.27       |
| 05 704 2211                    |           |                                     |                   |                | MS MUSIC RESALE                   | *Previous Balance  |                 |                 |                       |                       |                       | 10,314.72      |
| 05 704 2211                    |           |                                     |                   |                | MS MUSIC RESALE                   |                    |                 |                 |                       |                       |                       |                |
| 05 2900 000 002 0 211          |           |                                     |                   |                | MS MUSIC RESALE                   |                    |                 |                 |                       |                       |                       |                |
| 05/11/2021                     | CD        | ACT03670 211-12549                  | 5                 | 12531          | Nut for plumeholder band uniforms | Fruhauf            | 45.60           | 0.00            | 0.00                  | 0.00                  |                       |                |
| 05/17/2021                     | PO        | ACT03706                            |                   |                | band supplies                     |                    | 0.00            | 0.00            | 0.00                  | 1,752.00              |                       |                |
| 05/20/2021                     | CD        | 20210520                            | 5                 | 12550          | MS MUSIC RESALE                   | Capital One        | 99.20           | 0.00            | 0.00                  | 0.00                  |                       |                |
| 05 704 2211                    |           |                                     |                   |                | MS MUSIC RESALE                   | *Current Activity  |                 |                 |                       |                       |                       | (1,896.80)     |
|                                |           |                                     |                   |                |                                   | *Ending Balance:   | 144.80          | 0.00            | 0.00                  | 1,752.00              | 0.00                  | 8,417.92       |
| 05 704 2213                    |           |                                     |                   |                | MINUTEMAN MUSIC FESTIVAL          | *Previous Balance  |                 |                 |                       |                       |                       | 67.08          |
|                                |           |                                     |                   |                |                                   | *Ending Balance:   | 0.00            | 0.00            | 0.00                  | 0.00                  | 0.00                  | 67.08          |
| 05 704 2215                    |           |                                     |                   |                | MS BAND LAB FEES                  | *Previous Balance  |                 |                 |                       |                       |                       | 1,360.93       |
|                                |           |                                     |                   |                |                                   | *Ending Balance:   | 0.00            | 0.00            | 0.00                  | 0.00                  | 0.00                  | 1,360.93       |
| 05 704 2216                    |           |                                     |                   |                | MS AGENDA FUND                    | *Previous Balance  |                 |                 |                       |                       |                       | 1,966.50       |
|                                |           |                                     |                   |                |                                   | *Ending Balance:   | 0.00            | 0.00            | 0.00                  | 0.00                  | 0.00                  | 1,966.50       |
| 05 704 2219                    |           |                                     |                   |                | PE SHIRTS                         | *Previous Balance  |                 |                 |                       |                       |                       | 1,501.00       |
| 05 704 2219                    |           |                                     |                   |                | PE SHIRTS                         |                    |                 |                 |                       |                       |                       |                |
| 05 1710 2219                   |           |                                     |                   |                | PE SHIRTS                         |                    |                 |                 |                       |                       |                       |                |
| 05/11/2021                     | CR        | 0009257                             |                   |                | Sale of PE Shirts                 | Middle School      | 0.00            | 98.00           | 0.00                  | 0.00                  |                       |                |
| 05/25/2021                     | CR        | 0009265                             |                   |                | PE Shirt                          | Middle School      | 0.00            | 7.00            | 0.00                  | 0.00                  |                       |                |
| 05 704 2219                    |           |                                     |                   |                | PE SHIRTS                         | *Current Activity  |                 |                 |                       |                       |                       | 105.00         |
|                                |           |                                     |                   |                |                                   | *Ending Balance:   | 0.00            | 105.00          | 0.00                  | 0.00                  | 0.00                  | 1,606.00       |
| 05 704 2220                    |           |                                     |                   |                | P.E. Shorts                       | *Previous Balance  |                 |                 |                       |                       |                       | 976.80         |
|                                |           |                                     |                   |                |                                   | *Ending Balance:   | 0.00            | 0.00            | 0.00                  | 0.00                  | 0.00                  | 976.80         |
| 05 704 2221                    |           |                                     |                   |                | LMS Tech                          | *Previous Balance  |                 |                 |                       |                       |                       | 4,612.05       |
|                                |           |                                     |                   |                |                                   | *Ending Balance:   | 0.00            | 0.00            | 0.00                  | 0.00                  | 0.00                  | 4,612.05       |
| 05 704 2222                    |           |                                     |                   |                | MS PADLOCK FEES                   | *Previous Balance  |                 |                 |                       |                       |                       | 330.00         |
| 05 704 2222                    |           |                                     |                   |                | MS PADLOCK FEES                   |                    |                 |                 |                       |                       |                       |                |
| 05 1710 2222                   |           |                                     |                   |                | MS PADLOCK FEES                   |                    |                 |                 |                       |                       |                       |                |
| 05/25/2021                     | CR        | 0009264                             |                   |                | Lost PE Locks                     | Middle School      | 0.00            | 25.00           | 0.00                  | 0.00                  |                       |                |
| 05 704 2222                    |           |                                     |                   |                | MS PADLOCK FEES                   | *Current Activity  |                 |                 |                       |                       |                       | 25.00          |
|                                |           |                                     |                   |                |                                   | *Ending Balance:   | 0.00            | 25.00           | 0.00                  | 0.00                  | 0.00                  | 355.00         |

Activity Fund Balance Report - Detail - Include Encumbrances

05/2021 - 05/2021

Regular; Beginning Month 05/2021; Processing Month 05/2021; Accounts to Include Accounts with Activity; Fund Number 05

Fund: 05 ACTIVITY FUND

| Chart of Account Number |    |                         | Chart of Account Description |         |                                       | Entity Name             | Expenses | Revenues | Outstanding AP | Outstanding PO | Balance Change | Balance    |
|-------------------------|----|-------------------------|------------------------------|---------|---------------------------------------|-------------------------|----------|----------|----------------|----------------|----------------|------------|
| Entry Date              | JR | Reference #             | Check Acct                   | Check # | Description                           |                         |          |          |                |                |                |            |
| 05 704 2223             |    |                         | MS Patriots                  |         |                                       | *Previous Balance       |          |          |                |                |                | 227.08     |
|                         |    |                         |                              |         |                                       | *Ending Balance:        | 0.00     | 0.00     | 0.00           | 0.00           | 0.00           | 227.08     |
| 05 704 2249             |    |                         | MS Cross Country             |         |                                       | *Previous Balance       |          |          |                |                |                | (2,439.55) |
| 05 2900 000 002 0 249   |    |                         | MS Cross Country             |         |                                       |                         |          |          |                |                |                |            |
| 05/12/2021              | PO | ACT03697                |                              |         | Safety Pins and Paint Striper         |                         | 0.00     | 0.00     | 0.00           | 245.00         |                |            |
| 05 704 2249             |    |                         | MS Cross Country             |         |                                       | *Previous Balance       |          |          |                |                |                | (245.00)   |
|                         |    |                         |                              |         |                                       | *Ending Balance:        | 0.00     | 0.00     | 0.00           | 245.00         | 0.00           | (2,684.55) |
| 05 704 2250             |    |                         | MS FOOTBALL                  |         |                                       | *Previous Balance       |          |          |                |                |                | (2,330.53) |
| 05 704 2250             |    |                         | MS FOOTBALL                  |         |                                       |                         |          |          |                |                |                |            |
| 05 1710 2250            |    |                         | MS FOOTBALL                  |         |                                       |                         |          |          |                |                |                |            |
| 05/25/2021              | CR | 0009263                 |                              |         | Football Mouthguards                  | Middle School           | 0.00     | 64.00    | 0.00           | 0.00           |                |            |
| 05 2900 000 002 0 250   |    |                         | MS FOOTBALL                  |         |                                       |                         |          |          |                |                |                |            |
| 11/04/2020              | PO | ACT03571                |                              |         | Reconditioning of MS football Helmets |                         | 0.00     | 0.00     | 0.00           | 1,350.00       |                |            |
| 05 704 2250             |    |                         | MS FOOTBALL                  |         |                                       | *Previous Balance       |          |          |                |                |                | (1,286.00) |
|                         |    |                         |                              |         |                                       | *Ending Balance:        | 0.00     | 64.00    | 0.00           | 1,350.00       | 0.00           | (3,616.53) |
| 05 704 2251             |    |                         | MS VOLLEYBALL                |         |                                       | *Previous Balance       |          |          |                |                |                | 30.00      |
| 05 704 2251             |    |                         | MS VOLLEYBALL                |         |                                       |                         |          |          |                |                |                |            |
| 05 1710 2251            |    |                         | MS VOLLEYBALL                |         |                                       |                         |          |          |                |                |                |            |
| 05/25/2021              | CR | 0009266                 |                              |         | Volleyball Shorts Lost                | Middle School           | 0.00     | 30.00    | 0.00           | 0.00           |                |            |
| 05 2900 000 002 0 251   |    |                         | MS VOLLEYBALL                |         |                                       |                         |          |          |                |                |                |            |
| 01/28/2021              | PO | ACT03607                |                              |         | Volleyballs Scorebooks                |                         | 0.00     | 0.00     | 0.00           | 336.00         |                |            |
| 05/20/2021              | CD | ACT03697 AAX783111-AX02 | 5                            | 12559   | knee pads                             | Lou's Sporting Goods    | 221.29   | 0.00     | 0.00           | 0.00           |                |            |
| 05 704 2251             |    |                         | MS VOLLEYBALL                |         |                                       | *Current Activity       |          |          |                |                |                | (527.29)   |
|                         |    |                         |                              |         |                                       | *Ending Balance:        | 221.29   | 30.00    | 0.00           | 336.00         | 0.00           | (497.29)   |
| 05 704 2252             |    |                         | MS BOYS BASKETBALL           |         |                                       | *Previous Balance       |          |          |                |                |                | (148.48)   |
| 05 704 2252             |    |                         | MS BOYS BASKETBALL           |         |                                       |                         |          |          |                |                |                |            |
| 05 1710 2252            |    |                         | MS BOYS BASKETBALL           |         |                                       |                         |          |          |                |                |                |            |
| 05/11/2021              | CR | 0009258                 |                              |         | Lost Basketball Jerseys               | Middle School           | 0.00     | 70.00    | 0.00           | 0.00           |                |            |
| 05 704 2252             |    |                         | MS BOYS BASKETBALL           |         |                                       | *Current Activity       |          |          |                |                |                | 70.00      |
|                         |    |                         |                              |         |                                       | *Ending Balance:        | 0.00     | 70.00    | 0.00           | 0.00           | 0.00           | (78.48)    |
| 05 704 2253             |    |                         | MS WRESTLING                 |         |                                       | *Previous Balance       |          |          |                |                |                | 1,351.33   |
| 05 704 2253             |    |                         | MS WRESTLING                 |         |                                       |                         |          |          |                |                |                |            |
| 05 1710 2253            |    |                         | MS WRESTLING                 |         |                                       |                         |          |          |                |                |                |            |
| 05/25/2021              | CR | 0009267                 |                              |         | Lost Wrestling Gear                   | Middle School           | 0.00     | 100.00   | 0.00           | 0.00           |                |            |
| 05 2900 000 002 0 253   |    |                         | MS WRESTLING                 |         |                                       |                         |          |          |                |                |                |            |
| 05/20/2021              | CD | ACT03698 318542         | 5                            | 12557   | Sprayer with roller to clean mats     | Kennedy Industries, Inc | 212.80   | 0.00     | 0.00           | 0.00           |                |            |

Activity Fund Balance Report - Detail - Include Encumbrances

05/2021 - 05/2021

Regular; Beginning Month 05/2021; Processing Month 05/2021; Accounts to Include Accounts with Activity; Fund Number 05

Fund: 05 ACTIVITY FUND

| Chart of Account Number |    |                                | Chart of Account Description |         |                    | Entity Name          | Expenses | Revenues | Outstanding AP | Outstanding PO | Balance Change | Balance    |
|-------------------------|----|--------------------------------|------------------------------|---------|--------------------|----------------------|----------|----------|----------------|----------------|----------------|------------|
| Entry Date              | JR | Reference #                    | Check Acct                   | Check # | Description        |                      |          |          |                |                |                |            |
| 05 704 2253             |    |                                | MS WRESTLING                 |         |                    | *Current Activity    |          |          |                |                |                | (112.80)   |
|                         |    |                                |                              |         |                    | *Ending Balance:     | 212.80   | 100.00   | 0.00           | 0.00           | 0.00           | 1,238.53   |
| 05 704 2254             |    |                                | MS GIRLS BASKETBALL          |         |                    | *Previous Balance    |          |          |                |                |                | 302.25     |
| 05 704 2254             |    |                                | MS GIRLS BASKETBALL          |         |                    |                      |          |          |                |                |                |            |
| 05 2900 000 002 0 254   |    |                                | MS GIRLS BASKETBALL          |         |                    |                      |          |          |                |                |                |            |
| 05/20/2021              | CD | ACT03697<br>AAX783113-<br>AX03 | 5                            | 12559   | Basketballs        | Lou's Sporting Goods | 104.00   | 0.00     | 0.00           | 0.00           |                |            |
| 05 704 2254             |    |                                | MS GIRLS BASKETBALL          |         |                    | *Current Activity    |          |          |                |                |                | (104.00)   |
|                         |    |                                |                              |         |                    | *Ending Balance:     | 104.00   | 0.00     | 0.00           | 0.00           | 0.00           | 198.25     |
| 05 704 2255             |    |                                | MS BOYS TRACK                |         |                    | *Previous Balance    |          |          |                |                |                | (211.95)   |
| 05 704 2255             |    |                                | MS BOYS TRACK                |         |                    |                      |          |          |                |                |                |            |
| 05 2900 000 002 0 255   |    |                                | MS BOYS TRACK                |         |                    |                      |          |          |                |                |                |            |
| 05/11/2021              | CD | 5/7/21                         | 5                            | 12526   | MS BOYS TRACK      | Barr Middle School   | 40.00    | 0.00     | 0.00           | 0.00           |                |            |
| 05 704 2255             |    |                                | MS BOYS TRACK                |         |                    | *Current Activity    |          |          |                |                |                | (40.00)    |
|                         |    |                                |                              |         |                    | *Ending Balance:     | 40.00    | 0.00     | 0.00           | 0.00           | 0.00           | (251.95)   |
| 05 704 2256             |    |                                | MS GIRLS TRACK               |         |                    | *Previous Balance    |          |          |                |                |                | (215.00)   |
| 05 704 2256             |    |                                | MS GIRLS TRACK               |         |                    |                      |          |          |                |                |                |            |
| 05 2900 000 002 0 256   |    |                                | MS GIRLS TRACK               |         |                    |                      |          |          |                |                |                |            |
| 05/11/2021              | CD | 5/7/21                         | 5                            | 12526   | MS GIRLS TRACK     | Barr Middle School   | 40.00    | 0.00     | 0.00           | 0.00           |                |            |
| 05 704 2256             |    |                                | MS GIRLS TRACK               |         |                    | *Current Activity    |          |          |                |                |                | (40.00)    |
|                         |    |                                |                              |         |                    | *Ending Balance:     | 40.00    | 0.00     | 0.00           | 0.00           | 0.00           | (255.00)   |
| 05 704 2257             |    |                                | MS ATHLETICS/RESALE          |         |                    | *Previous Balance    |          |          |                |                |                | 2,135.56   |
|                         |    |                                |                              |         |                    | *Ending Balance:     | 0.00     | 0.00     | 0.00           | 0.00           | 0.00           | 2,135.56   |
| 05 704 2258             |    |                                | MS BOOSTER DONATION          |         |                    | *Previous Balance    |          |          |                |                |                | 2,365.61   |
|                         |    |                                |                              |         |                    | *Ending Balance:     | 0.00     | 0.00     | 0.00           | 0.00           | 0.00           | 2,365.61   |
| 05 704 2259             |    |                                | MS GENERAL ATHLETICS         |         |                    | *Previous Balance    |          |          |                |                |                | (1,681.24) |
|                         |    |                                |                              |         |                    | *Ending Balance:     | 0.00     | 0.00     | 0.00           | 0.00           | 0.00           | (1,681.24) |
| 05 704 2260             |    |                                | MS Officials                 |         |                    | *Previous Balance    |          |          |                |                |                | (5,365.00) |
| 05 704 2260             |    |                                | MS Officials                 |         |                    |                      |          |          |                |                |                |            |
| 05 2900 000 002 0 260   |    |                                | MS Officials                 |         |                    |                      |          |          |                |                |                |            |
| 05/03/2021              | CD | 5/4/21                         | 5                            | 12512   | MS track official  | Roberts, James D     | 150.00   | 0.00     | 0.00           | 0.00           |                |            |
| 05/03/2021              | CD | 5/6/21                         | 5                            | 12515   | MS soccer official | BERNAL, RAY          | 130.00   | 0.00     | 0.00           | 0.00           |                |            |
| 05/03/2021              | CD | 5/6/21                         | 5                            | 12516   | MS soccer official | Munoz, Artemio       | 65.00    | 0.00     | 0.00           | 0.00           |                |            |
| 05/11/2021              | CD | 5/11/21                        | 5                            | 12523   | MS soccer          | BERNAL, RAY          | 390.00   | 0.00     | 0.00           | 0.00           |                |            |
| 05/11/2021              | CD | 5/11/21                        | 5                            | 12524   | MS soccer          | Munoz, Artemio       | 195.00   | 0.00     | 0.00           | 0.00           |                |            |
| 05 704 2260             |    |                                | MS Officials                 |         |                    | *Current Activity    |          |          |                |                |                | (930.00)   |
|                         |    |                                |                              |         |                    | *Ending Balance:     | 930.00   | 0.00     | 0.00           | 0.00           | 0.00           | (6,295.00) |
| 05 704 3300             |    |                                | BRYAN Bobcat                 |         |                    | *Previous Balance    |          |          |                |                |                | 5,365.89   |

Activity Fund Balance Report - Detail - Include Encumbrances

05/2021 - 05/2021

Regular; Beginning Month 05/2021; Processing Month 05/2021; Accounts to Include Accounts with Activity; Fund Number 05

Fund: 05 ACTIVITY FUND

Chart of Account Number

Chart of Account Description

| Entry Date            | JR | Reference #          | Check Acct | Check # | Description                         | Entity Name              | Expenses | Revenues | Outstanding AP | Outstanding PO | Balance Change | Balance    |
|-----------------------|----|----------------------|------------|---------|-------------------------------------|--------------------------|----------|----------|----------------|----------------|----------------|------------|
| 05 704 3300           |    |                      |            |         | BRYAN Bobcat                        |                          |          |          |                |                |                |            |
| 05 2900 000 003 0 300 |    |                      |            |         | BRYAN BOBCAT                        |                          |          |          |                |                |                |            |
| 04/01/2021            | PO | ACT03438             |            |         | 4th & 5th grade track ribbons       |                          | 0.00     | 0.00     | 0.00           | 67.20          |                |            |
| 04/22/2021            | PO | ACT03684             |            |         | track shirts                        |                          | 0.00     | 0.00     | 0.00           | 496.00         |                |            |
| 05/20/2021            | CD | 20210520             | 5          | 12550   | BRYAN BOBCAT                        | Capital One              | 543.40   | 0.00     | 0.00           | 0.00           |                |            |
| <b>05 704 3300</b>    |    |                      |            |         | <b>BRYAN Bobcat</b>                 | <b>*Current Activity</b> |          |          |                |                |                | (1,106.60) |
|                       |    |                      |            |         |                                     | <b>*Ending Balance:</b>  | 543.40   | 0.00     | 0.00           | 563.20         | 0.00           | 4,259.29   |
| <b>05 704 3301</b>    |    |                      |            |         | <b>S. C. HEALTH PARTNERS</b>        | <b>*Previous Balance</b> |          |          |                |                |                | 339.29     |
|                       |    |                      |            |         |                                     | <b>*Ending Balance:</b>  | 0.00     | 0.00     | 0.00           | 0.00           | 0.00           | 339.29     |
| <b>05 704 3302</b>    |    |                      |            |         | <b>BRYAN LIBRARY</b>                | <b>*Previous Balance</b> |          |          |                |                |                | 221.91     |
|                       |    |                      |            |         |                                     | <b>*Ending Balance:</b>  | 0.00     | 0.00     | 0.00           | 0.00           | 0.00           | 221.91     |
| <b>05 704 3303</b>    |    |                      |            |         | <b>BRYAN POP</b>                    | <b>*Previous Balance</b> |          |          |                |                |                | 727.47     |
|                       |    |                      |            |         |                                     | <b>*Ending Balance:</b>  | 0.00     | 0.00     | 0.00           | 0.00           | 0.00           | 727.47     |
| <b>05 704 3305</b>    |    |                      |            |         | <b>BRYAN PE</b>                     | <b>*Previous Balance</b> |          |          |                |                |                | 175.33     |
|                       |    |                      |            |         |                                     | <b>*Ending Balance:</b>  | 0.00     | 0.00     | 0.00           | 0.00           | 0.00           | 175.33     |
| <b>05 704 3308</b>    |    |                      |            |         | <b>WALK FOR LIFE</b>                | <b>*Previous Balance</b> |          |          |                |                |                | 1,404.90   |
|                       |    |                      |            |         |                                     | <b>*Ending Balance:</b>  | 0.00     | 0.00     | 0.00           | 0.00           | 0.00           | 1,404.90   |
| <b>05 704 3309</b>    |    |                      |            |         | <b>CORPORATE</b>                    | <b>*Previous Balance</b> |          |          |                |                |                | 6,445.59   |
| 05 704 3309           |    |                      |            |         | CORPORATE                           |                          |          |          |                |                |                |            |
| 05 2900 000 003 0 309 |    |                      |            |         | CORPORATE                           |                          |          |          |                |                |                |            |
| 05/20/2021            | CD | ACT03701<br>20210519 | 5          | 12551   | overprint on shirts                 | Change Clothing          | 256.50   | 0.00     | 0.00           | 0.00           |                |            |
| <b>05 704 3309</b>    |    |                      |            |         | <b>CORPORATE</b>                    | <b>*Current Activity</b> |          |          |                |                |                | (256.50)   |
|                       |    |                      |            |         |                                     | <b>*Ending Balance:</b>  | 256.50   | 0.00     | 0.00           | 0.00           | 0.00           | 6,189.09   |
| <b>05 704 4401</b>    |    |                      |            |         | <b>MORTON Memorial (Sue Barnes)</b> | <b>*Previous Balance</b> |          |          |                |                |                | 915.00     |
|                       |    |                      |            |         |                                     | <b>*Ending Balance:</b>  | 0.00     | 0.00     | 0.00           | 0.00           | 0.00           | 915.00     |
| <b>05 704 4402</b>    |    |                      |            |         | <b>MORTON ACTIVITY</b>              | <b>*Previous Balance</b> |          |          |                |                |                | 2,447.61   |
| 05 704 4402           |    |                      |            |         | MORTON ACTIVITY                     |                          |          |          |                |                |                |            |
| 05 2900 000 004 0 402 |    |                      |            |         | MORTON ACTIVITY                     |                          |          |          |                |                |                |            |
| 04/01/2021            | PO | ACT03438             |            |         | 4th & 5th grade track ribbons       |                          | 0.00     | 0.00     | 0.00           | 67.20          |                |            |
| 05/20/2021            | CD | 20210520             | 5          | 12550   | MORTON ACTIVITY                     | Capital One              | 174.62   | 0.00     | 0.00           | 0.00           |                |            |
| 05/20/2021            | CD | 20210520             | 5          | 12550   | MORTON ACTIVITY                     | Capital One              | 236.00   | 0.00     | 0.00           | 0.00           |                |            |
| 05/20/2021            | CD | 20210519             | 5          | 12547   | fun house                           | Chamelito's Party Rental | 325.00   | 0.00     | 0.00           | 0.00           |                |            |
| <b>05 704 4402</b>    |    |                      |            |         | <b>MORTON ACTIVITY</b>              | <b>*Current Activity</b> |          |          |                |                |                | (802.82)   |
|                       |    |                      |            |         |                                     | <b>*Ending Balance:</b>  | 735.62   | 0.00     | 0.00           | 67.20          | 0.00           | 1,644.79   |
| <b>05 704 4403</b>    |    |                      |            |         | <b>MORTON PE</b>                    | <b>*Previous Balance</b> |          |          |                |                |                | 510.75     |
|                       |    |                      |            |         |                                     | <b>*Ending Balance:</b>  | 0.00     | 0.00     | 0.00           | 0.00           | 0.00           | 510.75     |

|                       |             |
|-----------------------|-------------|
| 05 704 5509           | PERSHING PE |
| 05 2900 000 005 0 509 | PERSHING PE |

Activity Fund Balance Report - Detail - Include Encumbrances

05/2021 - 05/2021

Regular; Beginning Month 05/2021; Processing Month 05/2021; Accounts to Include Accounts with Activity; Fund  
Number 05

Fund: 05 ACTIVITY FUND

Chart of Account Number

Chart of Account Description

| Entry Date            | JR | Reference #  | Check Acct | Check # | Description                            | Entity Name          | Expenses | Revenues | Outstanding<br>AP | Outstanding<br>PO | Balance<br>Change | Balance    |
|-----------------------|----|--------------|------------|---------|----------------------------------------|----------------------|----------|----------|-------------------|-------------------|-------------------|------------|
| 04/01/2021            | PO | ACT03438     |            |         | 4th & 5th grade track ribbons          |                      | 0.00     | 0.00     | 0.00              | 67.20             |                   |            |
| 05/11/2021            | CD | ACT03680     | 8476       | 5       | Pershing track shirts                  | MOONLIGHT EMBROIDERY | 1,596.00 | 0.00     | 0.00              | 0.00              |                   |            |
| 05 704 5509           |    |              |            |         | PERSHING PE                            | *Current Activity    |          |          |                   |                   |                   | (1,663.20) |
|                       |    |              |            |         |                                        | *Ending Balance:     | 1,596.00 | 0.00     | 0.00              | 67.20             | 0.00              | (1,663.20) |
| 05 704 5510           |    |              |            |         | PERSHING PLAYGROUND                    | *Previous Balance    |          |          |                   |                   |                   | 500.00     |
|                       |    |              |            |         |                                        | *Ending Balance:     | 0.00     | 0.00     | 0.00              | 0.00              | 0.00              | 500.00     |
| 05 704 5511           |    |              |            |         | PERSHING REFRESHMENTS                  | *Previous Balance    |          |          |                   |                   |                   | 234.08     |
|                       |    |              |            |         |                                        | *Ending Balance:     | 0.00     | 0.00     | 0.00              | 0.00              | 0.00              | 234.08     |
| 05 704 6600           |    |              |            |         | SANDOZ ACTIVITY & POP                  | *Previous Balance    |          |          |                   |                   |                   | 4,408.22   |
| 05 704 6600           |    |              |            |         | SANDOZ ACTIVITY & POP                  |                      |          |          |                   |                   |                   |            |
| 05 1710 6600          |    |              |            |         | SANDOZ ACTIVITY & POP                  |                      |          |          |                   |                   |                   |            |
| 05/26/2021            | CR | 0005594      |            |         | Box Tops for Education                 | Sandoz               | 0.00     | 8.40     | 0.00              | 0.00              |                   |            |
| 05/26/2021            | CR | 0005595      |            |         | Great Western Account Closure          | Sandoz               | 0.00     | 966.41   | 0.00              | 0.00              |                   |            |
| 05/26/2021            | CR | 0005596      |            |         | T-Shirts ordered and paid for by staff | Sandoz               | 0.00     | 288.00   | 0.00              | 0.00              |                   |            |
| 05 2900 000 006 0 600 |    |              |            |         | SANDOZ ACTIVITY & POP                  |                      |          |          |                   |                   |                   |            |
| 04/01/2021            | PO | ACT03438     |            |         | 4th & 5th grade track ribbons          |                      | 0.00     | 0.00     | 0.00              | 67.20             |                   |            |
| 05/17/2021            | PO | ACT03705     |            |         | end of the year shirts                 |                      | 0.00     | 0.00     | 0.00              | 288.00            |                   |            |
| 05 704 6600           |    |              |            |         | SANDOZ ACTIVITY & POP                  | *Previous Balance    |          |          |                   |                   |                   | 907.61     |
|                       |    |              |            |         |                                        | *Ending Balance:     | 0.00     | 1,262.81 | 0.00              | 355.20            | 0.00              | 5,315.83   |
| 05 704 6601           |    |              |            |         | SANDOZ LIBRARY                         | *Previous Balance    |          |          |                   |                   |                   | 58.10      |
|                       |    |              |            |         |                                        | *Ending Balance:     | 0.00     | 0.00     | 0.00              | 0.00              | 0.00              | 58.10      |
| 05 704 6602           |    |              |            |         | SANDOZ ACADEMY                         | *Previous Balance    |          |          |                   |                   |                   | 1,223.92   |
| 05 704 6602           |    |              |            |         | SANDOZ ACADEMY                         |                      |          |          |                   |                   |                   |            |
| 05 2900 000 006 0 602 |    |              |            |         | SANDOZ ACADEMY                         |                      |          |          |                   |                   |                   |            |
| 05/13/2021            | PO | ACT03702     |            |         | bowling & shoes                        |                      | 0.00     | 0.00     | 0.00              | 126.00            |                   |            |
| 05/13/2021            | PO | ACT03703     |            |         | plants                                 |                      | 0.00     | 0.00     | 0.00              | 100.00            |                   |            |
| 05/20/2021            | CD | ACT03666     | 5          | 12548   | supplies                               | AMAZON/GE MONEY BANK | 240.26   | 0.00     | 0.00              | 0.00              |                   |            |
| 05 704 6602           |    | 999547576494 |            |         | SANDOZ ACADEMY                         | *Current Activity    |          |          |                   |                   |                   | (466.26)   |
|                       |    |              |            |         |                                        | *Ending Balance:     | 240.26   | 0.00     | 0.00              | 226.00            | 0.00              | 757.66     |
| 05 704 6610           |    |              |            |         | SANDOZ HONOR CHOIR                     | *Previous Balance    |          |          |                   |                   |                   | 229.79     |
|                       |    |              |            |         |                                        | *Ending Balance:     | 0.00     | 0.00     | 0.00              | 0.00              | 0.00              | 229.79     |
| 05 704 6612           |    |              |            |         | SANDOZ FIELDTRIPS                      | *Previous Balance    |          |          |                   |                   |                   | 476.00     |
|                       |    |              |            |         |                                        | *Ending Balance:     | 0.00     | 0.00     | 0.00              | 0.00              | 0.00              | 476.00     |
| 05 704 9902           |    |              |            |         | INTEREST                               | *Previous Balance    |          |          |                   |                   |                   | 801.27     |
| 05 704 9902           |    |              |            |         | INTEREST                               |                      |          |          |                   |                   |                   |            |
| 05 1710 9902          |    |              |            |         | INTEREST                               |                      |          |          |                   |                   |                   |            |
| 05/28/2021            | CR |              |            |         | Interest at .050000%                   | PINNACLE BANK        | 0.00     | 2.35     | 0.00              | 0.00              |                   |            |

**Activity Fund Balance Report - Detail - Include Encumbrances**

05/2021 - 05/2021

Regular; Beginning Month 05/2021; Processing Month 05/2021; Accounts to Include Accounts with Activity; Fund Number 05

**Fund: 05      ACTIVITY FUND**

| <u>Chart of Account Number</u> |           |                    | <u>Chart of Account Description</u> |                |                    |                    |                 |                 |                       |                       |                       |                |
|--------------------------------|-----------|--------------------|-------------------------------------|----------------|--------------------|--------------------|-----------------|-----------------|-----------------------|-----------------------|-----------------------|----------------|
| <u>Entry Date</u>              | <u>JR</u> | <u>Reference #</u> | <u>Check Acct</u>                   | <u>Check #</u> | <u>Description</u> | <u>Entity Name</u> | <u>Expenses</u> | <u>Revenues</u> | <u>Outstanding AP</u> | <u>Outstanding PO</u> | <u>Balance Change</u> | <u>Balance</u> |
| 05 704 9902                    |           |                    | INTEREST                            |                |                    | *Current Activity  |                 |                 |                       |                       |                       | 2.35           |
|                                |           |                    |                                     |                |                    | *Ending Balance:   | 0.00            | 2.35            | 0.00                  | 0.00                  | 0.00                  | 803.62         |
| 05 704 9903                    |           |                    | Lexington Academy                   |                |                    | *Previous Balance  |                 |                 |                       |                       |                       | 10,245.08      |
|                                |           |                    |                                     |                |                    | *Ending Balance:   | 0.00            | 0.00            | 0.00                  | 0.00                  | 0.00                  | 10,245.08      |
| 05 704 9906                    |           |                    | Central Office Coke Machine         |                |                    | *Previous Balance  |                 |                 |                       |                       |                       | 939.37         |
|                                |           |                    |                                     |                |                    | *Ending Balance:   | 0.00            | 0.00            | 0.00                  | 0.00                  | 0.00                  | 939.37         |
| 05 704 9908                    |           |                    | Autism Awareness                    |                |                    | *Previous Balance  |                 |                 |                       |                       |                       | 368.88         |
|                                |           |                    |                                     |                |                    | *Ending Balance:   | 0.00            | 0.00            | 0.00                  | 0.00                  | 0.00                  | 368.88         |
| 05 704 9909                    |           |                    | Staff Resale                        |                |                    | *Previous Balance  |                 |                 |                       |                       |                       | 28.00          |
|                                |           |                    |                                     |                |                    | *Ending Balance:   | 0.00            | 0.00            | 0.00                  | 0.00                  | 0.00                  | 28.00          |
| Fund Total: 05                 |           |                    |                                     |                |                    |                    | 42,446.21       | 40,520.53       | 0.00                  | 54,195.27             | 0.00                  | 764,863.49     |

**Cash Flow Report**

Regular; Processing Month 05/2021

| <b>Fund</b>             | <b>Cash Flow<br/>Beginning Cash</b> | <b>Cash Flow<br/>Revenues</b> | <b>Cash Flow<br/>Expenses</b> | <b>Cash Flow<br/>Ending Cash</b> |
|-------------------------|-------------------------------------|-------------------------------|-------------------------------|----------------------------------|
| GENERAL FUND            | 5,472,307.44                        | 6,502,788.96                  | (3,094,981.35)                | 8,880,115.05                     |
| DEPRECIATION            | 1,895,109.10                        | 0.00                          | (209,961.87)                  | 1,685,147.23                     |
| EMPLOYEE BENEFIT        | 93,346.60                           | 12.00                         | 0.00                          | 93,358.60                        |
| ACTIVITY FUND           | 820,984.44                          | 40,520.53                     | (42,446.21)                   | 819,058.76                       |
| SCHOOL LUNCH            | 840,594.70                          | 292,385.04                    | (263,379.36)                  | 869,600.38                       |
| SPECIAL BUILDING        | 159,407.21                          | 0.00                          | 0.00                          | 159,407.21                       |
| COOPERATIVE FUND        | 398,616.82                          | 19,830.00                     | (7,902.68)                    | 410,544.14                       |
| STUDENT FEE             | (3,356.68)                          | 0.00                          | (118.95)                      | (3,475.63)                       |
| GENERAL FUND-Restricted | 6,087,409.00                        | 0.00                          | 0.00                          | 6,087,409.00                     |
| <b>Grand Total:</b>     | <b>15,764,418.63</b>                | <b>6,855,536.53</b>           | <b>(3,618,790.42)</b>         | <b>19,001,164.74</b>             |

**General Fund Cash Balances**

| <b>Month-Year</b>       | <b>Receipts</b>       | <b>Expenditures</b>     | <b>Cash Balance</b>    | <b>Cash<br/>Balance/Avg.<br/>Monthly<br/>Expenditure</b> |
|-------------------------|-----------------------|-------------------------|------------------------|----------------------------------------------------------|
| September-20            | \$3,124,573.99        | (\$3,153,302.00)        | \$9,666,051.86         | 3.1                                                      |
| October-20              | \$2,734,450.19        | (\$2,966,490.72)        | \$9,399,776.27         | 3.1                                                      |
| November-20             | \$2,552,939.41        | (\$3,575,592.78)        | \$8,377,079.84         | 2.5                                                      |
| December-20             | \$2,982,281.43        | (\$2,910,873.44)        | \$8,448,487.83         | 2.7                                                      |
| January-21              | \$4,170,751.17        | (\$2,847,412.12)        | \$9,771,826.88         | 3.2                                                      |
| February-21             | \$3,830,467.79        | (\$3,009,685.93)        | \$10,591,597.95        | 3.5                                                      |
| March-21                | \$3,082,559.86        | (\$2,911,343.83)        | \$10,763,867.83        | 3.5                                                      |
| April-21                | \$3,815,357.29        | (\$3,019,508.68)        | \$11,559,716.44        | 3.8                                                      |
| May-21                  | \$6,502,788.96        | (\$3,094,981.35)        | \$14,967,524.05        | 4.9                                                      |
| June-21                 |                       |                         |                        | 0.0                                                      |
| July-21                 |                       |                         |                        | 0.0                                                      |
| August-21               |                       |                         |                        | 0.0                                                      |
| <b>Monthly Average:</b> | <b>\$3,644,018.90</b> | <b>(\$3,054,354.54)</b> | <b>\$10,393,992.11</b> | <b>3.4</b>                                               |



Lexington Public Schools  
General Fund Summary Report

| General Fund | General Fund Expenditures          | 20/21 Budget        | Expended During Month | Spent YTD 20/21     | Spent YTD 19/20     | Percent of previous year | Balance remaining   | Percent Remaining | YTD Percent (Over)/Under Budget |
|--------------|------------------------------------|---------------------|-----------------------|---------------------|---------------------|--------------------------|---------------------|-------------------|---------------------------------|
| 1100         | Regular Instruction                | \$17,425,959        | \$1,501,633           | \$12,940,051        | \$12,935,793        | 100.03%                  | \$4,485,908         | 25.74%            | 0.74%                           |
| 1200         | Special Education Programs         | \$4,007,706         | \$396,106             | \$3,485,018         | \$3,359,156         | 103.75%                  | \$522,688           | 13.04%            | -11.96%                         |
| 2230         | Instruction-Related Technology     | \$1,535,780         | \$88,194              | \$930,167           | \$1,021,438         | 91.06%                   | \$605,613           | 39.43%            | 14.43%                          |
| 1300         | Summer School                      | \$607,690           | \$8,352               | \$10,942            | \$264               | 4146.55%                 | \$596,748           | 98.20%            | 73.20%                          |
| 1101         | Activities                         | \$985,608           | \$88,159              | \$780,628           | \$747,371           | 104.45%                  | \$204,980           | 20.80%            | -4.20%                          |
| 2120         | Attendance & Guidance Services     | \$1,075,058         | \$110,297             | \$810,829           | \$791,931           | 102.39%                  | \$264,230           | 24.58%            | -0.42%                          |
| 2130         | Health Services                    | \$415,537           | \$34,627              | \$306,918           | \$293,461           | 104.59%                  | \$108,619           | 26.14%            | 1.14%                           |
| 2200         | Staff Support                      | \$1,085,472         | \$85,405              | \$788,364           | \$796,591           | 98.97%                   | \$297,108           | 27.37%            | 2.37%                           |
| 2300         | General Administration             | \$411,108           | \$34,592              | \$311,554           | \$307,379           | 101.36%                  | \$99,554            | 24.22%            | -0.78%                          |
| 2400         | Office of the Principal            | \$1,404,341         | \$122,459             | \$1,107,940         | \$1,113,189         | 99.53%                   | \$296,401           | 21.11%            | -3.89%                          |
| 2500         | Fiscal & Personnel Services        | \$1,264,883         | \$62,251              | \$761,016           | \$384,034           | 198.16%                  | \$503,867           | 39.84%            | 14.84%                          |
| 2600         | Buildings, Grounds & Equipment     | \$3,203,103         | \$218,125             | \$2,338,399         | \$2,070,461         | 112.94%                  | \$864,704           | 27.00%            | 2.00%                           |
| 2700         | Pupil Transportation               | \$601,500           | \$45,483              | \$500,632           | \$549,500           | 91.11%                   | \$100,868           | 16.77%            | -8.23%                          |
| 3000         | State & Other Categorical Programs | \$380,547           | \$33,711              | \$314,186           | \$315,569           | 99.56%                   | \$66,361            | 17.44%            | -7.56%                          |
| 6000         | Federal Programs                   | \$3,520,471         | \$265,422             | \$2,097,876         | \$1,865,638         | 112.45%                  | \$1,422,595         | 40.41%            | 15.41%                          |
| 8000         | Transfers to Other Funds           | \$1,000,000         | \$0                   | \$0                 | \$0                 | N/A                      | \$1,000,000         | 100.00%           | 75.00%                          |
| 9000         | Miscellaneous                      | \$0                 | \$166.68              | \$21                | (\$2,928)           | -0.71%                   | (\$21)              | N/A               | N/A                             |
|              | <b>Total Expenditures</b>          | <b>\$38,924,763</b> | <b>\$3,094,981</b>    | <b>\$27,484,540</b> | <b>\$26,548,848</b> | <b>103.52%</b>           | <b>\$11,440,223</b> | <b>29.39%</b>     | <b>4.39%</b>                    |

\$935,692

| General Fund | General Fund Revenues                      | 20/21 Budget        | Revenue During Month | Received YTD 20/21  | Received YTD 19/20  | Percent of previous year | Balance remaining  | Percent Remaining | YTD Percent (Over)/Under Budget |
|--------------|--------------------------------------------|---------------------|----------------------|---------------------|---------------------|--------------------------|--------------------|-------------------|---------------------------------|
| 1000         | Local Receipts                             | \$11,794,059        | \$3,696,391          | \$7,865,721         | \$7,636,295         | 103.00%                  | \$3,928,338        | 33.31%            | 8.31%                           |
| 2000         | County and ESU Receipts                    | \$296,780           | \$12,331             | \$99,436            | \$174,778           | 56.89%                   | \$197,344          | 66.49%            | 41.49%                          |
| 3000         | State Receipts                             | \$21,950,547        | \$2,793,955          | \$22,373,377        | \$20,829,202        | 107.41%                  | -\$422,830         | -1.93%            | -26.93%                         |
|              | <b>Subtotal State &amp; Local Receipts</b> | <b>\$34,041,386</b> | <b>\$6,502,678</b>   | <b>\$30,338,534</b> | <b>\$28,640,275</b> | <b>105.93%</b>           | <b>\$3,702,852</b> | <b>10.88%</b>     | <b>-14.12%</b>                  |
| 4000         | Federal Receipts                           | \$4,872,096         | \$0                  | \$2,453,919         | \$1,399,739         | 175.31%                  | \$2,418,177        | 49.63%            | 24.63%                          |
| 5000-9000    | Non-Revenue Receipts                       | \$11,281            | \$111                | \$3,717             | \$4,453             | 83.46%                   | \$7,564            | 67.05%            |                                 |
|              | <b>Total Revenue</b>                       | <b>\$38,924,763</b> | <b>\$6,502,789</b>   | <b>\$32,796,170</b> | <b>\$30,044,467</b> | <b>109.16%</b>           | <b>\$6,128,593</b> | <b>15.74%</b>     | <b>-9.26%</b>                   |

|                                  |            |                    |                    |                    |  |  |               |
|----------------------------------|------------|--------------------|--------------------|--------------------|--|--|---------------|
| <b>NET Revenues/Expenditures</b> | <b>\$0</b> | <b>\$3,407,808</b> | <b>\$5,311,631</b> | <b>\$3,495,619</b> |  |  | <b>13.65%</b> |
|----------------------------------|------------|--------------------|--------------------|--------------------|--|--|---------------|

## TEACHER'S CONTRACT

**THIS CONTRACT** is made by and between the Board of Education of Dawson County School District No. 24-0001, commonly known as Lexington Public Schools and referred to herein as the "Board" and "District" respectively, and **Kathleen Halouska**, a legally qualified teacher, referred to herein as the "Teacher".

**WITNESSETH:** The Board agrees to employ Teacher above named in the schools of the District for a school year, which shall begin on or about August 9, 2021, and conclude on or about May 20, 2022. Teacher accepts such employment at a salary based upon placement on step 11 of column MA of the salary schedule.

**FIRST:** Teacher's salary shall be payable in 12 equal installments. The first installment shall be payable on the 20<sup>th</sup> day of September, 2021, and the remaining installments shall be payable on the 20th day of each month thereafter.

**SECOND:** Teacher will abide by the District's and Administration's policies, rules, regulations and directives and all state and federal statutes, rules, and regulations. Teacher's duties are subject to assignment by the Administration. Teacher agrees to devote full time during days of school to his/her position in all respects and to perform the assigned duties diligently and faithfully to the best of his/her professional ability.

**THIRD:** In addition to the teaching duties set forth herein, Teacher may be assigned such "extra duty" assignments which shall be for such compensation as may be agreed upon by the District and Teacher or by Teacher's duly authorized bargaining agent.

**FOURTH:** A majority of the Board members may cancel or amend this contract during its term members for any of the following reasons: (a) cancellation, termination, revocation or suspension of Teacher's certificate by the State Board of Education; (b) a breach of any material provision of this contract; (c) any reason set forth in this contract; (d) incompetence; (e) neglect of duty; (f) unprofessional conduct; (g) insubordination; (h) immorality; (i) physical or mental incapacity; (j) any conduct that interferes substantially with the teacher's continued performance of duties; (k) any arrest, criminal charge, or criminal conviction of Teacher or the failure to report the same; (l) any filing against the Teacher under Neb. Rev. Stat. Section 43-247 or any other provision of the Nebraska Juvenile Code for child abuse and/or neglect or the failure to report the same; (m) knowingly falsifying school district records or documents; (n) misrepresentation of fact to the district and its personnel in the conduct of the district's official business; (o) the use or possession of illegal drugs or controlled substances except as prescribed by a physician; or (p) being under the influence of illegal drugs, controlled substances, or alcohol while on school grounds, at school events, or in a vehicle owned, leased or contracted by the district except as prescribed by a physician. Cancellation or amendment under this contract shall be governed by applicable provisions of Nebraska statute.

**FIFTH:** Upon termination of this contract for just cause, or upon Teacher's release from this contract, the compensation paid or to be paid hereunder shall be an amount that bears the same ratio to the yearly salary herein specified as the number of days of service to the date of such termination bears to the number of days of service in the contract year. Teacher shall refund any unearned fractional portion of an installment paid but not earned prior to termination of the contract.

**SIXTH:** Upon termination of this contract for any reason, Teacher shall immediately return all District property to the District.

**SEVENTH:** There shall be no penalty for release or resignation by the Teacher from this contract, provided no resignation shall become effective until the close of the school year unless it is accepted by the Board, which shall fix the time that the resignation is to take effect.

**EIGHTH:** This contract shall conform to the regulations governing deductions from the above-stated compensation with reference to withholding tax, social security and Teacher's retirement. Teacher authorizes the District to deduct or withhold from each and every period of pay any amounts necessary to offset any damages caused by Teacher or the value of property or money entrusted to Teacher or owed by Teacher to the District during the course of or as a result of Teacher's employment, if such property or money have not properly been returned to the District. Other deductions may be withheld as agreed to by the parties to this contract.

**NINTH:** Teacher affirms that he/she is not under contract with another school board or board of education within this state covering a part or all of the same time of performance as is contemplated by this agreement. Teacher affirms that he/she holds or will hold a valid Nebraska Teaching Certificate at the beginning of the term of this contract. This contract is not valid until said certificate is registered in the office of the Superintendent of Schools, and Teacher shall not be compensated for any services performed prior to the date of the registration.

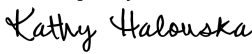
**TENTH:** Teacher shall report to the District within 24 hours any arrest, criminal charge, or criminal conviction of Teacher. Teacher shall report to the District within 24 hours any filing against the Teacher under section 43-247 of the Nebraska statutes or any other provision of the Nebraska Juvenile Code for child abuse and/or neglect.

**ELEVENTH:** The compensation set forth in this agreement shall be subject to such adjustments as the Board and Teacher or Teacher's duly authorized bargaining agent may agree upon from time to time. Teacher authorizes the District to deduct or withhold from each and every period of pay any amounts necessary to offset any damages caused by the Teacher or the value of property or money entrusted to the Teacher or owed by the Teacher to the District during the course of the Teacher's employment, if such property or money has not properly been returned to the District.

**TWELFTH:** Teacher's failure to return a signed copy of the contract or renewal agreement to the Superintendent of Schools or Secretary of the Board of Education of the District on or before June 11, 2021, shall constitute a rejection of this offer of employment.

**THIRTEENTH:** Other Contract Terms:

Executed 6/9/2021.

DocuSigned by:  
  
 Teacher

Executed \_\_\_\_\_.

\_\_\_\_\_  
 Board President

Attest:

\_\_\_\_\_  
 Board Secretary

## TEACHER'S CONTRACT

**THIS CONTRACT** is made by and between the Board of Education of Dawson County School District No. 24-0001, commonly known as Lexington Public Schools and referred to herein as the “Board” and “District” respectively, and **Jessica Moran**, a legally qualified teacher, referred to herein as the “Teacher”.

**WITNESSETH:** The Board agrees to employ Teacher above named in the schools of the District for a school year, which shall begin on or about August 9, 2021, and conclude on or about May 20, 2022. Teacher accepts such employment at a salary based upon placement on step 4 of column BA of the salary schedule.

**FIRST:** Teacher’s salary shall be payable in 12 equal installments. The first installment shall be payable on the 20<sup>th</sup> day of September, 2021, and the remaining installments shall be payable on the 20<sup>th</sup> day of each month thereafter.

**SECOND:** Teacher will abide by the District’s and Administration’s policies, rules, regulations and directives and all state and federal statutes, rules, and regulations. Teacher’s duties are subject to assignment by the Administration. Teacher agrees to devote full time during days of school to his/her position in all respects and to perform the assigned duties diligently and faithfully to the best of his/her professional ability.

**THIRD:** In addition to the teaching duties set forth herein, Teacher may be assigned such "extra duty" assignments which shall be for such compensation as may be agreed upon by the District and Teacher or by Teacher’s duly authorized bargaining agent.

**FOURTH:** A majority of the Board members may cancel or amend this contract during its term members for any of the following reasons: (a) cancellation, termination, revocation or suspension of Teacher's certificate by the State Board of Education; (b) a breach of any material provision of this contract; (c) any reason set forth in this contract; (d) incompetence; (e) neglect of duty; (f) unprofessional conduct; (g) insubordination; (h) immorality; (i) physical or mental incapacity; (j) any conduct that interferes substantially with the teacher’s continued performance of duties; (k) any arrest, criminal charge, or criminal conviction of Teacher or the failure to report the same; (l) any filing against the Teacher under Neb. Rev. Stat. Section 43-247 or any other provision of the Nebraska Juvenile Code for child abuse and/or neglect or the failure to report the same; (m) knowingly falsifying school district records or documents; (n) misrepresentation of fact to the district and its personnel in the conduct of the district’s official business; (o) the use or possession of illegal drugs or controlled substances except as prescribed by a physician; or (p) being under the influence of illegal drugs, controlled substances, or alcohol while on school grounds, at school events, or in a vehicle owned, leased or contracted by the district except as prescribed by a physician. Cancellation or amendment under this contract shall be governed by applicable provisions of Nebraska statute.

**FIFTH:** Upon termination of this contract for just cause, or upon Teacher’s release from this contract, the compensation paid or to be paid hereunder shall be an amount that bears the same ratio to the yearly salary herein specified as the number of days of service to the date of such termination bears to the number of days of service in the contract year. Teacher shall refund any unearned fractional portion of an installment paid but not earned prior to termination of the contract.

**SIXTH:** Upon termination of this contract for any reason, Teacher shall immediately return all District property to the District.

**SEVENTH:** There shall be no penalty for release or resignation by the Teacher from this contract, provided no resignation shall become effective until the close of the school year unless it is accepted by the Board, which shall fix the time that the resignation is to take effect.

**EIGHTH:** This contract shall conform to the regulations governing deductions from the above-stated compensation with reference to withholding tax, social security and Teacher's retirement. Teacher authorizes the District to deduct or withhold from each and every period of pay any amounts necessary to offset any damages caused by Teacher or the value of property or money entrusted to Teacher or owed by Teacher to the District during the course of or as a result of Teacher's employment, if such property or money have not properly been returned to the District. Other deductions may be withheld as agreed to by the parties to this contract.

**NINTH:** Teacher affirms that he/she is not under contract with another school board or board of education within this state covering a part or all of the same time of performance as is contemplated by this agreement. Teacher affirms that he/she holds or will hold a valid Nebraska Teaching Certificate at the beginning of the term of this contract. This contract is not valid until said certificate is registered in the office of the Superintendent of Schools, and Teacher shall not be compensated for any services performed prior to the date of the registration.

**TENTH:** Teacher shall report to the District within 24 hours any arrest, criminal charge, or criminal conviction of Teacher. Teacher shall report to the District within 24 hours any filing against the Teacher under section 43-247 of the Nebraska statutes or any other provision of the Nebraska Juvenile Code for child abuse and/or neglect.

**ELEVENTH:** The compensation set forth in this agreement shall be subject to such adjustments as the Board and Teacher or Teacher's duly authorized bargaining agent may agree upon from time to time. Teacher authorizes the District to deduct or withhold from each and every period of pay any amounts necessary to offset any damages caused by the Teacher or the value of property or money entrusted to the Teacher or owed by the Teacher to the District during the course of the Teacher's employment, if such property or money has not properly been returned to the District.

**TWELFTH:** Teacher's failure to return a signed copy of the contract or renewal agreement to the Superintendent of Schools or Secretary of the Board of Education of the District on or before June 11, 2021, shall constitute a rejection of this offer of employment.

**THIRTEENTH:** Other Contract Terms:

Executed 5/18/2021.

DocuSigned by:  
Jessica Moran  
Teacher

Executed \_\_\_\_\_.

\_\_\_\_\_  
Board President

Attest:

\_\_\_\_\_  
Board Secretary

## TEACHER'S CONTRACT

**THIS CONTRACT** is made by and between the Board of Education of Dawson County School District No. 24-0001, commonly known as Lexington Public Schools and referred to herein as the "Board" and "District" respectively, and **Chloe Szymanski**, a legally qualified teacher, referred to herein as the "Teacher".

**WITNESSETH:** The Board agrees to employ Teacher above named in the schools of the District for a school year, which shall begin on or about August 9, 2021, and conclude on or about May 20, 2022. Teacher accepts such employment at a salary based upon placement on step 1 of column BA of the salary schedule.

**FIRST:** Teacher's salary shall be payable in 12 equal installments. The first installment shall be payable on the 20<sup>th</sup> day of September, 2021, and the remaining installments shall be payable on the 20th day of each month thereafter.

**SECOND:** Teacher will abide by the District's and Administration's policies, rules, regulations and directives and all state and federal statutes, rules, and regulations. Teacher's duties are subject to assignment by the Administration. Teacher agrees to devote full time during days of school to his/her position in all respects and to perform the assigned duties diligently and faithfully to the best of his/her professional ability.

**THIRD:** In addition to the teaching duties set forth herein, Teacher may be assigned such "extra duty" assignments which shall be for such compensation as may be agreed upon by the District and Teacher or by Teacher's duly authorized bargaining agent.

**FOURTH:** A majority of the Board members may cancel or amend this contract during its term members for any of the following reasons: (a) cancellation, termination, revocation or suspension of Teacher's certificate by the State Board of Education; (b) a breach of any material provision of this contract; (c) any reason set forth in this contract; (d) incompetence; (e) neglect of duty; (f) unprofessional conduct; (g) insubordination; (h) immorality; (i) physical or mental incapacity; (j) any conduct that interferes substantially with the teacher's continued performance of duties; (k) any arrest, criminal charge, or criminal conviction of Teacher or the failure to report the same; (l) any filing against the Teacher under Neb. Rev. Stat. Section 43-247 or any other provision of the Nebraska Juvenile Code for child abuse and/or neglect or the failure to report the same; (m) knowingly falsifying school district records or documents; (n) misrepresentation of fact to the district and its personnel in the conduct of the district's official business; (o) the use or possession of illegal drugs or controlled substances except as prescribed by a physician; or (p) being under the influence of illegal drugs, controlled substances, or alcohol while on school grounds, at school events, or in a vehicle owned, leased or contracted by the district except as prescribed by a physician. Cancellation or amendment under this contract shall be governed by applicable provisions of Nebraska statute.

**FIFTH:** Upon termination of this contract for just cause, or upon Teacher's release from this contract, the compensation paid or to be paid hereunder shall be an amount that bears the same ratio to the yearly salary herein specified as the number of days of service to the date of such termination bears to the number of days of service in the contract year. Teacher shall refund any unearned fractional portion of an installment paid but not earned prior to termination of the contract.

**SIXTH:** Upon termination of this contract for any reason, Teacher shall immediately return all District property to the District.

**SEVENTH:** There shall be no penalty for release or resignation by the Teacher from this contract, provided no resignation shall become effective until the close of the school year unless it is accepted by the Board, which shall fix the time that the resignation is to take effect.

**EIGHTH:** This contract shall conform to the regulations governing deductions from the above-stated compensation with reference to withholding tax, social security and Teacher's retirement. Teacher authorizes the District to deduct or withhold from each and every period of pay any amounts necessary to offset any damages caused by Teacher or the value of property or money entrusted to Teacher or owed by Teacher to the District during the course of or as a result of Teacher's employment, if such property or money have not properly been returned to the District. Other deductions may be withheld as agreed to by the parties to this contract.

**NINTH:** Teacher affirms that he/she is not under contract with another school board or board of education within this state covering a part or all of the same time of performance as is contemplated by this agreement. Teacher affirms that he/she holds or will hold a valid Nebraska Teaching Certificate at the beginning of the term of this contract. This contract is not valid until said certificate is registered in the office of the Superintendent of Schools, and Teacher shall not be compensated for any services performed prior to the date of the registration.

**TENTH:** Teacher shall report to the District within 24 hours any arrest, criminal charge, or criminal conviction of Teacher. Teacher shall report to the District within 24 hours any filing against the Teacher under section 43-247 of the Nebraska statutes or any other provision of the Nebraska Juvenile Code for child abuse and/or neglect.

**ELEVENTH:** The compensation set forth in this agreement shall be subject to such adjustments as the Board and Teacher or Teacher's duly authorized bargaining agent may agree upon from time to time. Teacher authorizes the District to deduct or withhold from each and every period of pay any amounts necessary to offset any damages caused by the Teacher or the value of property or money entrusted to the Teacher or owed by the Teacher to the District during the course of the Teacher's employment, if such property or money has not properly been returned to the District.

**TWELFTH:** Teacher's failure to return a signed copy of the contract or renewal agreement to the Superintendent of Schools or Secretary of the Board of Education of the District on or before June 11, 2021, shall constitute a rejection of this offer of employment.

**THIRTEENTH:** Other Contract Terms:

Executed 5/19/2021.

DocuSigned by:  
Chloe Szymanski  
7A95CAB0A2E94C3...

Executed \_\_\_\_\_.

\_\_\_\_\_  
Board President

Attest:

\_\_\_\_\_  
Board Secretary

# Lexington Public School

District Data  
2020-2021



# Acadience Reading- PELI Data

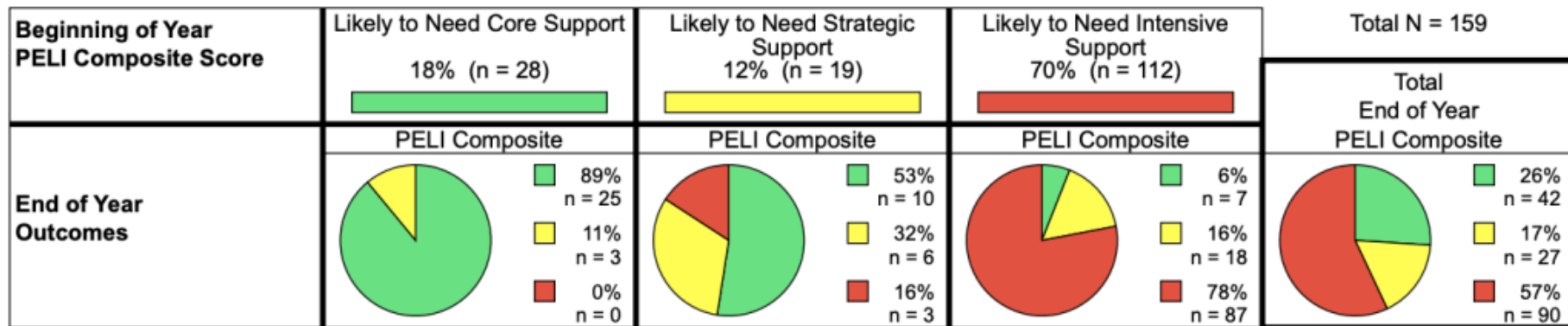
District: Lexington Public Schools  
Grade: Pre-K (Ages 4-5)  
Year: 2020-2021



## Effectiveness of Instructional Support Levels Beginning of Year to End of Year

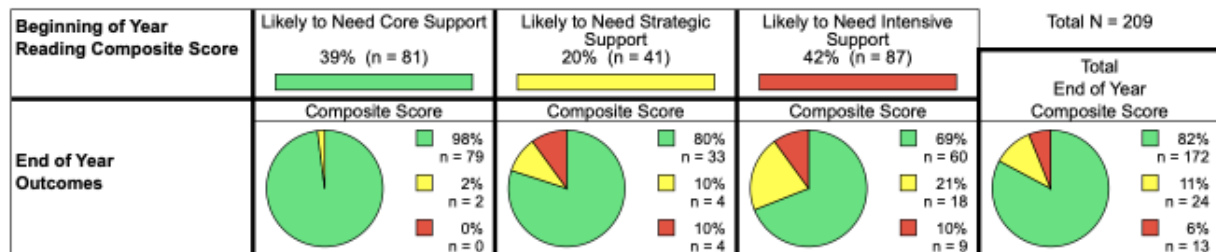
PELI

### District-wide: Lexington Public Schools

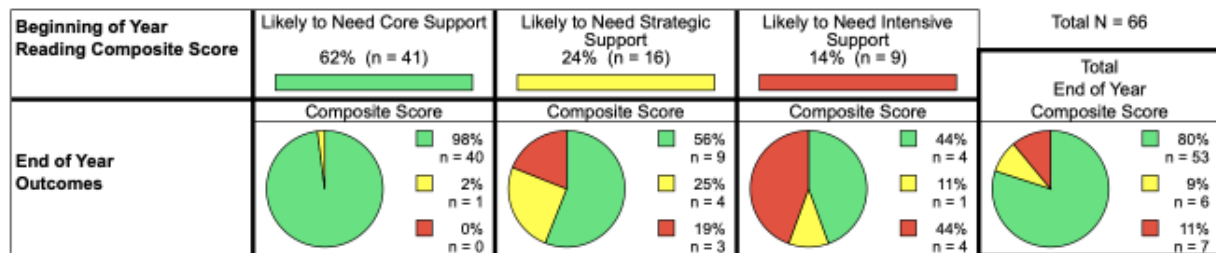


# District Acadience Data- KINDER READING

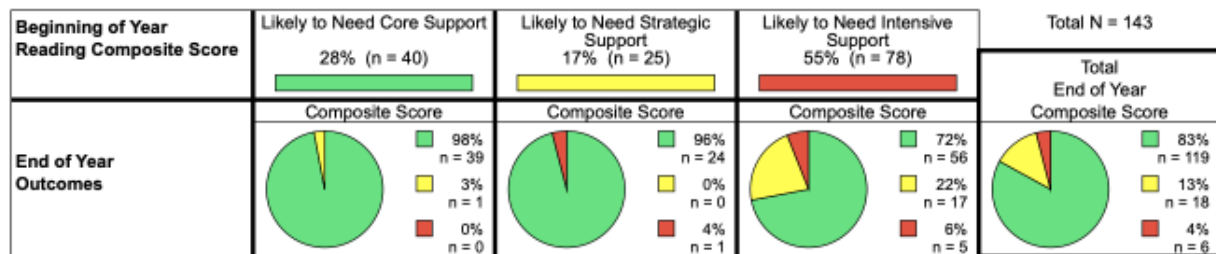
## District-wide: Lexington Public Schools



### ↳ School: Bryan Elementary



### ↳ School: Morton Elementary



# District Acadience Data- 1st Grade READING

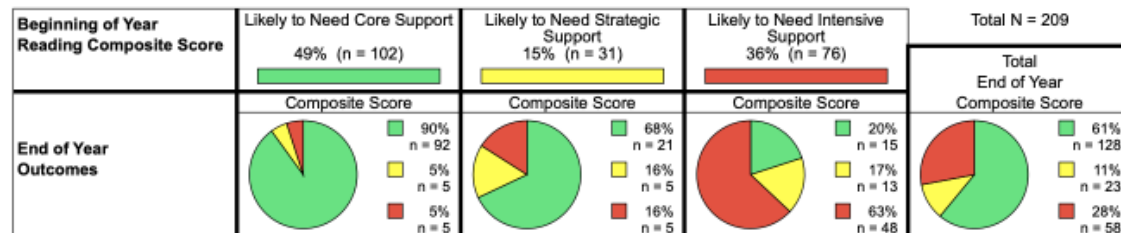
District: Lexington Public Schools  
Grade: First Grade  
Year: 2020-2021

## Effectiveness of Instructional Support Levels Beginning of Year to End of Year

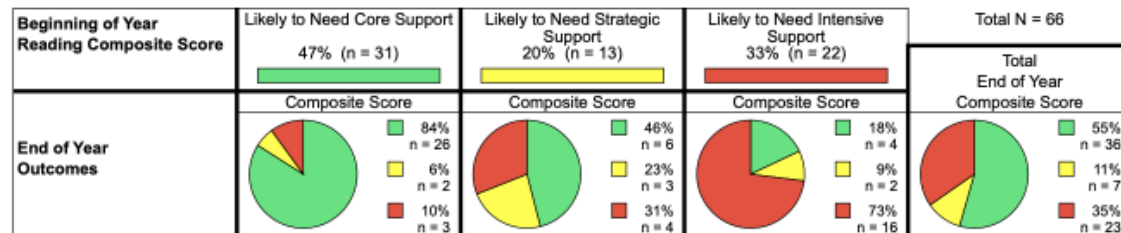


Acadience Reading K-6

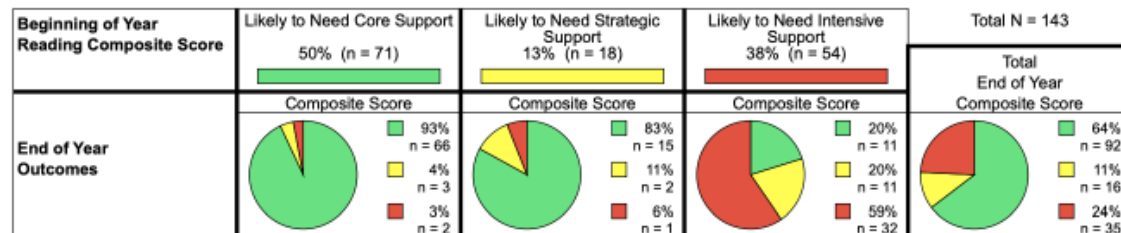
### District-wide: Lexington Public Schools



### ↳ School: Bryan Elementary



### ↳ School: Morton Elementary



# District Acadience Data- 2nd Grade READING

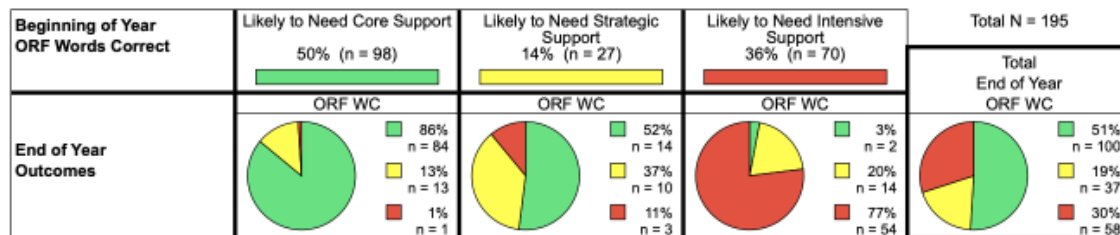
District: Lexington Public Schools  
Grade: Second Grade  
Year: 2020-2021

## Effectiveness of Instructional Support Levels Beginning of Year to End of Year

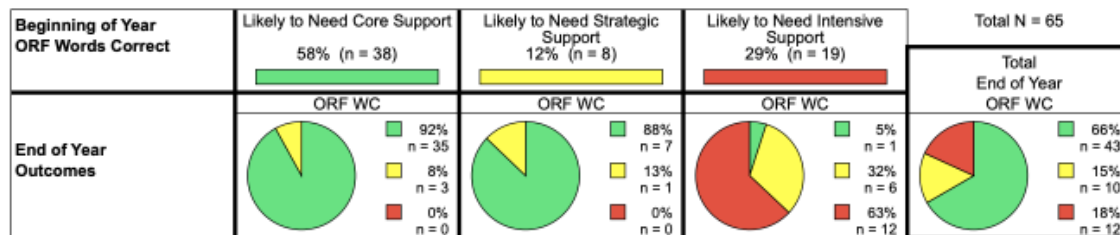


Acadience Reading K-6

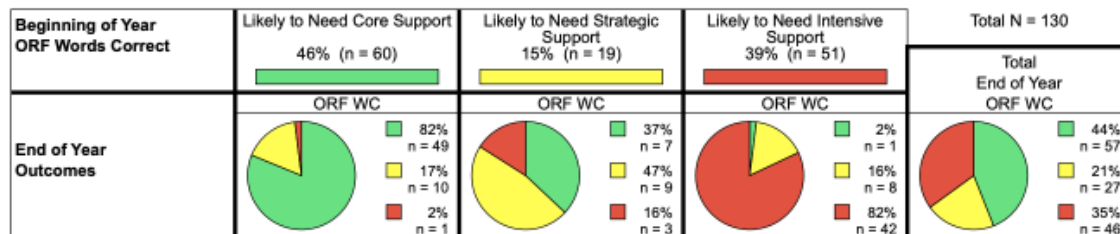
### District-wide: Lexington Public Schools



### ↳ School: Bryan Elementary



### ↳ School: Sandoz Elementary



# District Acadience Data- 3rd Grade READING

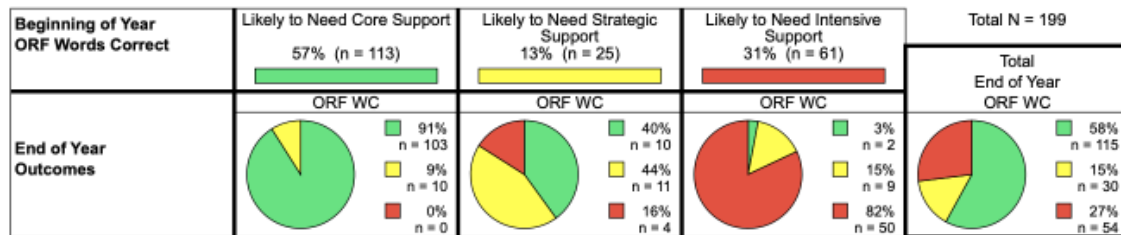
District: Lexington Public Schools  
Grade: Third Grade  
Year: 2020-2021

## Effectiveness of Instructional Support Levels Beginning of Year to End of Year

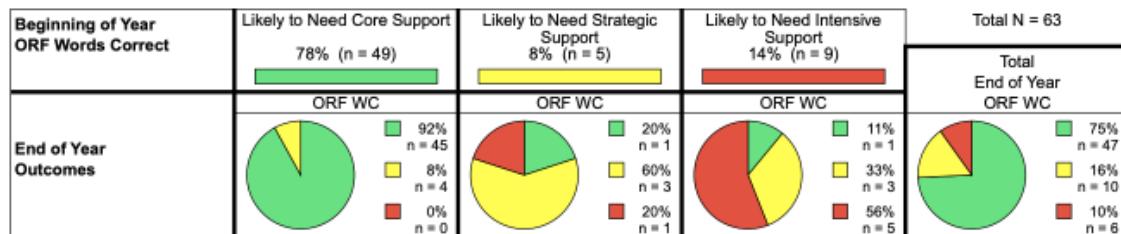


Acadience Reading K-6

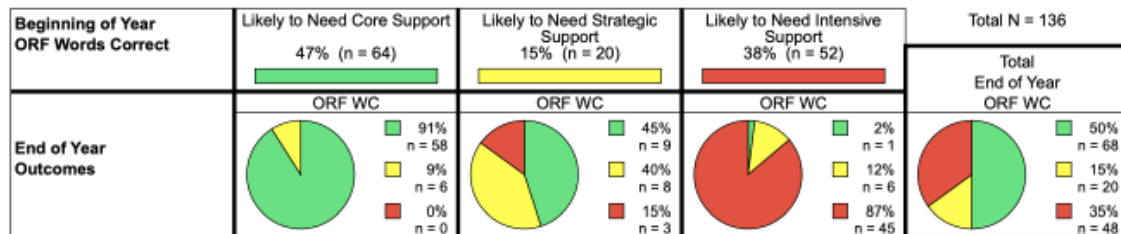
### District-wide: Lexington Public Schools



↳ School: Bryan Elementary



↳ School: Sandoz Elementary



# District Acadience Data- 4th Grade READING

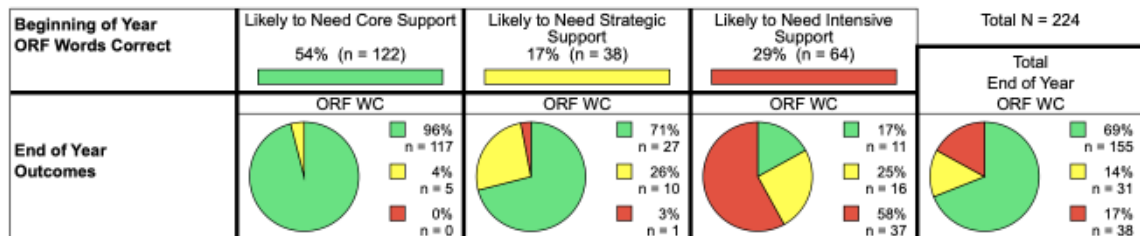
District: Lexington Public Schools  
Grade: Fourth Grade  
Year: 2020-2021

## Effectiveness of Instructional Support Levels Beginning of Year to End of Year

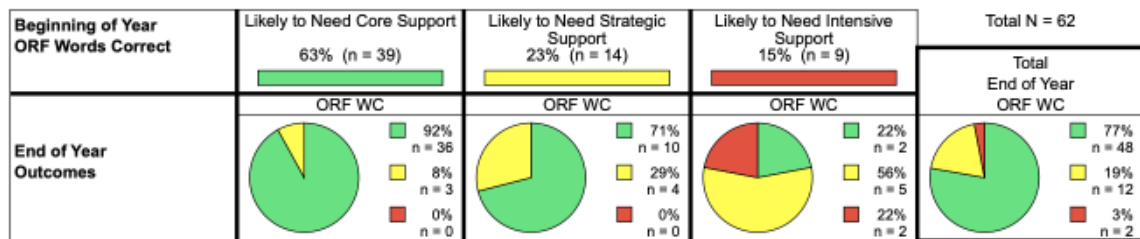


Acadience Reading K-6

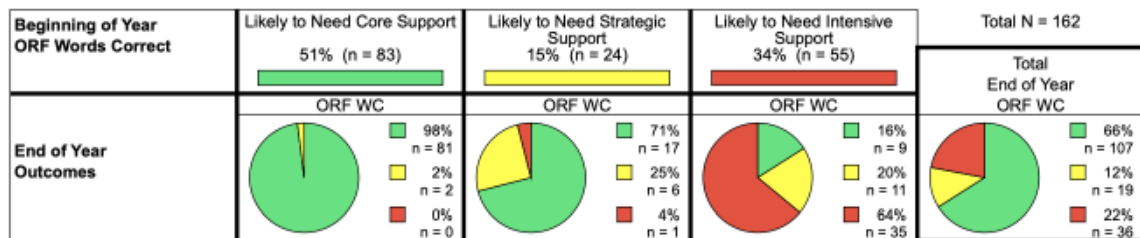
### District-wide: Lexington Public Schools



### ↳ School: Bryan Elementary



### ↳ School: Pershing Elementary



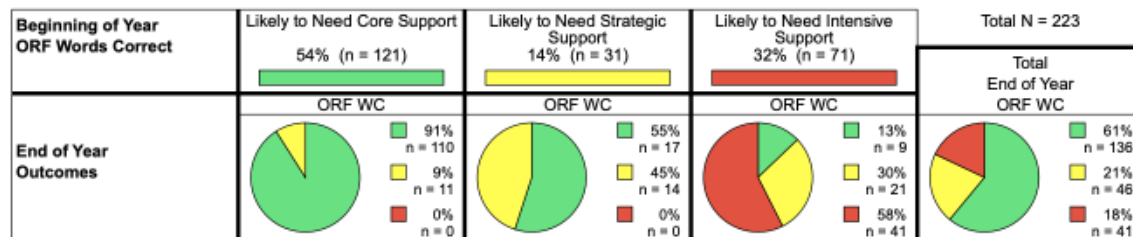
District: Lexington Public Schools  
Grade: Fifth Grade  
Year: 2020-2021

## Effectiveness of Instructional Support Levels Beginning of Year to End of Year

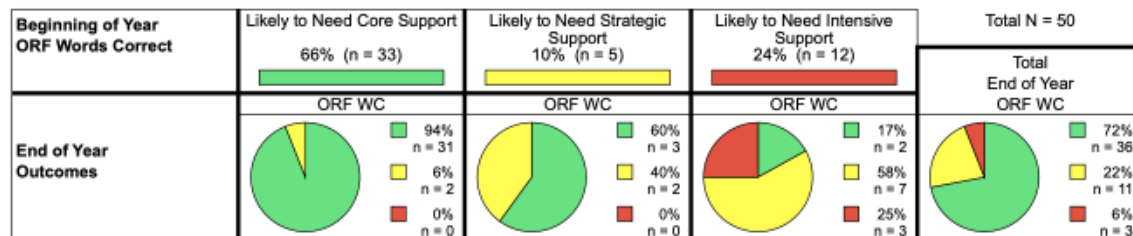


Acadience Reading K-6

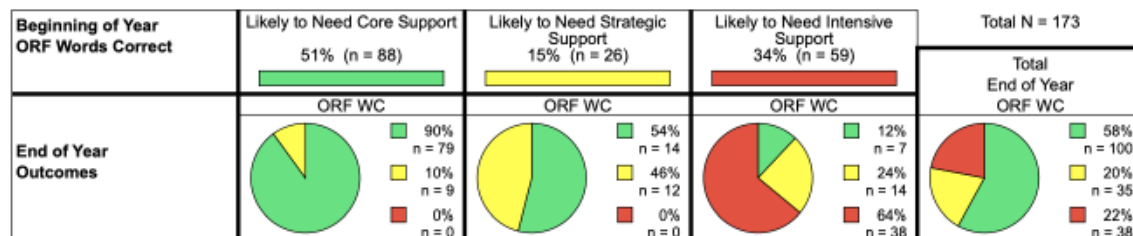
### District-wide: Lexington Public Schools



↳ School: Bryan Elementary



↳ School: Pershing Elementary



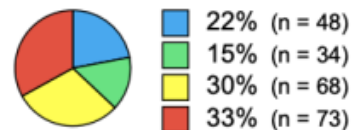
District  
Acadience  
Data-  
5th Grade  
READING

# District Acadience Data-

## Kinder Math

### Beginning of Year

#### Math Composite Score



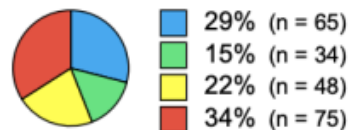
Number of Students = 223

Average = 22.8

Standard Deviation = 18.8

Score Range = 0 to 116

### Middle of Year



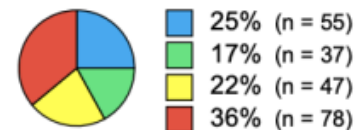
Number of Students = 222

Average = 70.1

Standard Deviation = 38

Score Range = 0 to 166

### End of Year



Number of Students = 217

Average = 84.3

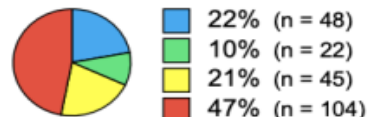
Standard Deviation = 36.5

Score Range = 0 to 166

## 1st Grade Math

### Beginning of Year

#### Math Composite Score



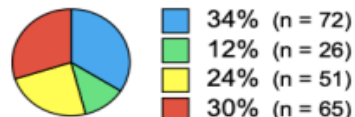
Number of Students = 219

Average = 94.5

Standard Deviation = 63.9

Score Range = 0 to 365

### Middle of Year



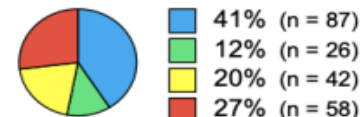
Number of Students = 214

Average = 44.6

Standard Deviation = 23.7

Score Range = 2 to 107

### End of Year



Number of Students = 213

Average = 61.6

Standard Deviation = 26.9

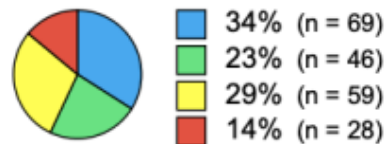
Score Range = 0 to 128



# District Acadience Data-

## 2nd Grade Math

### Computation

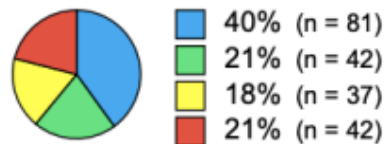


Number of Students = 202

Average = 6.4

Standard Deviation = 4

Score Range = 0 to 25

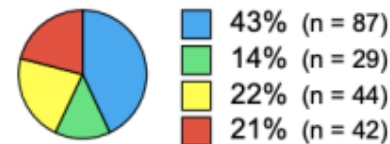


Number of Students = 202

Average = 13.2

Standard Deviation = 7.2

Score Range = 0 to 36



Number of Students = 202

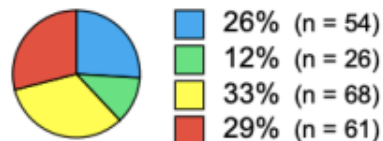
Average = 17.8

Standard Deviation = 9.3

Score Range = 0 to 37

## 3rd Grade Math

### Computation

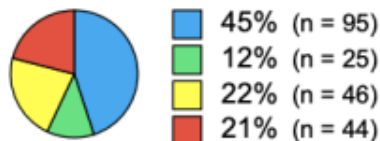


Number of Students = 209

Average = 11.6

Standard Deviation = 5.7

Score Range = 0 to 30

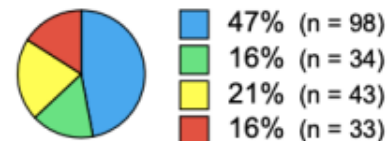


Number of Students = 210

Average = 23.7

Standard Deviation = 9.9

Score Range = 1 to 50



Number of Students = 208

Average = 33.4

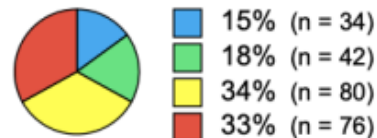
Standard Deviation = 12.3

Score Range = 1 to 51

# District Acadience Data-

## 4th Grade Math

### Computation

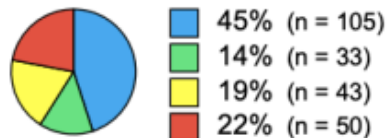


Number of Students = 232

Average = 14.4

Standard Deviation = 7.4

Score Range = 0 to 76

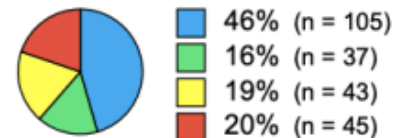


Number of Students = 231

Average = 37.6

Standard Deviation = 19.5

Score Range = 5 to 130



Number of Students = 230

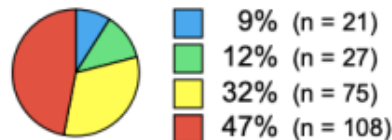
Average = 57

Standard Deviation = 27.6

Score Range = 6 to 134

## 5th Grade Math

### Computation

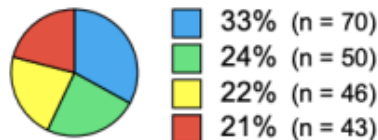


Number of Students = 231

Average = 19.6

Standard Deviation = 10.4

Score Range = 0 to 72

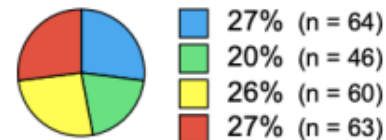


Number of Students = 209

Average = 56.4

Standard Deviation = 27.8

Score Range = 0 to 136



Number of Students = 233

Average = 55.4

Standard Deviation = 26.7

Score Range = 6 to 128

# MAP Data- Reading

| Grade       | Spring 2015 | Spring 2016 | Winter 2017 | Spring 2018 | Spring 2019 | 2020 | Spring 2021 |
|-------------|-------------|-------------|-------------|-------------|-------------|------|-------------|
| <b>K</b>    |             |             |             |             |             |      | 57%         |
| <b>1st</b>  |             |             |             |             |             |      | 56%         |
| <b>2nd</b>  | 49%         | 52%         | 56%         | 54%         | 50%         |      | 51%         |
| (Spanish)   |             |             |             |             |             |      | 58%         |
| <b>3rd</b>  | 57%         | 55%         | 56%         | 55%         | 50%         |      | 52%         |
| (Spanish)   |             |             |             |             |             |      | 69%         |
| <b>4th</b>  | 64%         | 55%         | 58%         | 55%         | 61%         |      | 53%         |
| (Spanish)   |             |             |             |             |             |      | 60%         |
| <b>5th</b>  | 57%         | 59%         | 56%         | 56%         | 55%         |      | 47%         |
| (Spanish)   |             |             |             |             |             |      | 62%         |
| <b>6th</b>  | 52%         | 58%         | 64%         | 54%         | 52%         |      | 52%         |
| <b>7th</b>  | 50%         | 57%         | 58%         | 64%         | 67%         |      | 68%         |
| <b>8th</b>  | 60%         | 56%         | 63%         | 68%         | 73%         |      | 58%         |
| <b>9th</b>  | 61%         | 65%         | 55%         | 62%         | 64%         |      | 65%         |
| <b>10th</b> | 66%         | 74%         | 65%         | 66%         | 68%         |      | 61%         |

# MAP Data- MATH

|           | Spring<br>2015 | Spring<br>2016 | Winter<br>2017 | Spring<br>2018 | Spring<br>2019 | 2020 | Spring2<br>021 |
|-----------|----------------|----------------|----------------|----------------|----------------|------|----------------|
| <b>K</b>  |                |                |                |                |                |      | 77%            |
| <b>1</b>  |                |                |                |                |                |      | 62%            |
| <b>2</b>  | 49%            | 46%            | 50%            | 42%            | 43%            |      | 44%            |
| <b>3</b>  | 52%            | 51%            | 50%            | 52%            | 46%            |      | 62%            |
| <b>4</b>  | 52%            | 42%            | 48%            | 48%            | 54%            |      | 45%            |
| <b>5</b>  | 53%            | 49%            | 44%            | 46%            | 45%            |      | 39%            |
| <b>6</b>  | 54%            | 49%            | 45%            | 46%            | 41%            |      | 51%            |
| <b>7</b>  | 56%            | 60%            | 53%            | 62%            | 57%            |      | 57%            |
| <b>8</b>  | 57%            | 62%            | 63%            | 58%            | 58%            |      | 46%            |
| <b>9</b>  | 54%            | 55%            | 55%            | 55%            | 54%            |      | 57%            |
| <b>10</b> | 62%            | 65%            | 62%            | 60%            | 60%            |      | 59%            |

# NSCAS Reading

|                  | 2010 | 2011 | 2012 | 2013 | 2014 | 2015 | 2016 | 2017 | 2018 | 2019 |
|------------------|------|------|------|------|------|------|------|------|------|------|
| <b>Reading</b>   |      |      |      |      |      |      |      |      |      |      |
| <b>3rd grade</b> |      |      |      |      |      |      |      |      |      |      |
| State            |      |      |      |      |      |      |      | 53%  | 53%  | 56%  |
| District         | 34%  | 36%  | 50%  | 63%  | 67%  | 72%  | 74%  | 30%  | 38%  | 33%  |
| Bryan            | 47%  | 58%  | 49%  | 70%  | 74%  | 55%  | 73%  | 27%  | 42%  | 41%  |
| Morton           | 15%  | 31%  | 38%  | 50%  | 75%  | 79%  |      |      |      |      |
| Pershing         | 34%  | 28%  | 59%  | 57%  | 55%  | 79%  |      |      |      |      |
| Sandoz           | 59%  | 33%  | 63%  | 76%  | 61%  | 76%  | 75%  | 32%  | 37%  | 31%  |
| <b>4th grade</b> |      |      |      |      |      |      |      |      |      |      |
| State            |      |      |      |      |      |      |      | 56%  | 56%  | 58%  |
| District         | 46%  | 45%  | 50%  | 49%  | 61%  | 75%  | 72%  | 39%  | 37%  | 46%  |
| Bryan            | 49%  | 63%  | 65%  | 41%  | 75%  | 84%  | 81%  | 54%  | 37%  | 59%  |
| Morton           | 43%  | 23%  | 36%  | 43%  | 58%  | 71%  |      |      |      |      |
| Pershing         | 33%  | 48%  | 55%  | 46%  | 47%  | 70%  | 70%  | 34%  | 37%  | 41%  |
| Sandoz           | 62%  | 68%  | 57%  | 61%  | 64%  | 75%  |      |      |      |      |
| <b>5th grade</b> |      |      |      |      |      |      |      |      |      |      |
| State            |      |      |      |      |      |      |      | 51%  | 51%  | 48%  |
| District         | 41%  | 51%  | 49%  | 56%  | 47%  | 76%  | 76%  | 34%  | 33%  | 33%  |
| Bryan            | 44%  | 74%  | 67%  | 59%  | 61%  | 87%  | 88%  | 41%  | 59%  | 36%  |
| Morton           | 36%  | 36%  | 26%  | 42%  | 43%  | 61%  |      |      |      |      |
| Pershing         | 42%  | 42%  | 47%  | 56%  | 40%  | 82%  | 73%  | 32%  | 26%  | 32%  |
| Sandoz           | 46%  | 70%  | 78%  | 72%  | 46%  | 75%  |      |      |      |      |
| <b>6th grade</b> |      |      |      |      |      |      |      |      |      |      |
| State            |      |      |      |      |      |      |      | 47%  | 47%  | 49%  |
| District         | 44%  | 45%  | 41%  | 45%  | 57%  | 65%  | 76%  | 37%  | 32%  | 37%  |
| <b>7th grade</b> |      |      |      |      |      |      |      |      |      |      |
| State            |      |      |      |      |      |      |      | 47%  | 47%  | 49%  |
| District         | 50%  | 58%  | 58%  | 64%  | 68%  | 69%  | 74%  | 41%  | 42%  | 47%  |
| <b>8th grade</b> |      |      |      |      |      |      |      |      |      |      |
| State            |      |      |      |      |      |      |      | 51%  | 51%  | 50%  |

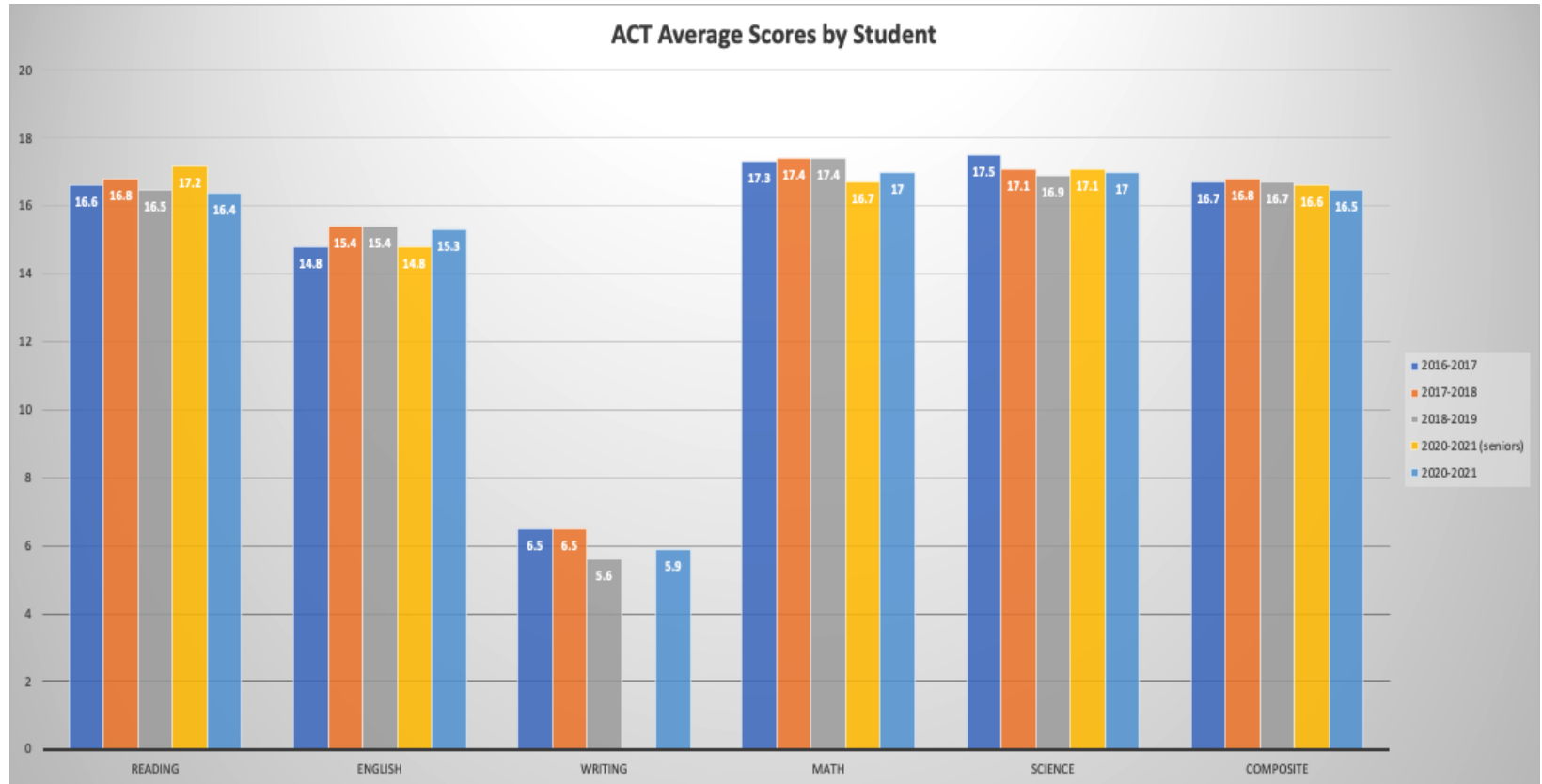
# NSCAS Math

|                  | 2010 | 2011 | 2012 | 2013 | 2014 | 2015 | 2016 | 2017 | 2018 | 2019 |
|------------------|------|------|------|------|------|------|------|------|------|------|
| <b>3rd grade</b> |      |      |      |      |      |      |      |      |      |      |
| State            |      |      |      |      |      |      |      |      | 50%  | 55%  |
| District         | x    | 31%  | 37%  | 48%  | 59%  | 56%  | 55%  | 61%  | 37%  | 33%  |
| Bryan            |      | 49%  | 45%  | 45%  | 62%  | 38%  | 63%  | 65%  | 34%  | 33%  |
| Morton           |      | 24%  | 28%  | 47%  | 69%  | 73%  |      |      |      |      |
| Pershing         |      | 28%  | 36%  | 65%  | 49%  | 68%  |      |      |      |      |
| Sandoz           |      | 33%  | 47%  | 35%  | 54%  | 54%  | 53%  | 59%  | 38%  | 32%  |
| <b>4th grade</b> |      |      |      |      |      |      |      |      |      |      |
| State            |      |      |      |      |      |      |      |      | 50%  | 52%  |
| District         | x    | 54%  | 45%  | 51%  | 62%  | 62%  | 52%  | 58%  | 36%  | 42%  |
| Bryan            |      | 60%  | 65%  | 46%  | 73%  | 69%  | 58%  | 73%  | 38%  | 45%  |
| Morton           |      | 39%  | 33%  | 54%  | 67%  | 69%  |      |      |      |      |
| Pershing         |      | 64%  | 44%  | 49%  | 47%  | 55%  | 51%  | 54%  | 35%  | 41%  |
| Sandoz           |      | 66%  | 49%  | 54%  | 58%  | 56%  |      |      |      |      |
| <b>5th grade</b> |      |      |      |      |      |      |      |      |      |      |
| State            |      |      |      |      |      |      |      |      | 50%  | 54%  |
| District         | x    | 57%  | 59%  | 64%  | 61%  | 62%  | 62%  | 55%  | 34%  | 41%  |
| Bryan            |      | 79%  | 70%  | 85%  | 76%  | 83%  | 85%  | 69%  | 55%  | 48%  |
| Morton           |      | 41%  | 47%  | 47%  | 55%  | 48%  |      |      |      |      |
| Pershing         |      | 49%  | 54%  | 62%  | 51%  | 56%  | 56%  | 52%  | 28%  | 38%  |
| Sandoz           |      | 76%  | 78%  | 71%  | 61%  | 63%  |      |      |      |      |
| <b>6th grade</b> |      |      |      |      |      |      |      |      |      |      |
| State            |      |      |      |      |      |      |      |      | 55%  | 55%  |
| District         | x    | 48%  | 53%  | 41%  | 56%  | 54%  | 53%  | 61%  | 35%  | 29%  |
| <b>7th grade</b> |      |      |      |      |      |      |      |      |      |      |
| State            |      |      |      |      |      |      |      |      | 49%  | 49%  |
| District         | x    | 59%  | 58%  | 55%  | 57%  | 70%  | 72%  | 72%  | 61%  | 54%  |
| <b>8th grade</b> |      |      |      |      |      |      |      |      |      |      |
| State            |      |      |      |      |      |      |      |      | 50%  | 47%  |
| District         | x    | 52%  | 54%  | 53%  | 57%  | 55%  | 57%  | 64%  | 47%  | 41%  |

# NSCAS Science

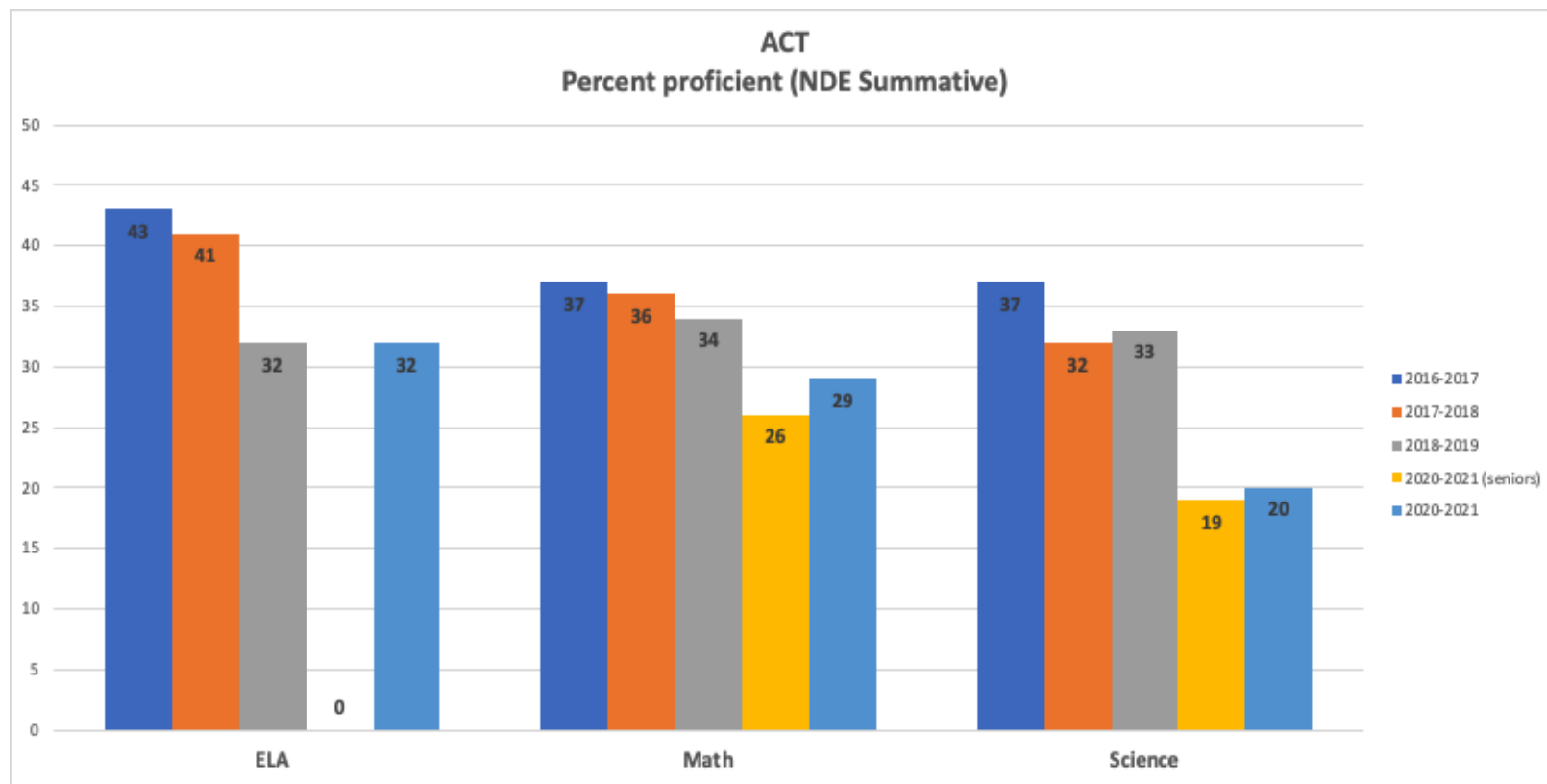
|                  | 2010 | 2011 | 2012 | 2013 | 2014 | 2015 | 2016 | 2017 | 2018 | 2019 |
|------------------|------|------|------|------|------|------|------|------|------|------|
| <b>Science</b>   |      |      |      |      |      |      |      |      |      |      |
| <b>5th grade</b> |      |      |      |      |      |      |      |      |      |      |
| <b>State</b>     |      |      |      |      | 72%  | 73%  | 74%  | 72%  | 69%  | 69%  |
| <b>District</b>  | x    | x    | 52%  | 39%  | 42%  | 49%  | 48%  | 48%  | 47%  | 47%  |
| Bryan            |      |      | 63%  | 45%  | 54%  | 63%  | 77%  | 67%  | 77%  | 62%  |
| Morton           |      |      | 37%  | 30%  | 41%  | 34%  |      |      |      |      |
| Pershing         |      |      | 50%  | 35%  | 37%  | 50%  | 41%  | 43%  | 38%  | 42%  |
| Sandoz           |      |      | 73%  | 51%  | 38%  | 46%  |      |      |      |      |
| <b>8th grade</b> |      |      |      |      |      |      |      |      |      |      |
| <b>State</b>     |      |      |      |      | 70%  | 70%  | 68%  | 68%  | 66%  | 63%  |
| <b>District</b>  | x    | x    | 45%  | 42%  | 50%  | 54%  | 43%  | 49%  | 41%  | 32%  |

# ACT

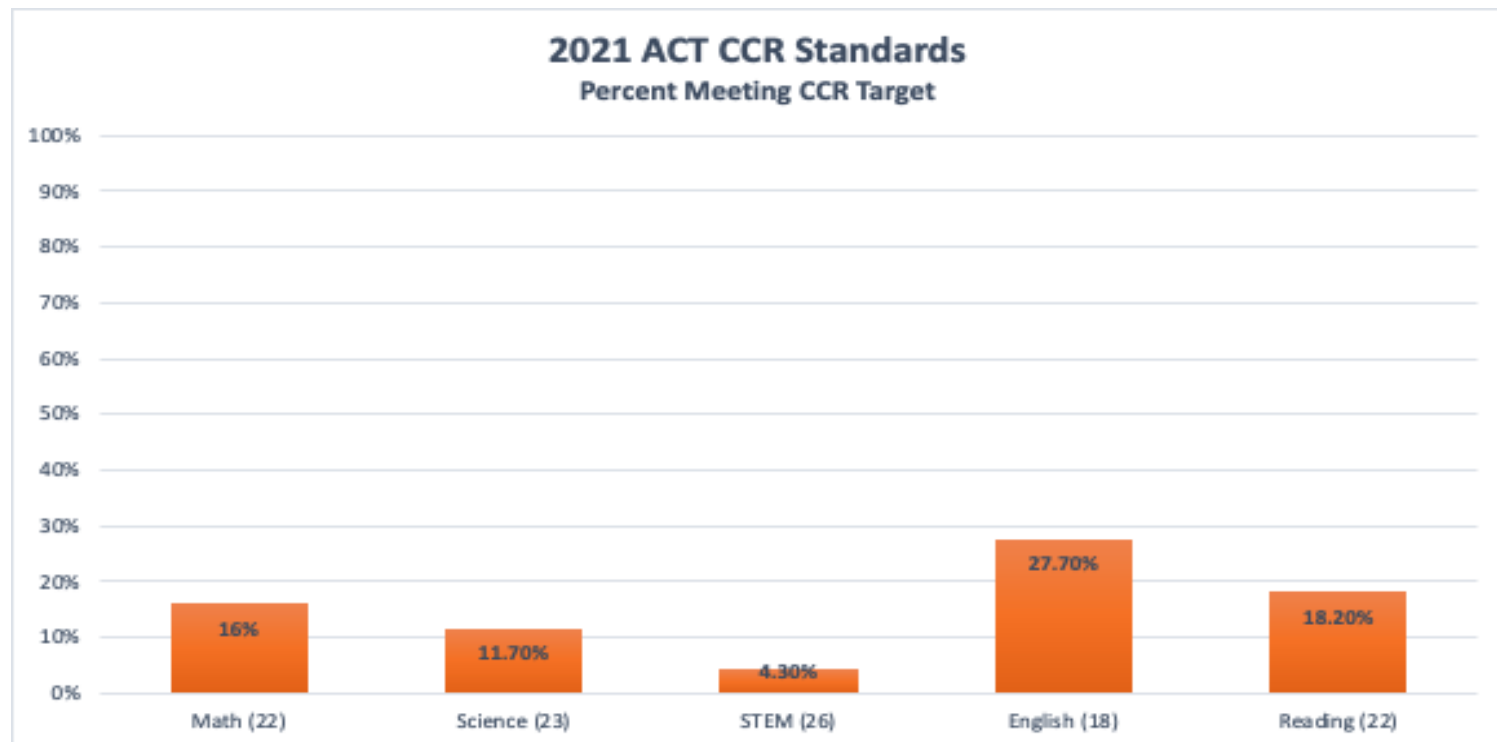




# ACT



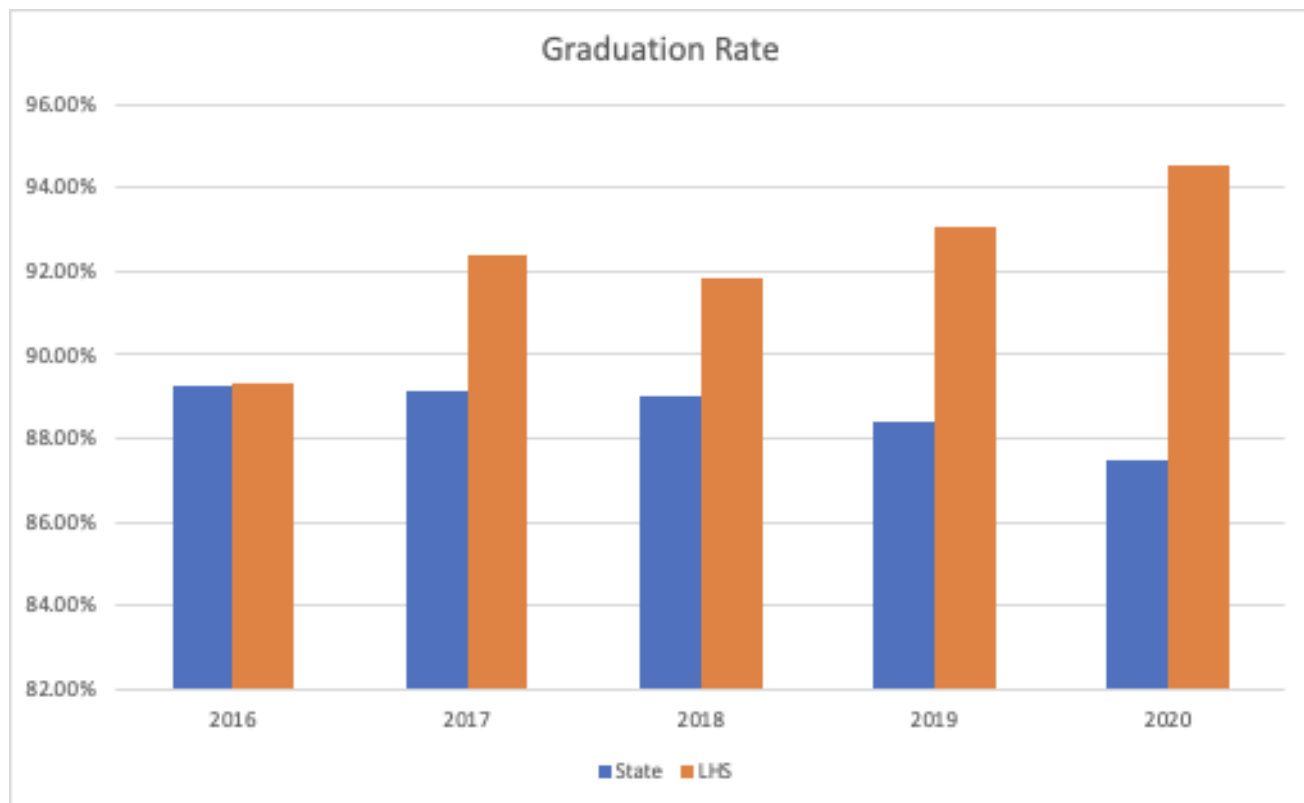
# ACT



# ELPA

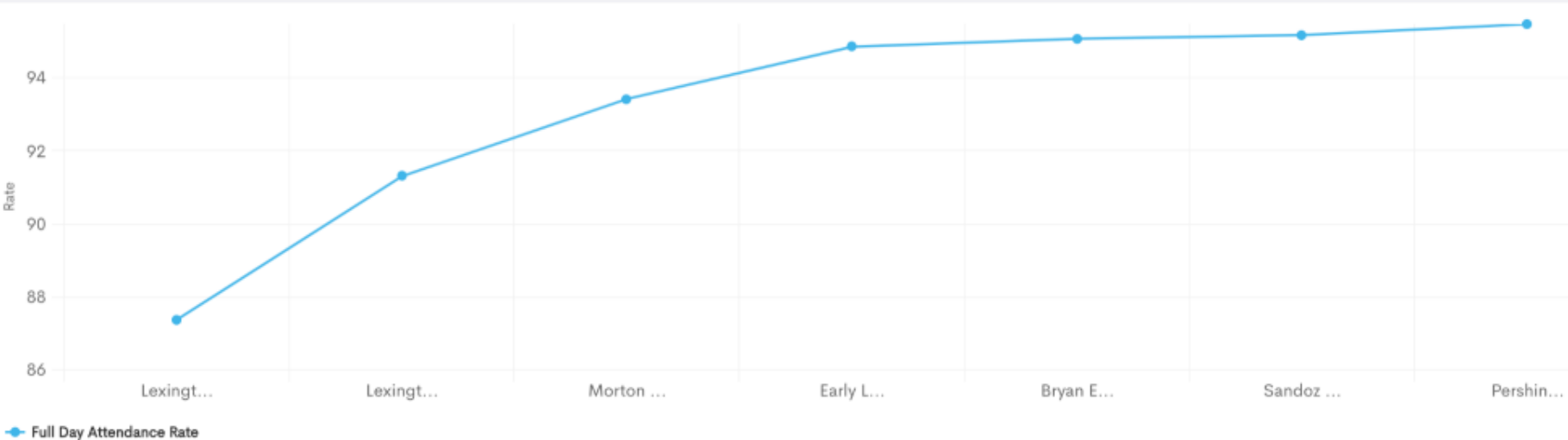
|               | 2017 | 2018 | 2019 | 2020 | 2021 |
|---------------|------|------|------|------|------|
|               |      |      |      |      |      |
| <b>Kinder</b> | 2%   | 6%   | 5%   | 6%   | 3%   |
|               |      |      |      |      |      |
| <b>1st</b>    | 8%   | 13%  | 18%  | 16%  | 12%  |
|               |      |      |      |      |      |
| <b>2nd</b>    | 22%  | 25%  | 31%  | 20%  | 19%  |
|               |      |      |      |      |      |
| <b>3rd</b>    | 12%  | 15%  | 14%  | 13%  | 18%  |
|               |      |      |      |      |      |
| <b>4th</b>    | 26%  | 28%  | 24%  | 18%  | 12%  |
|               |      |      |      |      |      |
| <b>5th</b>    | 5%   | 7%   | 12%  | 9%   | 1%   |
|               |      |      |      |      |      |
| <b>6th</b>    | 2%   | 1%   | 7%   | 6%   | 6%   |
|               |      |      |      |      |      |
| <b>7th</b>    | 7%   | 2%   | 5%   | 2%   | 0%   |
|               |      |      |      |      |      |
| <b>8th</b>    | 0%   | 2%   | 0%   | 6%   | 0%   |
|               |      |      |      |      |      |
| <b>9th</b>    | 0%   | 0%   | 0%   | 1%   | 0%   |
|               |      |      |      |      |      |
| <b>10th</b>   | 0%   | 5%   | 0%   | 4%   | 3%   |
|               |      |      |      |      |      |
| <b>11th</b>   | 2%   | 0%   | 4%   | 6%   | 9%   |
|               |      |      |      |      |      |
| <b>12th</b>   | 0%   |      | 3%   | 4%   | 0%   |

# Graduation



# By School

By School



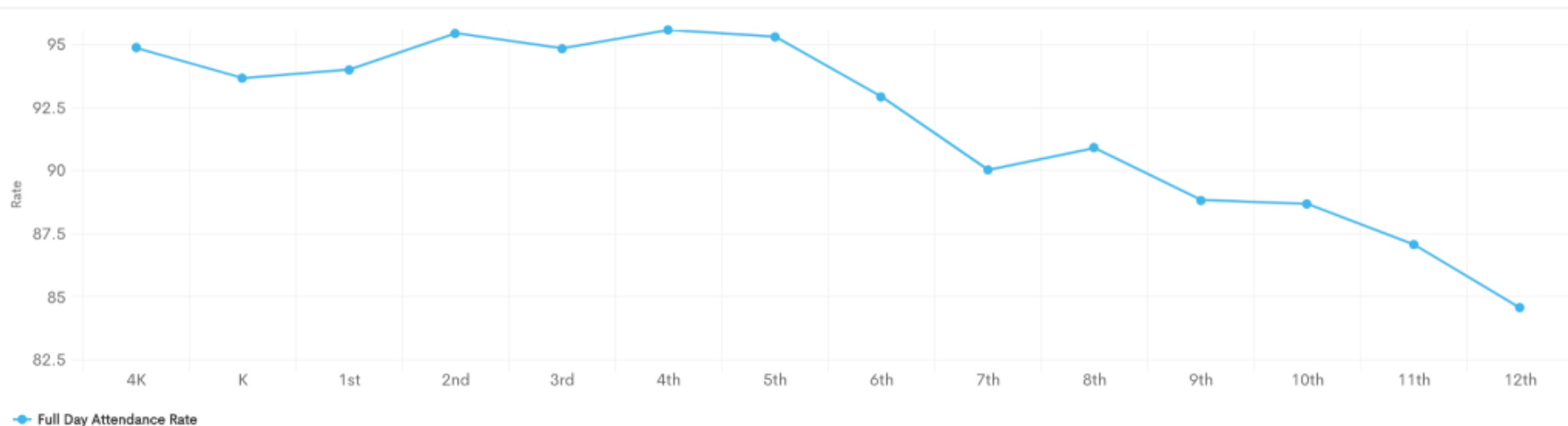
## By School Insights

### Full Day Attendance Rate

The average attendance rate is 93.23% . Lexington High School has the lowest rate of 87.36% , while Pershing Elementary has the highest rate of 95.46%

## By Grade

By Grade



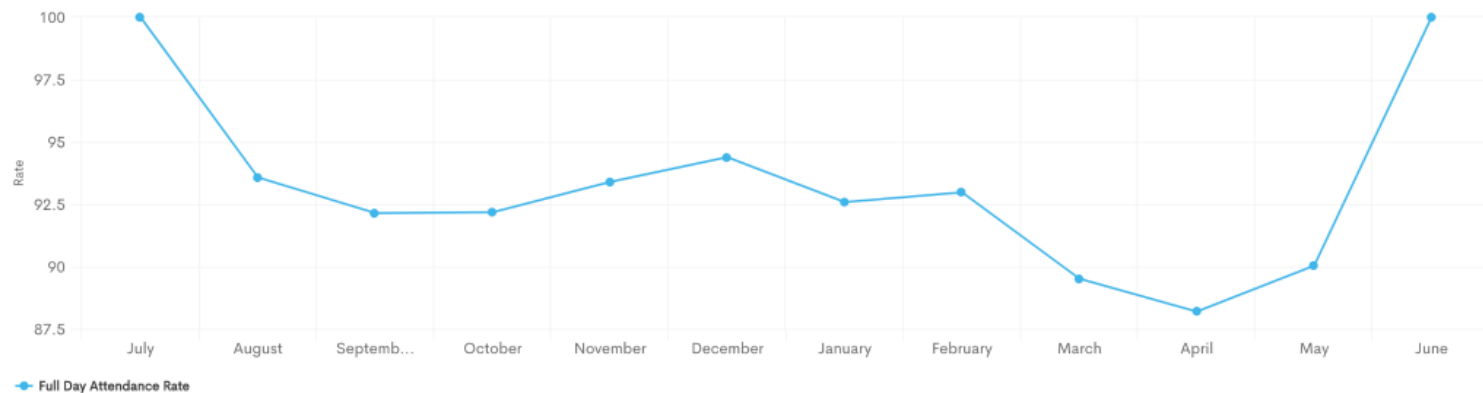
## By Grade Insights

### Full Day Attendance Rate

The **average attendance rate** is **91.89%** . **12th** has the **lowest rate** of **84.53%** , while **4th** has the **highest rate** of **95.56%**

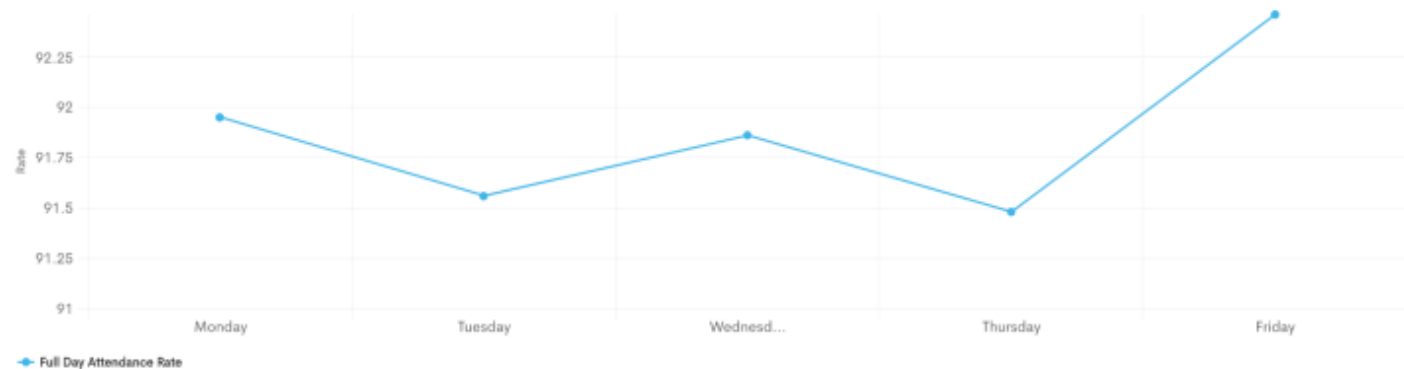
## By Month

By Month



## By Weekday

By Weekday





## COST PROPOSAL

Quote Prepared On June 14, 2021  
Quote Valid Through September 15, 2021  
Quote No. 210564048  
Version No. 9

### Prepared For

Julie Meyers  
Lexington Public Schools - NE  
300 South Washington St  
Lexington, NE 68850

### Prepared By

Leslie Wolfe  
lwolfe@vistahigherlearning.com  
(630) 357-2930  
Vista Higher Learning  
500 Boylston St, Suite 620  
Boston, MA 02116-3736

### Descubre 2022

| Qty | Item Number       | Description                                                            | Unit Price | Total Value | Total Cost |
|-----|-------------------|------------------------------------------------------------------------|------------|-------------|------------|
| 70  | 978-1-54333-947-5 | Descubre 2022 Level 1 Supersite Plus(6 year license)                   | \$119.95   | \$8,396.50  | \$8,396.50 |
| 30  | 978-1-54333-951-2 | Descubre 2022 Level 1 Student Edition + Supersite Plus(6 year license) | \$129.95   | \$3,898.50  | \$3,898.50 |
| 2   | 978-1-54334-117-1 | Descubre 2022 Level 1 National TRB                                     | \$409.95   | \$819.90    | \$0.00     |
| 40  | 978-1-54333-993-2 | Descubre 2022 Level 2 Supersite Plus(6 year license)                   | \$119.95   | \$4,798.00  | \$4,798.00 |
| 60  | 978-1-54333-997-0 | Descubre 2022 Level 2 Student Edition + Supersite Plus(6 year license) | \$129.95   | \$7,797.00  | \$7,797.00 |
| 2   | 978-1-54334-119-5 | Descubre 2022 Level 2 National TRB                                     | \$409.95   | \$819.90    | \$0.00     |
| 2   | 978-1-54334-120-1 | Descubre 2022 Level 3 National TRB                                     | \$409.95   | \$819.90    | \$0.00     |
| 30  | 978-1-54334-013-6 | Descubre 2022 Level 3 Student Edition + Supersite Plus(6 year license) | \$129.95   | \$3,898.50  | \$3,898.50 |

### Enfoques 5e

| Qty | Item Number       | Description                                | Unit Price | Total Value | Total Cost |
|-----|-------------------|--------------------------------------------|------------|-------------|------------|
| 1   | 978-1-54330-134-2 | Enfoques 5e Instructor Annotated Edition   | \$214.00   | \$214.00    | \$0.00     |
| 30  | 978-1-54330-492-3 | Enfoques 5e Supersite Plus Code(18 months) | \$150.00   | \$4,500.00  | \$4,500.00 |

### Galeria

| Qty | Item Number       | Description                                                              | Unit Price | Total Value | Total Cost |
|-----|-------------------|--------------------------------------------------------------------------|------------|-------------|------------|
| 1   | 978-1-54330-777-1 | Galeria 1 Instructors Edition                                            | \$160.95   | \$160.95    | \$0.00     |
| 15  | 978-1-64101-735-0 | Galeria 1 Supersite Plus (w/SmartBook)(6 year license)                   | \$134.95   | \$2,024.25  | \$2,024.25 |
| 30  | 978-1-54330-950-8 | Galeria 1 Student Edition + Supersite Plus (w/SmartBook)(6 year license) | \$144.95   | \$4,348.50  | \$4,348.50 |
| 30  | 978-1-54331-196-9 | Galeria 2 Supersite Plus (w/SmartBook) (6 year license)                  | \$134.95   | \$4,048.50  | \$0.00     |
| 30  | 978-1-54330-951-5 | Galeria 2 Student Edition + Supersite Plus (w/SmartBook)6 year license)  | \$144.95   | \$4,348.50  | \$4,348.50 |
| 1   | 978-1-54330-755-9 | Galeria 2 Instructors Edition                                            | \$165.95   | \$165.95    | \$0.00     |

### Perspectivas 1e





## COST PROPOSAL

Quote Prepared On June 14, 2021  
Quote Valid Through September 15, 2021  
Quote No. 210564048  
Version No. 9

| Qty | Item Number       | Description                                                      | Unit Price | Total Value | Total Cost |
|-----|-------------------|------------------------------------------------------------------|------------|-------------|------------|
| 30  | 978-1-54334-105-8 | Perspectivas 1e Student Edition + Supersite Plus(6 year license) | \$144.95   | \$4,348.50  | \$4,348.50 |
| 1   | 978-1-54333-118-9 | Perspectivas 1e Instructor Annotated Edition                     | \$214.00   | \$214.00    | \$0.00     |

| Revista 6e |                   |                                                              |            |             |            |
|------------|-------------------|--------------------------------------------------------------|------------|-------------|------------|
| Qty        | Item Number       | Description                                                  | Unit Price | Total Value | Total Cost |
| 30         | 978-1-54334-110-2 | Revista 6e Student Edition + Supersite Plus (6 year license) | \$129.95   | \$3,898.50  | \$3,898.50 |
| 1          | 978-1-54332-461-7 | Revista 6e Instructor Annotated Edition                      | \$145.00   | \$145.00    | \$0.00     |
| 5          | 978-1-54334-109-6 | Revista 6e Supersite Plus (6 year license)                   | \$119.95   | \$599.75    | \$599.75   |

|                              |                    |
|------------------------------|--------------------|
| <b>Total Value</b>           | \$60,264.60        |
| <b>Total Gratis</b>          | <b>\$7,408.10</b>  |
| <b>Total Cost</b>            | \$52,856.50        |
| <b>Est. Shipping (0%)</b>    | \$0.00             |
| <b>Est. Grand Total Cost</b> | <b>\$52,856.50</b> |

### Special Instructions

- Please include a copy of your signed and dated tax exemption certificate when sending in your purchase order.
- Shipping rates shown here are only estimates and may be different than the actual charges invoiced for your shipment.

### To Order Contact Customer Support

Phone (800) 269-6311 ext. 1 | Fax (617) 426-5215

Email [orders@vistahigherlearning.com](mailto:orders@vistahigherlearning.com)

Vista Higher Learning

500 Boylston St. Suite 620 Boston, MA 02116

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**Thank you for your business!**



## **COST PROPOSAL**

Quote Prepared On June 14, 2021  
Quote Valid Through September 15, 2021  
Quote No. 210564048  
Version No. 9

**Statement of Understanding Relating  
to the Wide Area Network Leasing and Services Agreement**

**between**

**Unite Private Networks, LLC**

**7200 NW 86<sup>th</sup> Street, Ste M  
Kansas City, MO 64153**

**and**

**Lexington Public School District**

**300 S. Washington Street  
Lexington, NE 68850**

**UPN ID: 30844**

**Dated \_\_\_\_\_, 2021**

**Statement of Understanding Relating  
to the Wide Area Network Leasing and Services Agreement**

This Statement of Understanding relates to the Wide Area Network Leasing and Services Agreement dated March 12, 2013 (the “Agreement”) by and between the Lexington Public School District (the “District”) and Unite Private Networks, LLC (“UPN”) (collectively, the “Parties”).

**Recitals**

A. UPN is in the business of leasing Wide Area Network facilities (“WAN Facilities”) and providing telecommunications services (“WAN Services”) to school districts and other customers.

B. Following a competitive bidding process, the District selected UPN as the most cost-effective provider of leased WAN Facilities and WAN Services to the District.

C. In order to upgrade the District’s bandwidth (the “*10G Upgrade*”), the Parties have elected to exercise an option in the Agreement as described in more detail below.

D. The Parties have received all necessary approvals to enter into the Agreement and this Statement of Understanding.

**Statement of Understanding**

Section 4 of the Agreement allows for changes to the Agreement and reads, in part, as follows: “Any changes in the WAN Facilities or the WAN Services... will be set forth in a change order or other document signed by both the District and UPN.”

Section 5 of the Agreement contemplates bandwidth upgrades and reads, in part, as follows: “This Agreement contemplates the possibility of the District adding locations as well as service upgrades during the course of this Agreement. ... All future sites and upgrades will have a term that is coterminous with the original term selected by the District...”

As such, the parties agree to add the following information to Schedules A and C of the Agreement:

**Schedule A – WAN Facilities and WAN Services**

**WAN Services – 10G Upgrade**

Ten (10) Gigabit Ethernet bandwidth capacity over single-mode fiber optic cable to the following District locations:

| Circuit 1 - E-WAN<br>(LXTNNEAY/EWAD54/LXTNNEAY) |                                             |           |                                              |
|-------------------------------------------------|---------------------------------------------|-----------|----------------------------------------------|
|                                                 | <b><u>Location A</u></b>                    |           | <b><u>Location Z</u></b>                     |
| Site Name                                       | HUB - Early Intervention                    | Site Name | HUB - Early Intervention                     |
| Address                                         | 300 S. Washington St<br>Lexington, NE 68850 | Address   | 300 S. Washington St<br>Lexington, NE 68850  |
| Circuit 2 - E-WAN<br>(LXTNNEAY/EWAD55/LXTNNEBS) |                                             |           |                                              |
|                                                 | <b><u>Location A</u></b>                    |           | <b><u>Location Z</u></b>                     |
| Site Name                                       | HUB - Early Intervention                    | Site Name | Bryan Elementary                             |
| Address                                         | 300 S. Washington St<br>Lexington, NE 68850 | Address   | 1003 N. Harrison St<br>Lexington, NE 68851   |
| Circuit 3 - E-WAN<br>(LXTNNEAY/EWAD56/LXTNNEBR) |                                             |           |                                              |
|                                                 | <b><u>Location A</u></b>                    |           | <b><u>Location Z</u></b>                     |
| Site Name                                       | HUB - Early Intervention                    | Site Name | Lexington High School                        |
| Address                                         | 300 S. Washington St<br>Lexington, NE 68850 | Address   | 705 W. 13th St<br>Lexington, NE 68850        |
| Circuit 4 - E-WAN<br>(LXTNNEAY/EWAD57/LXTNNEBT) |                                             |           |                                              |
|                                                 | <b><u>Location A</u></b>                    |           | <b><u>Location Z</u></b>                     |
| Site Name                                       | HUB - Early Intervention                    | Site Name | Lexington Middle School                      |
| Address                                         | 300 S. Washington St<br>Lexington, NE 68850 | Address   | 1100 N. Washington St<br>Lexington, NE 68853 |
| Circuit 5 - E-WAN<br>(LXTNNEAY/EWAD58/LXTNNEBU) |                                             |           |                                              |
|                                                 | <b><u>Location A</u></b>                    |           | <b><u>Location Z</u></b>                     |
| Site Name                                       | HUB - Early Intervention                    | Site Name | Morton Elementary                            |
| Address                                         | 300 S. Washington St<br>Lexington, NE 68850 | Address   | 505 S Lincoln St<br>Lexington, NE 68854      |
| Circuit 6 - E-WAN<br>(LXTNNEAY/EWAD59/LXTNNEBV) |                                             |           |                                              |
|                                                 | <b><u>Location A</u></b>                    |           | <b><u>Location Z</u></b>                     |
| Site Name                                       | HUB - Early Intervention                    | Site Name | Pershing Elementary                          |
| Address                                         | 300 S. Washington St<br>Lexington, NE 68850 | Address   | 1104 N. Tyler St<br>Lexington, NE 68855      |

|                                                        |                                             |           |                                        |
|--------------------------------------------------------|---------------------------------------------|-----------|----------------------------------------|
| <b>Circuit 7 - E-WAN</b><br>(LXTNNEAY/EWAD60/LXTNNEBW) |                                             |           |                                        |
|                                                        | <b><u>Location A</u></b>                    |           | <b><u>Location Z</u></b>               |
| Site Name                                              | HUB - Early Intervention                    | Site Name | Sandoz Elementary                      |
| Address                                                | 300 S. Washington St<br>Lexington, NE 68850 | Address   | 1711 N. Erie St<br>Lexington, NE 68856 |
| <b>Circuit 8 - E-WAN</b><br>(LXTNNEAY/EWAG46/LXTNNEBY) |                                             |           |                                        |
|                                                        | <b><u>Location A</u></b>                    |           | <b><u>Location Z</u></b>               |
| Site Name                                              | HUB - Early Intervention                    | Site Name | Lexington Public Schools Alt Ed.       |
| Address                                                | 300 S. Washington St<br>Lexington, NE 68850 | Address   | 103 W 10th St<br>Lexington, NE 68850   |

### **Schedule C – Fees and Payment Schedule**

#### **Annual Fees**

Upon completion of the *10G Upgrade*, the District's annual lease payments shall increase by \$19,200, which shall continue for the remainder of the Agreement.

**By signing, the undersigned hereby warrant:**

- that they are authorized agents of UPN and the District, respectively;
- that they have the authority to enter into this Statement of Understanding on behalf of the parties to the original Agreement; and
- that they bind the parties to this Statement of Understanding and to the terms contained herein.

IN WITNESS WHEREOF, this Statement of Understanding has been executed by a duly authorized representative of each Party as of the day and year first written above.

**Unite Private Networks, LLC**

**Lexington Public School District**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



Date: May 17, 2021

To: Lexington Public Schools

From: Giulio Favuzza, Secure Content Technologies

Re: Securly Quote

**Securly Filter with Auditor**

Quantity: 3,500 Licenses

Term:

One Year \$10,800.00 \_\_\_\_\_

**Terms Net 30.**

Name:

Kristi Jergensen

Date:

5-20-2021

Phone Number:

308-324-1212

Fax Number:

308-324-2528

Email Address:

kristi.jergensen@lexschools.org

Signature:

Kristi Jergensen

Billing Contact & Address:

P.O. Box 890

300 S. Washington Street

Lexington, NE 68850

To order please send purchase order to [giulio@securecontenttechnologies.com](mailto:giulio@securecontenttechnologies.com)

Thank you for the opportunity to provide this quote. If you have any additional questions, please contact me at 617-721-8664 or 513-779-1165. I greatly appreciate your business!

Giulio Favuzza

Secure Content Technologies, Ltd.

[giulio@securecontenttechnologies.com](mailto:giulio@securecontenttechnologies.com)



8050 Beckett Center Drive Suite 225  
West Chester OH 45069

# Yanda's Music & Pro Audio

2301 Central Avenue  
Kearney NE 68847  
(308) 234-1970  
(800) 338-6939

## PROPOSAL

| PROPOSAL      | DATE              |
|---------------|-------------------|
| 525810        | 5/10/2021 1:44 PM |
| ACCT          | EMPL ID           |
| 2583          | STEVEN            |
| PO            | EXPIRES           |
| ALEX WOODSIDE | 6/9/2021          |

**Sold To:** LEXINGTON PUBLIC SCHOOLS  
300 S. WASHINGTON  
ATTN: KERI FAGOT  
LEXINGTON NE 68850

| QTY             | ITEM       | DESCRIPTION                                      | PRICE EA | DISC      | TOTAL     |
|-----------------|------------|--------------------------------------------------|----------|-----------|-----------|
| 1               | BDC18      | Yamaha BDC18 18" MARCHING B.D.<br>COVER          | 85.00    | 32.00     | 53.00     |
| 1               | BDC20      | Yamaha BDC20 20" MARCHING B.D.<br>COVER          | 85.00    | 32.00     | 53.00     |
| 1               | BDC22      | Yamaha BDC22 22" MARCHING BD<br>COVER            | 85.00    | 32.00     | 53.00     |
| 1               | BDC24      | Yamaha BDC24 24" MARCHING BD<br>COVER            | 85.00    | 32.00     | 53.00     |
| 1               | BDC26      | Yamaha BDC26 26" MARCHING B.D.<br>COVER          | 90.00    | 33.00     | 57.00     |
| 1               | BDC28      | Yamaha BDC28 28" MARCHING B.D.<br>COVER          | 90.00    | 33.00     | 57.00     |
| 1               | MB-8318    | Yamaha 18x14 FIELD-CORPS MARCHING<br>BASS DRUM   | 792.00   | 342.00    | 450.00    |
| 1               | MB-8320    | Yamaha 20x14 FIELD-CORPS MARCHING<br>BASS DRUM   | 842.00   | 362.00    | 480.00    |
| 1               | MB-8322    | Yamaha 22x14 FIELD-CORPS MARCHING<br>BASS DRUM   | 892.00   | 382.00    | 510.00    |
| 1               | MB-8324    | Yamaha 24x14 FIELD-CORPS MARCHING<br>BASS DRUM   | 942.00   | 402.00    | 540.00    |
| 1               | MB-8326    | Yamaha 26x14 FIELD-CORPS MARCHING<br>BASS DRUM   | 992.00   | 427.00    | 565.00    |
| 1               | MB-8328    | Yamaha 28x14 FIELD-CORPS MARCHING<br>BASS DRUM   | 1,042.00 | 452.00    | 590.00    |
| 3               | MQT-60234A | Yamaha MQT-60234A LG QUINTS<br>W/BIPOSTO CARRIER | 2,616.00 | 3,408.00  | 4,440.00  |
| 8               | MS-9314CH  | Yamaha 14x12 Marching Snare w/chrome<br>Hardware | 1,228.00 | 4,144.00  | 5,680.00  |
| 3               | QDC4D      | Yamaha QDC4D Quad/quint/sextet cover             | 82.00    | 66.00     | 180.00    |
| 6               | RM-ABS-B   | Yamaha RM-ABS-B MONOPOSTO BASS<br>DRUM CARRIER   | 480.00   | 1,080.00  | 1,800.00  |
| 8               | RM-ABS-S   | Yamaha RM-ABS-S MONOPOSTO SNARE<br>CARRIER       | 480.00   | 1,440.00  | 2,400.00  |
| 8               | SNC14      | Yamaha SNC14 14" SFZ SNARE COVER                 | 54.00    | 112.00    | 320.00    |
| <b>SUBTOTAL</b> |            |                                                  |          | 12,811.00 | 18,281.00 |





# Yanda's Music & Pro Audio

2301 Central Avenue  
Kearney NE 68847  
(308) 234-1970  
(800) 338-6939

## PROPOSAL

| PROPOSAL      | DATE              |
|---------------|-------------------|
| 525810        | 5/10/2021 1:44 PM |
| ACCT          | EMPL ID           |
| 2583          | STEVEN            |
| PO            | EXPIRES           |
| ALEX WOODSIDE | 6/9/2021          |

**Sold To:** LEXINGTON PUBLIC SCHOOLS  
300 S. WASHINGTON  
ATTN: KERI FAGOT  
LEXINGTON NE 68850

**TOTAL**

**18,281.00**

0.00

PRICES INCLUDE SHIPPING/DELIVERY



## The Mighty Mount Build and Run Engine Stand

- Total Cost : \$1864.00 (\$1,699 plus shipping and handling)

(Phone: 715-832-1717 - World's Best Products, Inc. - Eau Claire, WI -  
<https://www.worlds-best-products.com/products/mighty-mount/>)

---

## Blue Print Engines - Kearney, NE

Part #: BP35513CTC1

1 - BLUEPRINT ENGINES 355CI CRATE ENGINE I SMALL BLOCK GM STYLE I  
DRESSED LONGBLOCK WITH CARBURETOR I ALUMINUM HEADS I ROLLER CAM

Approximate cost : \$4399.00 with a 5% discount for school -\$219.95 = \$4179.05

---

Redline Detection Smoke Pro Total Tech Vehicle Smoke Machine for EVAP Test - Part  
# 95-003B  
(Amazon - 849.99)

OR

REDLINE (PART # 95-0003C) SMOKE PRO TOTAL TECH 3C WITH EASY  
INTAKE - LEAK DETECTOR - COST : \$834.99

734-744-6449  
JB Tool Sales Incorporated  
31720 Plymouth Road  
Livonia, MI 48150

---

## Blue Print Engines - Kearney, NE

3 Long Block Engines - Part # BP-35513CTI  
BLUEPRINT ENGINES 355CI CRATE ENGINE I SMALL BLOCK GM STYLE I  
LONGBLOCK I ALUMINUM HEADS I ROLLER CAM

Cost each : \$3899.00 - with a 5% discount for school -\$194.95 = \$3704.05 each  
Approximate cost for 3 = \$11,112

---

3 gas bottles - \$350.00 each  
Oxygen  
Acetylene  
NOS

→ Daily rental fee  
on bottles

(Buy in order to  
remove daily rental  
fee)

## **Educator Social-Emotional Reflection and Training (EdSERT)**

This is a research based educator focused program for schools to increase teacher knowledge about SEL, guide them to reflect on and build their own existing SEL skills and practices in the classroom, and ultimately enable them to promote those SEL skills to their students. Teachers use self-reflective assessments to identify their own strengths and build professional competencies through assigned digital PD opportunities.

It focuses on the same 8 essential elements from the CASEL framework that are measured by the student SEL screener (DESSA) that we are currently using. (8 elements include: Including self-awareness, self-management, social awareness, relationship skills, goal directed behavior, personal responsibility, decision-making, and optimistic thinking.)

This is a one year subscription for a district site license (\$16,475.00) which includes training and support.

01 6997 610 000 0 000 ESSRs 2



APERTURE EDUCATION

SIS N/A

EdSERT Digital

| Account - Contact Information                 |                                              | Aperture Education - Contact Information |                      |
|-----------------------------------------------|----------------------------------------------|------------------------------------------|----------------------|
| Organization Name                             | Lexington Public Schools (NE)                | Prepared by                              | Elizabeth Sims       |
| Main Contact Name                             | Angie Kovarik                                | E-mail                                   | esims@apertureed.com |
| Main Contact Title                            | Director of Student Services                 | Phone                                    | 803.795.1967         |
| Main Contact Phone/Email                      | 308.324.4681<br>angie.kovarik@lexschools.org | Order Date                               | 4.13.2021            |
|                                               |                                              | Expires                                  | 6.30.2021            |
| Subscription Management - Contact Information |                                              | Account - Billing Information            |                      |
| Program Administrator*                        | Angie Kovarik                                | Account #                                | 3210854345           |
| Prog Admin Phone/Email                        | 308.324.4681<br>angie.kovarik@lexschools.org | Billing Contact                          |                      |
| Data/SIS Manager Name*                        |                                              | Billing Contact Title                    |                      |
| Data/SIS Mgr Phone/Email                      |                                              | Billing Contact E-mail                   |                      |
| Authorized to Make Changes*                   | Angie Kovarik                                | Billing Contact Phone                    |                      |
|                                               |                                              | PO #:                                    |                      |

\*The Program Administrator is the person within your organization who will be managing the online subscription account. The Data/SIS Manager, if applicable, is the person at your organization who will be working with the program admin to manage the rostering of students and users and classes. They are often the SIS specialist. Please list name and contact information for at least one person who is authorized to change the Program Administrator in the event that person leaves your organization.

| Account - Shipping Information |  | Shipping Address |  |
|--------------------------------|--|------------------|--|
| Shipping Contact               |  | (NE)             |  |
| Shipping Phone/Email           |  | Attention:       |  |

| SUBSCRIPTIONS          |            |                                                                                                                                                                                                                                                                        |          |                      |             |
|------------------------|------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|----------------------|-------------|
| Subscription Period    |            | Description                                                                                                                                                                                                                                                            | Item No. | Authorized Licenses* | Fees        |
| Start Date             | End Date   |                                                                                                                                                                                                                                                                        |          |                      |             |
| 07.01.2021             | 06.30.2022 | EdSERT Digital: Educator social-emotional reflection and training program to support the social-emotional knowledge, skill set, and well-being of educators; web-based professional development, and supplemental resources - Promotional Pricing of \$59 per Educator | 40900    | 275                  | \$16,225.00 |
| 07.01.2021             | 06.30.2022 | EdSERT Digital Training: training module for up to two                                                                                                                                                                                                                 | 40901    | N/A                  | \$250.00    |
| SUBSCRIPTIONS SUBTOTAL |            |                                                                                                                                                                                                                                                                        |          |                      | \$16,475.00 |
| Estimated Taxes        |            |                                                                                                                                                                                                                                                                        |          |                      | N/A         |
| Shipping & Handling    |            |                                                                                                                                                                                                                                                                        |          |                      | N/A         |
| TOTAL INVESTMENT       |            |                                                                                                                                                                                                                                                                        |          |                      | \$16,475.00 |

#### PAYMENT TERMS & TAXES

All fees must be paid in full 30 days from the date of invoice. In the case of training and services delivered on-site, a purchase order or payment must be received within 72 hours of your established training date to avoid cancellation of your training. Aperture Education reserves the right to suspend services until all past due amounts are paid in full. Any renewal or additional Order Forms shall be at Aperture Education's then-published rates or as otherwise specified on the Order Form. Prices quoted may not include and Customer shall pay all sales/use, gross receipts, value-added, GST or other tax (including interest and penalties imposed thereon) on the transactions contemplated herein, other than taxes based on the net income or profits of Aperture Education. Payment can be made via check, purchase order & invoice, or credit card. Credit card purchases will incur a 3% fee for processing. Payments

Aperture Education | P.O. Box 1279 | Fort Mill, SC 29716 | 1.844.685.2499 | ApertureEd.com

## TERMS FOR SUBSCRIPTION SERVICES

The following terms apply only to orders which include subscription services.

### Support

If you detect an outage or have other issues accessing the Services, you can contact Aperture Education Technical Support as follows: During business hours (8 am - 5 pm ET) or by emailing [support@apertureed.com](mailto:support@apertureed.com). In addition, support guides and constantly updated support articles are available 24/7 by clicking on the Support hyperlink from within the application.

### Term & Termination

This Order Form commences upon the Order Date set forth above and shall continue until the completion of the Subscription Period(s) for the Services set forth herein. This Order Form is subject to the termination rights set forth in the "Additional Terms" below.

### Additional Terms

Notwithstanding anything to the contrary in the Terms, this Order Form and the Services provided to Customer hereunder are subject to the following additional terms. In the event of any conflict between these additional terms and the Terms, these additional terms will prevail. Limited Performance Warranty. Aperture Education represents and warrants during the Subscription Period(s) that the Services will operate substantially in accordance with any applicable documentation provided by Aperture Education; provided that (i) the Services are implemented and operated in accordance with all instructions supplied by Aperture Education; (ii) Customer notifies Aperture Education of any defect in the Services within ten (10) calendar days after the appearance thereof; (iii) Customer has properly used all updates recommended by Aperture Education with respect to any third party or adapter software products that materially affect the performance of the Services; (iv) Customer has properly maintained all associated equipment, software and environmental conditions in accordance with applicable specifications and industry standards; (v) Customer has not introduced other equipment or software creating an adverse impact on the Services; (vi) Customer has paid all amounts due hereunder and is not in default of any provision of this Agreement; (vii) any legacy software with respect to which the Services are to operate contains clearly defined interfaces and correct integration code; and (viii) Customer has made no changes (nor permitted any changes to be made other than by or with the express approval of Aperture Education) to the Services source code, if any is licensed hereunder. Indemnification. Aperture Education shall defend, indemnify and hold Customer harmless from any claim (including attorney fees) that the Services in the form provided violate or infringe the intellectual property rights of any third party; provided that Aperture Education is given prompt notice of the claim and sole control over the defense and any settlement thereof (except Aperture Education shall not enter into any settlement prejudicial to Customer without Customer's consent). Aperture Education is not obligated to indemnify Customer to the extent any claim arises from Customer's breach of the Terms or use of the Services in combination with any software, data, process or technology not supplied by Aperture Education (where there would be no claim, but for such combination) or (ii) unless Customer provides Aperture Education its reasonable cooperation at Aperture Education's expense. Termination. Either party may, in addition to other relief, suspend or terminate this Order Form if the other party breaches any material provision hereof and fails within thirty (30) days after receipt of notice of default to correct such default or to commence corrective action reasonably acceptable to the aggrieved party and proceed with due diligence to completion. Either party shall be in default hereof if it becomes insolvent, makes an assignment for the benefit of its creditors, a receiver is appointed or a petition in bankruptcy is filed with respect to the party and is not dismissed within thirty (30) days. De-Identification. Ninety (90) days after the end of the Subscription Period, Aperture Education will automatically de-identify any personal data (including student data) received from Customer. If Customer wants to extract any such personal data from the Services, Customer must do so before the end of the Subscription Period.

**This Order Form incorporates by reference the Aperture Education Terms of Service found at [www.apertureed.com/terms-of-service](http://www.apertureed.com/terms-of-service) (the "Terms"), including any defined terms therein.**

## **Terms for Professional Development and Training Services**

The following terms apply only to orders which include professional development and/or training services.

### **Planning and Preparation**

A training planning meeting must be conducted ahead of each on-site training date. This meeting will help Aperture Education to confirm details and understand your goals and unique context so that we can tailor the training to you as appropriate. Inability or failure to participate in the initial training meeting, subsequently required planning meetings or providing the Trainer key details required to conduct a successful training will result in cancellation of the training.

### **System Preparation**

For trainings that involve accessing and using the Aperture System, we require that the account be set up no fewer than 3 business days in advance of the professional development and/or training. This set up includes: completion of the Planning Your Program Meeting, Prepping Your System Training, all student rosters are loaded, all accounts are activated for users who will be using the system and attending the training, and all users who will be conducting ratings have logged into the system to confirm that their student rosters are accurate. If the training involves completing ratings, the DESSA assessment should also be assigned to the raters (please ask them NOT to complete the ratings ahead of the training). Failure to complete these steps 72 hours prior to the scheduled training may result in a need to reschedule the training.

### **Rescheduling and Cancellation Policy**

You must notify Aperture Education as soon as possible if for any reason any on-site training needs to be canceled or rescheduled. If you decide to cancel rather than reschedule the training, you may be eligible for a refund as long as we receive at least 72 hours' notice prior to the day of the workshop. Please note that all costs accrued after acceptance of these terms and prior to the workshop (including airfare) will be withheld from the refund, even if you cancel the workshop.

### **Additional Terms**

**Web-Based Training** - Your Success Manager will work with you to schedule all web-based training sessions. We make every effort to accommodate requests for specific training times for our clients and appreciate at least 24 hours' notice to reschedule or cancel a web training. Canceled webinars with less than 24 hours' notice or "no shows" are subject to a \$100 fee in order to reschedule.

**On-site Training** - All on-site trainings will be planned in coordination with your assigned Success Manager and conducted by a qualified Aperture-certified Master Trainer with general expertise in SEL and specific expertise in Aperture products.

**Training Preparation** - A training planning meeting must be conducted ahead of each on-site training date. This meeting will help us to confirm details and understand your goals and unique context so that we can tailor the training to you as appropriate. Inability or failure to participate in the training meeting at least two weeks prior to the training will result in cancellation of the training.

For on-site trainings that involve accessing and using the Aperture System, we require that the account be set up no fewer than 3 business days in advance of the workshop. This set up includes: completion of the Planning Your Program Meeting, Prepping Your System Training, all student rosters are loaded, all accounts are activated for users who will be using the system and attending the training, and all users who will be conducting ratings have logged into the system to confirm that their student rosters are accurate. If the training involves completing ratings, the DESSA assessment should also be assigned to the raters (please ask them NOT to complete the ratings ahead of the training). Failure to complete these steps 72 hours prior to the scheduled training may result in a need to reschedule the training.

**Materials** - The trainer will send you a copy of all workshop materials so you can make copies for all participants. In addition to these, we will need you to supply the following: markers, large removable poster paper, sticky notes, and a means of projecting the training as well as an adequate space for the training that is sufficiently free from distraction. We also recommend snacks and beverages be available for your attendees.

**Travel Costs** - Our trainer will make all travel arrangements. The cost detailed above includes all the above listed services, trainings, and all related travel expenses, and will be invoiced by Aperture Education upon your acceptance of this letter as indicated by your signature below. Please let Aperture Education know if you have any special billing requirements. If payment is not received 72 hours prior to the schedule training day, we will release hold on your specified training date and will work with you to reschedule your training with our then availability.

**Agreement**

The signature below affirms your commitment to pay for the products and Services in accordance with the terms set forth in this Order Form.

**Authority to Sign**

By signing below, you represent and warrant that you are signing with full and complete authority to bind the Customer, on whose behalf you are signing, to this Agreement.

\_\_\_\_\_  
Organization Lexington Public Schools

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

Aperture Education

\_\_\_\_\_  
Organization

\_\_\_\_\_  
Signature

Elizabeth B. Smith

\_\_\_\_\_  
Name

\_\_\_\_\_  
Manager of Partnership Specialists

\_\_\_\_\_  
Date



# EdSERT™

Educator Social-Emotional Reflection and Training



APERTURE EDUCATION

**A professional development program to support the social-emotional knowledge, skill set, and well-being of educators.**

Supporting educators to strengthen their own social-emotional competence is a key component to effective social-emotional learning (SEL) for students (CASEL, 2019\*).

Too often, educators feel unprepared or without the necessary resources to successfully deliver SEL programming. When given these tools, educators are better equipped to build stronger relationships with students, manage classroom behaviors, and deliver SEL instruction effectively benefitting both the classroom climate and student outcomes (Jennings & Greenberg, 2009\*\*).

**EdSERT provides a comprehensive set of research-based and practical resources developed for K-12 teachers and out-of-school time program staff designed to:**

- Increase SEL knowledge and practices to prepare educators to effectively teach social-emotional skills.
- Enhance ability to model social-emotional skills for students.
- Develop practices to manage stress, the demands of teaching, and the needs of students.

## WHAT ARE THE COMPONENTS?

### **Professional Development**

Learn why social-emotional competence is important for all members of school and OST communities

### **Self-Reflective Assessments**

Reflect on your existing teaching practices and identify strengths and growth opportunities

### **Personal Development Plan**

Choose a focus area and set your intentions for enhancing that teaching practice

### **Strategies**

Implement self-directed practices designed to enhance competencies and the ability to use them to benefit you and your students

\*The Collaborative for Academic, Social, and Emotional Learning (2019). The CASEL guide to schoolwide social and emotional learning. Retrieved from: <https://schoolguide.casel.org/>.

\*\*Jennings, P.A., & Greenberg, M.T. (2009). The Prosocial Classroom: Teacher social emotional competence in relation to student and classroom outcomes. Review of Educational Research, 79(1), 491-525.



## Promote 8 CASEL-Aligned Social-Emotional Competencies

EdSERT can be used as a standalone educator-focused program or as a complement to an existing SEL curriculum for students. For schools and programs using the DESSA Comprehensive SEL System, EdSERT will provide a consistent approach focusing on promoting the same 8 competencies for students and educators.



Self-Awareness



Self-Management



Social-Awareness



Relationship Skills



Goal-Directed Behavior



Personal Responsibility



Decision Making



Optimistic Thinking

### EdSERT Resources at a Glance:

#### Administrator Guide

- Describes the goals, rationale, and core components of EdSERT
- Provides recommendations for successful roll out and implementation of EdSERT in schools and out-of-school time programs

#### Educator Guides

- Each educator will receive eight Educator Guides - one for each social-emotional competency promoted by EdSERT.
- Each guide includes:
  - an introduction to the competency
  - a self-reflective assessment
  - a personal planning tool
  - practical strategies aligned to the self-reflective assessment

#### EdSERT Extras Online Portal

- Access professional development including 9 recorded webinars that can be viewed individually or as a group, as well as discussion questions and activity ideas
- Access to supplemental strategy resources, guides, FAQs, and more

For more information, please contact our team:

**EdSERT@ApertureEd.com**  
**www.EdSERT.com**

**Lexington Community Facilities Agency, Lexington Public Schools  
and Lexington Recreation Management Company, LLC  
Operations Plan Agreement**

This Agreement ("Agreement") is made and entered into by and between the Lexington Community Facilities ("Agency"), Dawson County School District No. 24-0001, commonly known as Lexington Public Schools ("School District"), and Lexington Recreation Management Company, LLC, a Nebraska limited liability company ("Manager").

**Recitals:**

WHEREAS, the School District and City of Lexington, Nebraska ("City") created a separate joint entity called the Agency through the approval of the Interlocal Cooperation Act Agreement creating the Lexington Community Facilities Agency ("Agency Agreement") on April 25, 1995;

WHEREAS, the Agency, School District, and City entered into a Construction Management and Lease Agreement for the Lexington Middle School Facility (hereinafter "Facility") located at 1100 N. Washington Street, Lexington, NE on February 14, 2012 (amended February 26, 2013), and said Construction, Management, and Lease Agreement provides for a separate written agreement between the Agency, School District, and a third party for the management, use, maintenance, repair, insurance, and utilities of the Facility;

WHEREAS, the Agency, School District, and Manager entered into a Management and Joint Use Agreement ("Management and Joint Use Agreement") for the Facility on February 12, 2013, and said Management and Joint Use agreement provides for the adoption of plan for operation of the Facility and budget for the maintenance, repair, insurance, services, utilities, grounds upkeep, snow removal, and all other expenses required for the operation of the Facility prior to July 1 of each year.

WHEREAS, the Management and Joint Use Agreement contemplated Manager contracting with a 3<sup>rd</sup> Party Agent to manage the Recreation Facility and Manager having contracted with The Young Men's Christian Association of the Prairie, Inc. ("YMCA") to manage the Recreation Facility.

WHEREAS, Neb. Rev. Stat. §79-748 encourages schools to develop public-private partnerships and the parties desire to construct, provide, maintain, and operate shared facilities;

WHEREAS, the parties believe it is in the best interest of the community as a whole to jointly use these facilities;

NOW, THEREFORE, for good and valuable consideration, the parties hereto agree as follows:

1. **Ratification.** The Parties hereto acknowledge each of the foregoing recitations and adopt the same as material parts of this Agreement.
2. **Term.** This Agreement shall be for the period commencing August 1, 2021 through July 31, 2022.
3. **Purpose.** The Parties enter into this Agreement to adopt a budget for Operating Fees as required by the Management and Joint Use Agreement and to maintain and operate the Facility.
4. **Administration.** This agreement shall be administered by members of the Agency, School District, and the Manager as provided in the Management and Joint Use Agreement.
5. **School District's Duties and Manager's Duties.** As authorized or required by the Management and Joint Use Agreement, the School District and Manager shall perform the duties as listed in **Exhibit A**.
6. **Operations Fee.** In consideration of the performance by the School District of its obligations under this Agreement and as described in Exhibit A, the Manager shall pay the School District a Facilities Operations Fee in accordance with the Fee Schedule attached hereto as **Exhibit B**.

Monthly payments shall be due on or before the 15<sup>th</sup> of each month. Payments not received by the 25<sup>th</sup> of each month shall be considered late and shall accrue simple interest at the rate of 12% per annum, and shall continue until paid by the Manager. Interest may be waived by written approval of the School District.

7. **Emergency Expenditures.** An emergency is an unforeseen combination of circumstances or the resulting state that requires immediate action to protect or preserve the Facility, Facility personnel, or public health and safety. The School District shall take such actions as it reasonably believes are necessary in an emergency. If, in the reasonable judgment of the School District, the emergency requires the School District to incur costs prior to obtaining written approval from the Manager, the School District shall notify the Manager of the emergency as promptly as practicable with due regard to the emergency.
8. **Availability of Information.** The Parties shall make available to each other, for inspection and copying during business hours, all books, records, plans and other information relating to any calculation or determination to be made under this Agreement.
9. **Termination.**
  - A. In the event of the occurrence of any of the following, this Agreement shall terminate and the Agency, School District, and Manager shall immediately without notice of other action by it, be entitled to any remedies provided by law:
    - i. The filing of a petition by or against the Manager for adjudication of the of the Manager as bankrupt under the federal Bankruptcy Act as now or hereafter amended or supplemented, or for the reorganization of the Manager within the meaning of Chapter Xi or the Bankruptcy Act or the filing of any petition by or against the Manager under any future Bankruptcy Act for the same or similar relief;
    - ii. The dissolution or liquidation of the Manager, or for the appointing of a receiver or trustee of a substantial portion of the property of the Manager, whether instituted by or against the Manager;
    - iii. The taking of possession of the property of the Manager by any governmental officer or agency pursuant to statutory authority for the dissolution or liquidation of the Manager; or
    - iv. The making by the Manager of an assignment for the benefit of its creditors.
  - B. This Agreement shall continue in effect as provided herein until the occurrence of one or more of the following events:
    - i. The agreement is terminated if the terms and conditions become illegal or null and void by act of the Legislature of the State of Nebraska or final decision of a court of competent jurisdiction.
    - ii. The Agreement is terminated by any party upon a material breach of another party's duties and obligations set forth in this Agreement, and after written notice of such breach and failure to cure said material breach within three (3) months of such notice.
  - C. Upon termination of the Agreement for any reason, the compensation to be paid hereunder shall be an amount which bears the same ratio to the total payment specified as the number of months or fraction thereof to the date of such termination bears to the twelve months in the annual budget period in which termination occurs. Any portion of the payment made, but not earned, prior to the date of termination of the Agreement shall be refunded by the School District.

**10. Indemnification.**

- A.** The Manager agrees to indemnify and hold the Agency and School District harmless against any and all claims, actions, damages, liability, and expenses in connection with injury or loss of life to person or damage to property arising out of the use, occupancy or operation of Facility, provided however, the Manager shall not indemnify or hold the Agency or School District harmless for any matter arising out of the negligence of the Agency or School District.
- B.** The School District agrees to indemnify and hold the Agency and Manager harmless against any and all claims, actions, damages, liability and expenses in connection with injury or loss of life to person or damage to property arising out of the use, occupancy, or operation of the Facility; provided however, the School District shall not indemnify or hold the Agency of Manager harmless for any matter arising out of the negligence of the Agency or Manager.
- C.** The Agency agrees to indemnify and hold the School District and Manager harmless against any and all claims, actions, damages, liability and expenses in connection with injury or loss of life to person or damage to property arising out of the use, occupancy, or operation of the Facility; provided however, the Agency shall not indemnify or hold the School District or Manager harmless for any matter arising out of the negligence of the School District or Manager.

**11. Nondiscrimination.** The parties and their subcontractors, if any, 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.

**12. Employment Eligibility Verification.** The parties 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 party employs or contracts with any subcontractor in connection with this Agreement, the 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.

**13. No Third-Party Rights.** This Agreement shall not provide third parties with any remedy, claim, liability, reimbursement, cause of action or other right or privilege.

**14. Assignment.** No party shall sell, assign, or otherwise transfer any rights in the Agreement without the express written consent of all other parties, except Manager has contracted with a 3<sup>rd</sup> Party Agent, namely the YMCA, to manage the Recreation Facility and by reason thereof the Facilities Operation Fees shall be paid by the YMCA to the School District. However, such contractual relationship between Manager and YMCA shall not relieve Manager of its obligations set forth in this Agreement.

**15. Notices.** Notices required under this Agreement shall be sufficient if in writing and if personally delivered or sent by certified mail at the addresses listed below:

|          |                                              |
|----------|----------------------------------------------|
| MANAGER: | Lexington Recreation Management Company, LLC |
|          | P.O. Box 1050                                |
|          | Lexington, NE 68850                          |

SCHOOL DISTRICT: Lexington Public Schools  
Attn: Superintendent  
300 S. Washington Street  
P.O. Box 890  
Lexington, NE 68850

AGENCY: Lexington Community Facilities Agency  
Attn: Chairperson  
300 S. Washington Street  
P.O. Box 890  
Lexington, NE 68850

- 16. Severability.** In the event any provision of this Agreement is determined to be invalid or unenforceable for any reason, such determination shall not affect the remainder of this Agreement.
- 17. Applicable Law.** This Agreement shall be governed by the laws of the State of Nebraska.
- 18. Exhibits.** The provisions of the following exhibits attached hereto are incorporated by reference herein:  
Exhibit A: School District's Duties and Manager's Duties  
Exhibit B: Fee Schedule
- 19. Amendments.** Any amendments to this Agreement must be written and approved by all parties.
- 20. Entirety.** This Agreement constitutes the entire Agreement between the parties, and any other agreements between the parties, unless reduced to writing and executed by the parties, shall be null and void.
- 21. Binder.** This Agreement shall be binding upon the successors and legal representatives of the parties hereto.

[SIGNATURE PAGES TO FOLLOW]

Executed and delivered this \_\_\_\_ day of \_\_\_\_\_, 2021

**"MANAGER"**

**LEXINGTON RECREATION MANAGEMENT COMPANY, LLC**

A Nebraska limited liability company

By: \_\_\_\_\_

Title: Manager

**"SCHOOL DISTRICT"**

**DAWSON COUNTY SCHOOL DISTRICT NO. 24-0001, commonly known  
as LEXINGTON PUBLIC SCHOOLS**

By: \_\_\_\_\_

Title: President, Board of Education

**"AGENCY"**

**LEXINGTON COMMUNITY FACILITIES AGENCY**

By: \_\_\_\_\_

Title: Chairperson, Agency Board

**Exhibit A**  
**School District's Duties and Manager's Duties**

**School District Duties.** The School District shall provide or shall be responsible for contracting for the following goods or services as related to the Facility. Manager shall reimburse School District for allocated portion of these services as determined in **Exhibit B: Budget**.

- Utilities including gas, electrical, water, sewer, sanitation, and waste removal
- Property Insurance
- General cleaning of the indoor Facility
- Outdoor grounds upkeep including snow removal on parking lots and sidewalks, trash pick-up, landscaping, mowing and watering of greenspace and vegetation
- General Information Technology service
- Facility scheduling software and supplies
- General maintenance including plumbing, electrical, heating and air, and other routine upkeep and maintenance
- Major maintenance items including floor refinishing, flooring replacement, HVAC replacement, roof replacement and other major equipment replacement
- Security system and surveillance
- Consumables including toilet paper, paper towels, facial tissue, trash bags, hand soap and other general cleaning supplies
- Fire and sprinkler inspection

**Manager's Duties.** The Manager shall provide or shall be responsible for contracting for the following goods or services as related to the Facility:

- Liability and Worker's Compensation Insurance
- Elevator Service and Inspection
- Internet and phone service
- Fitness Equipment
- Fitness Equipment maintenance and repair
- Rug and rag cleaning and delivery service
- Specialized cleaning requests not part of the general cleaning schedule
- Specialized outdoor grounds requests not part of the general outdoor grounds plan
- Specialized information technology services
- Office supplies including copy and print services
- Improvements and alterations to the Facility specific to the Manager



| Exhibit B: Fee Schedule            |           |           |                               |                  |
|------------------------------------|-----------|-----------|-------------------------------|------------------|
|                                    |           |           |                               |                  |
| Utilities                          | 31,410    | sq. ft. @ | \$1.35/sq. ft.                | \$42,404         |
| Property Insurance                 | 4,700,000 | \$        | \$0.0012/\$ value             | \$5,478          |
| Cleaning                           | 31,410    | sq. ft. @ | \$1.40630/sq. ft.             | \$44,172         |
| Technology Service                 | 0         | hours     | \$25.00/hour                  | \$0              |
| Maintenance Calls                  | 40        | hours     | \$30.00/hour                  | \$1,200          |
| Rug Service                        | 0         | months    | \$0.00/month                  | \$0              |
| Floor Refinishing                  | 1         | annual    | \$1,800.00/occurrence         | \$1,800          |
| Consumable Orders                  | 12        | months    | \$225.00/month                | \$2,700          |
| Fire Sprinkler Inspection          | 1         | annual    | \$340.00/year                 | \$340            |
| Snow Removal                       | 6         | annual    | \$150.00/occurrence           | \$900            |
| Green Space Maintenance            | 1         | annual    | \$0.00/year                   | \$0              |
| Flooring Depreciation              | 1         | annual    | (31,420*\$3.50)/20 year life  | \$5,497          |
| Roofing Depreciation               | 1         | annual    | (31,420*\$5.50)/20 year life  | \$8,638          |
| HVAC Depreciation                  | 1         | annual    | (\$200,000*38%)/20 year life  | \$3,800          |
| Tools/Major Equipment Depreciation | 31,410    | sq. ft. @ | \$0.075/sq. ft                | \$2,356          |
|                                    |           |           |                               |                  |
|                                    |           |           | <b>Annual Fee</b>             | <b>\$119,285</b> |
|                                    |           |           | <b>Year 8 Monthly Payment</b> | <b>\$9,940</b>   |

Fee Schedule History

|          |           |           |
|----------|-----------|-----------|
| Year 1** | 2014-2015 | \$116,134 |
| Year 2   | 2015-2016 | \$119,601 |
| Year 3   | 2016-2017 | \$120,371 |
| Year 4   | 2017-2018 | \$122,237 |
| Year 5   | 2018-2019 | \$118,830 |
| Year 6   | 2019-2020 | \$118,970 |
| Year 7   | 2020-2021 | \$118,985 |

\*Year 1 Fee was prorated for mid-October opening, actual fee \$88,317.81

# **AGREEMENT**

## **CONTRACTED LEVEL I, II, AND III SPECIAL EDUCATION SERVICES**

**THIS AGREEMENT**, made and entered into this 26th day of February 2021 by and between Educational Service Unit 7 of the State of Nebraska, hereinafter called "Servicing Agency" and Lexington Public hereinafter called "District".

### **WITNESSETH:**

1. That the Serving Agency does hereby agree that it will furnish to the District the following described Special Education services which meet the requirements of the State Department of Education. All rates are subject to the approval of the State Department of Education, and will be provided to the district prior to the district's budget preparation.
2. That the Serving Agency does hereby agree it will furnish to the District the following described special education services as follows:
3. Services shall be provided only to children who qualify for such services as specified in State Department of Education, Special Education Rules and Regulations (Rule 51).
4. The Servicing Agency shall supply recorded information on each child for whom services are contracted. The Servicing Agency agrees that it will confer with the School District personnel for purposes of evaluating each child's progress.
5. The placing of a child in said program shall be made by joint decision of the Servicing Agency, the District, parents and/or guardians, and other members of the IEP team.
6. The Servicing Agency agrees to perform the services and the District agrees to pay in accordance with the Servicing Agency rate schedule as approved by the Nebraska State Board of Education. This schedule shall be in full force and effect during the school year of 21-22 commencing no earlier than August 1, 2021 and ending no later than July 31, 2022.
7. The Servicing Agency retains the right to designate personnel to provide services. All personnel provided by the Servicing Agency shall be endorsed to provide their respective services.
8. Policies regarding sick leave, personal leave, and professional leave shall be determined by the negotiated agreement with the Servicing Agency for personnel providing services to the District.
9. In the event that school district's programming requirements and needs change at any time subsequent to and during the term of this agreement, the costs to the school established by this agreement, shall in mutual agreement between ESU 7 and the school district be adjusted and prorated and the parties may agree. Nothing in this paragraph, however, shall be construed to entitle the school district to abrogate this contract or declare it void. The district shall be obligated to pay all sums specified by this contract as due and owing the ESU 7 regardless of changes in circumstances within the district during the course of this contract. The ESU 7 shall, however, be obligated to meet with the school district and discuss in good faith alternatives to mitigating expense, reallocating staff, and other resources within the bounds of the law and as the ESU 7 may

in its sole discretion determine to be in the best interest of ESU 7 and the school district. Any and all changes or expenses incurred by ESU 7 in the course of performing its obligations pursuant to this agreement, or in preparing to do so, shall become due and payable by school district to ESU 7 upon billing in a manner consistent with the billing provision of this agreement.

10. If, for any reason the District does not pay as agreed, the Servicing Agency may cancel this contract and forthwith, without notice, refuse further services to said district, but the District shall not be relieved from paying for services rendered by the Servicing Agency to the said District to date of termination of service.

11. The School District agrees that its payments will be made upon receipt of billing from the Servicing Agency.

12. It is understood and agreed, that in the event of any reason this contract does not comply with the State's requirement, it will be changed in accordance therewith, upon written notice by the Servicing Agency to the District and advising the District of the required changes to meet State requirements.

13. It is agreed this contract between the Servicing Agency and district must be signed by the District Board or Representative and returned to the Servicing Agency by June 17, 2021. The Servicing Agency's Board will then sign and return a copy of the contract to the District.

This agreement shall be binding upon the parties hereto and their successors. The persons executing this Agreement on behalf of the respective parties specifically acknowledge and represent that they have value authority to bind the party to whose benefit this Agreement had been executed.

Signatures:

\_\_\_\_\_  
District Board Representative

  
\_\_\_\_\_  
Servicing Agency Representative

\_\_\_\_\_  
Date

2-26-21

\_\_\_\_\_  
Date



# Lexington Public School

nes the services your district has projected with ESU 7 for the 21-22 school year. Districts please return to Megan Kassing at ESU7 [mkassing@esu7.org](mailto:mkassing@esu7.org). If you have questions please contact Tami Clay.

[illegible]

**CONFIDENTIAL****PREVOST**

**Prevost Car (US) Inc.**  
**201 South Ave, South Plainfield, NJ 07080**  
**Phone: 418-883-3391 Fax: 418-883-4925**  
**email: [commercial.administration@volvo.com](mailto:commercial.administration@volvo.com)**

**SALES AGREEMENT**

Dealsheet Number: 4432590124

Hereinafter referred to as "SELLER"

DATE: 06/02/2021

|                                    |                             |                          |                                 |                  |      |
|------------------------------------|-----------------------------|--------------------------|---------------------------------|------------------|------|
| Legal Customer Name                |                             | Lexington Public Schools |                                 |                  |      |
| DBA :                              | Lexington Public Schools    |                          | Contact Name :                  | Bo Berry         |      |
| Address :                          | 300 South Washington Street |                          |                                 | City : Lexington |      |
| State : NE                         | Zip Code : 68850            |                          | Email : Bo.berry@lexschools.org |                  |      |
| Country : UNITED STATES OF AMERICA |                             | Cell : 308 325 1469      | Phone : 308 324 1220            |                  | Fax: |

Hereinafter referred to as "BUYER", hereby purchases the following described motor coach(es) and/or extra equipment (hereinafter the "Coach(es)") to be delivered no later than 06/30/2021.

FOB Destination, which Buyer agrees to accept and pay for at the price(s) and pursuant to the terms of this agreement.

Currency: USA Dollars

| QTY                                                                             | MODEL | YEAR  | DESCRIPTION                                  | UNIT PRICE | TOTAL          |
|---------------------------------------------------------------------------------|-------|-------|----------------------------------------------|------------|----------------|
| 2                                                                               | H3-45 | 20 20 | MY 2020 Spec L-0839 + Matching for 2nd Coach | \$535,000  | \$1,070,000.00 |
| ORDER SPECIFICATION NUMBER :                                                    |       |       |                                              |            |                |
|                                                                                 | MODEL | 20    |                                              |            | \$0.00         |
| ORDER SPECIFICATION NUMBER :                                                    |       |       |                                              |            |                |
|                                                                                 | MODEL | 20    |                                              |            | \$0.00         |
| ORDER SPECIFICATION NUMBER :                                                    |       |       |                                              |            |                |
| NOTES (see EXHIBIT A)                                                           |       |       |                                              |            |                |
| NEW CUSTOMER      YES <input checked="" type="checkbox"/>                       |       |       |                                              |            |                |
|                                                                                 |       |       |                                              |            |                |
| DEPOSIT                                                                         |       |       |                                              |            | \$0            |
| BALANCE DUE AT DELIVERY (APPLICABLE FEDERAL, STATE AND LOCAL TAXES TO BE ADDED) |       |       |                                              |            | \$1,070,000.00 |

|                                                                                                                                                |                                                                                                                        |  |               |
|------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|--|---------------|
| <b>Order Specification</b>                                                                                                                     | ANY MODIFICATION TO THE ATTACHED ORDER SPECIFICATION WILL BE REFLECTED IN PURCHASE PRICE AND/OR DEPOSIT REQUIREMENTS : |  | Initials: . . |
| <b>Extended Warranty-Transmission</b><br>Standard Allison 5 years<br><b>Extended Warranty - Engine</b><br>Ultimate Engine 5 years (500K miles) | ACCEPTED - CHARGED ON SPEC                                                                                             |  | Initials: . . |
|                                                                                                                                                | ACCEPTED - CHARGED ON SPEC                                                                                             |  | Initials: . . |
| <b>Delivery assistance (Location)</b>                                                                                                          | WRITE REQUIRED DELIVERY LOCATION ON THE RIGHT <b>Franklin Park, IL</b>                                                 |  | Initials: . . |
| <b>Paints &amp; Decals</b>                                                                                                                     | REFUSED                                                                                                                |  | Initials: . . |
| <b>Fire Suppression System</b>                                                                                                                 | REFUSED                                                                                                                |  | Initials: . . |

## TERMS AND CONDITIONS

### Product

1. The prices set forth above are subject to change in the event of an increase of manufacturing costs of the **Coach(es)** prior to the Date of Delivery. In such case, Seller shall mail or deliver to Buyer, at Buyer's address above described, written notice of such increase. Buyer will pay all applicable tax on any such increase. Buyer may cancel this agreement provided Seller receives from Buyer, within 10 days following mailing or delivery of any such increase notice and at Seller's address above described written notice of such cancellation.
2. Should any applicable law, statute, rule, regulation or ordinance from any federal, provincial, state or local authority become effective, after the execution date hereof, that requires that changes be made to the **Coach(es)**, cost for such changes shall be borne by the **Buyer** and the purchase price set forth above shall be increased accordingly.
3. **Buyer** acknowledges that the manufacturer of the **Coach(es)** (the "**Manufacturer**") reserves the right to make any changes or improvements to the model and/or design of any of the **Coach(es)** or parts thereof at any time without notice to **Seller** or **Buyer**, and that the **Manufacturer** shall not be obligated to make any such changes or improvements to the **Coach(es)**, or parts thereof herein purchased either before or subsequent to the delivery thereof to **Buyer**.
4. **Seller** shall use commercially reasonable effort to deliver the **Coach(es)** on a timely manner. Nevertheless, **Seller** shall not be liable for failure or delay in fulfilling this agreement after execution by **Seller** where such failure or delay is due, in whole or in part, to any labor, material, transportation, or utility shortage or curtailment, or to any labor trouble, change in any applicable law, statute, rule, regulation or ordinance of any governmental authority (federal, provincial, state or local), or to any other cause beyond the control of, and/or without the fault or negligence of **Manufacturer** and/or **Seller**.
5. In the event that, as a result of any material or labour shortage, **Seller** shall be unable to deliver on schedule any **Coach(es)**, **Manufacturer** shall have the right to make any changes in the design and to substitute any materials which, in the **Manufacturer's** opinion, may be necessary in order to enable building or completion of the **Coach(es)**, any specifications to the contrary contained in this agreement notwithstanding; it being expressly understood and agreed that delays, changes in design or substitutions of materials made necessary by material or labor shortages, shall not entitle **Buyer** to cancel this order, to a reduction of the price or to damages.

### Delivery

6. **Buyer** is required and agrees to take possession of the **Coach(es)** and to remove same from the point of delivery as specified above on the Date of Delivery (as hereinafter defined).
7. For the purposes of this agreement and notwithstanding the estimated date of delivery referred to in the heading of this agreement, which shall serve as an indication only, the Date of Delivery is the earlier of the two following dates, namely;
  - 7.1 the date on which **Buyer** takes possession of the **Coach(es)**, or
  - 7.2 the Date of Delivery referred to on page 1 of this agreement.
8. **Buyer** acknowledges and agrees that, should there be any unpaid balance of the purchase price of the **Coach(es)**, from the Date of Delivery, such balance shall bear interest at a monthly rate equal to one percent (1%).

### Payment

9. Payment for the **Coach(es)** shall be made by way of certified check, bank draft or wire transfer.

|                                                                                                                                                                                                                                                                                                             |  |                                                                                                                                                    |                                                                                                                                         |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|----------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|
| CITIBANK, CIUS33<br>111 Wall Street<br>New York, NY 10043                                                                                                                                                                                                                                                   |  | ABA#021000089<br>SWIFT: CITIUS33<br>Account: 3042 7902                                                                                             | Bank Contact:<br>Dedicated Volvo Customer Service Team<br>Phone: (302) 324-6435<br><br>Primary Rep;<br>Email: jane.m.lane@citigroup.com |
| <b>Prevost Contact:</b><br>Accounting Department<br>Prevost Car (US) Inc.<br>7900 National Service Road<br>Mail Stop DR2-63<br>Greensboro, NC 27409<br>336-291-5162 office<br>336-393-2955 fax<br>Email: <a href="mailto:Function.PrevostAccountingUS@volvo.com">Function.PrevostAccountingUS@volvo.com</a> |  | <b>Requested Information on Payments</b><br>Customer's Legal Name<br>Invoice Number(s): _____<br>_____<br>Complete VIN(s): _____<br>_____<br>_____ |                                                                                                                                         |

10. Payment of the purchase price, or any outstanding balance thereof, as the case may be, shall be payable by **Buyer** on the Date of the Delivery.
11. **Buyer** will pay **Seller** the amount of any tax, impost, assessment or other charge, which is or may be applicable to the **Coach(es)** herein imposed by any present or future law, statute, rule, regulation or ordinance of any governmental authority (federal, state or local) and which is or may be levied or charged against **Seller** unless already included in the purchase price for the **Coach(es)**.
12. All payments by **Buyer** under this agreement shall be made without any right of deduction, set-off, compensation, counterclaim or other defense.

### Deposit

13. In the event this agreement is executed by Seller and Buyer fails to perform the terms and conditions hereof, to be performed by Buyer, any deposit made by Buyer (whether cash, property or credit) shall be retained by Seller as damages for Buyer's failure to perform, it being understood and agreed that such deposit shall not be in any event considered as a ceiling to the **Buyer's** liability towards **Seller** and that **Seller** shall remain at all time fully entitled to recover from the **Buyer** all damages incurred as a result of **Buyer's** failure to perform.

## Buyer – Financial Capacity

14. At any time prior to the Date of Delivery **Buyer** agrees to provide upon demand to **Seller**
- 14.1 a copy of its most recent financial statements for each calendar quarter ("Current Financial Statement") in form satisfactory to **Seller**, certified by its President or Chief Financial Officer to be true and accurate in all material respects.
- 14.2 a proof satisfactory to **Seller** that financing is available or that funds are available for said **Coach(es)**.
15. Where, in the opinion of **Seller**, an event has occurred or circumstances exist which may adversely and materially affect the capacity of **Buyer** to pay the purchase price of the **Coach(es)** on the Date of Delivery including, without limitations, where there has been a material adverse change in the financial condition of **Buyer** from the financial condition of such **Buyer** disclosed to **Seller** in any manner whatsoever in connection within transaction, such **Buyer** agrees to furnish to **Seller** upon demand such additional security or securities deemed acceptable by **Seller** for the payment of the purchase price.

## Default

16. **Buyer** shall be in default upon the occurrence of any of the following events of default:
- 16.1 **Buyer** shall be automatically in default, without any prior notice or demand, in the following instances:
- 16.1.1 **Buyer** fails to pay the purchase price of the **Coach(es)**, interest or costs on the Date of Delivery;
- 16.1.2 **Buyer** is declared bankrupt, makes an assignment of its assets for the benefit of its creditors, acknowledges in any way its insolvency, becomes or is on the point of becoming insolvent or ceases in any way to honor its liabilities in the normal course of business as they become due;
- 16.1.3 **Buyer** fails to maintain its status as a validly existing legal entity (if applicable in good standing, under the laws of the state wherein it is incorporated or organized ("Business Status"). **Buyer's** dissolution, liquidation, merger or consolidation with any business entity without the prior written consent of **Seller** shall constitute a failure to maintain such Business Status;
- 16.1.4 **Buyer** makes any representation, covenant or warranty to **Seller** which is determined, in the reasonable opinion of **Seller**, to have been inaccurate or false in any material respect when made or which becomes inaccurate or false with the passage of time.
- 16.2 **Buyer** shall be in default in the following instances, if the default situation continues for more than fifteen (15) days following the receipt of a notice from **Seller** or **Seller's** representatives setting forth one of the following events of default;
- 16.2.1 **Buyer** fails to take delivery of and to remove the **Coach(es)** on the Date of Delivery;
- 16.2.2 **Buyer** breaches an obligation or an undertaking towards **Seller**, including, without limitation, a failure to comply with any provision of this agreement;
- 16.2.3 **Buyer** fails to furnish to **Seller** security or securities for the payment of the purchase price as required under Section 15 above;
- 16.2.4 **Buyer** fails to provide to **Seller** a copy of its Current Financial Statement, or proof of available financing or funds, as required by Section 14;
- 16.2.5 **Seller** determines, in its sole discretion that a material adverse change has occurred in the financial condition of **Buyer** from the financial condition of such **Buyer**, as previously disclosed to **Seller**.

## Remedies on default

17. Upon default, the **Seller** may, at its sole discretion and as of right, terminate this agreement by written notification to the **Buyer**, without any requirement to initiate any judicial or other proceeding against the **Buyer**. In this event, the **Seller** is released from its obligation to deliver the **Coaches** to the **Buyer** and may then sell the **Coaches** to a third party, at its discretion. The **Seller** shall retain as damages any sum received from the **Buyer** with respect to the sale of the **Coaches**, including any sum received as deposit on the purchase price, the whole without prejudice and subject to the right of the **Seller** to any other recourse against the **buyer**, including the right to claim damages.

## Authorization

18. This agreement shall not bind **Seller** until it has been duly executed by its Vice-President, New Coach Sales, and its Commercial Controller, or other duly authorized representative. No tacit or verbal acceptance of this purchase order shall be attributed to **Seller**.

## Severability

19. If any provision of this agreement is held to be illegal, invalid or unenforceable for any reason, such provision shall be deemed to be ineffective to the extent of such illegality, invalidity or unenforceability without affecting, impairing or invalidating the remaining provisions of this agreement, which shall remain in full force and effect.

## Notices

20. Any notice permitted or required to be given to this agreement shall be given in writing. Any message or notice shall be validly given if delivered to the recipient, either by hand or by prepaid registered mail or by fax addressed as follows:

**20.1 Seller**     **PREVOST CAR (US) INC.**  
c/o Commercial Administration Department  
35. boul. Gagnon, Ste-Claire, Quebec G0R 2V0  
  
Phone : 418-883-3391 Fax : 418-883-4925  
[commercial.administration@volvo.com](mailto:commercial.administration@volvo.com)

**20.2 Buyer**     See contact information indicated on cover page, or if different:

|                    |                  |
|--------------------|------------------|
| c/o :              |                  |
| Address:           |                  |
| Phone:     -     - | Fax:     -     - |
| Email:             |                  |

21. Any notice given as hereinabove provided is deemed to have been received on the day of its delivery, if delivered by hand, or on the sixth (6th) working day following its mailing, if sent by mail, or on the working day following its sending, if given by fax or by email, as the case may be. However, if any of the above-mentioned means of transportation or delivery is suspended on account of any strike, work slowdown, act of God or any other cause, the sender shall use a means of transportation or delivery which is not so interrupted and shall deliver or send the notice or message in such a way that it be received as soon as possible. Either party may inform the other in the above-prescribed manner of any change of address for the transmission of notices or messages.
22. If **Buyer** is a corporation, limited liability company, partnership or other entity, the undersigned represents and warrants that **Buyer's** current, complete and accurate legal name is as indicated in the heading of this agreement and that all its business, affaires and operations are conducted under that name, save and except for such trade name, listed in the heading of this agreement, also used by **Buyer** in the course of its business.

## Currency

23. All sums of money payable shall be paid in US dollars, except if otherwise indicated.

## Modification to Coach(es) – Limitation of liability

24. **Coach(es)** are engineered and manufactured to meet all regulatory standards, including but not limited to, safety and emissions standards, applicable in the United States (the “**Standards**”). It is **Buyer**’s responsibility to ensure that the **Coach(es)** are properly used and maintained in order for **Coach(es)** to continue to meet the Standards, once **Coach(es)** are in operation. Consequently, **Buyer** shall be solely responsible and shall indemnify and hold harmless **Seller**, its affiliates, officers, directors, employees, agents, successors and assigns from and against any and all claims, demands, actions, causes of action, damages, losses, personal injury, death, costs, fees and expenses (including attorneys’ fees) resulting from, arising out of, or in connection with any defect or damage caused by, related to or resulting from: (i) any alteration, modification or change to **Coach(es)** or any portion thereof, or (ii) lack of proper maintenance of **Coach(es)**.

## Volvo motor coach limited warranty supported by Prevost

25. Coaches are covered by their specific limited warranty, the terms and conditions of which are set forth in the applicable limited warranty policy, a copy of which shall accompany the corresponding Coach, on its Date of Delivery. Coaches’ limited warranty, as applicable as of the execution date hereof, can also be found at the web address [www.prevostcar.com/content/warranty-documents](http://www.prevostcar.com/content/warranty-documents). Buyer acknowledges and agrees that Seller’s limited warranty may be amended from time to time and that in all instances, the limited warranty provided to Buyer with the corresponding Coach on its Date of Delivery shall apply.

26. Prevost Liaison  
26.1 Availability

PREVOST LIAISON SENTRY SERVICE (the “**Service**”) is offered, free of charge, for a one (1) year period following the date of purchase, on all new Volvo 9700 motor coaches. Continued availability of the Service on Volvo 9700 vehicles after the initial one (1) year period will be subject to a monthly fee. Prevost reserves the right to review such monthly fee at any time, without prior notice.

### 26.2 Subscription and Cancellation

The use of the Connected Services is subject to your acceptance of the complete terms and conditions of use contained in the Telematics Subscription Agreement, a copy of which may be found at the Web address <https://www.prevostcar.com/parts-and-services/warranty>.

The Connected Services may be cancelled by Prevost in accordance with the terms of the Telematics Subscription Agreement. You may also cancel the Connected Services by using the *Connected Vehicle Services – Telematics Subscription Cancellation Form* which may be found at the Web address <https://www.prevostcar.com/parts-and-services/warranty>.

### 26.3 Contact information

A key feature of the Service is the ability for Prevost to monitor your vehicle’s electronic system and to notify you if significant faulty engine codes are encountered. In that regard, the Prevost Action Service System (“**PASS**”) may need to contact you to notify you of significant engine codes.

It is your responsibility to register the initial set up of your company and confirm the right contact persons and their phone numbers on the Prevost Liaison website that is found at the web address [http://www.prevostcar.com/cgi-bin/pages.cgi?page=tools\\_liaison](http://www.prevostcar.com/cgi-bin/pages.cgi?page=tools_liaison). In case the contact persons change you shall update this information using the same web address.

Any contact made by PASS will be with one of the above mentioned persons specified by you on the portal and can not take place until registration is done. Prevost recommends you to register and confirm your contact persons immediately upon purchase of the Service, to enable immediate access to all of its functionalities.

The use of the web based functionalities of the Service is subject to your acceptance of the complete terms and conditions of use contained in the Customer Agreement available on the Portal. Your express consent to the terms and conditions contained in this Customer Agreement will be required before your initial access to the Service’s web based functionalities available through the portal.

## Assignments

27. This agreement is not transferable or assignable by **Buyer**.

## Entire Agreement

28. No amendment to this agreement or waiver of a right hereunder shall be effective unless explicit and evidenced by a writing signed by **Seller** and **Buyer**.
29. No failure or delay on the part of **Seller** to exercise any right, recourse or privilege entails a waiver of such right, recourse or privilege. Similarly, **Seller** shall not be barred from subsequently exercising in whole or in part any right, recourse or privilege, which it has not previously exercised.
30. Exhibits A and B to this agreement shall form an integral part thereof. There are no understandings, representations or agreements, verbal or otherwise, except those herein expressly set out. In particular, **Buyer** has read and understands the limitations of the responsibility of **Seller** to **Buyer** set forth herein. **Buyer** also acknowledges and agrees that this agreement may be executed online with electronic signatures and that such agreement shall be legally valid and have the same legal standing as paper documents executed by hand.



**Section Headings**

31. Section headings in this Agreement are for convenience of reference only and do not affect the interpretation or construction hereof.

**IN WITNESS WHEREOF, THE PARTIES HERETO HAVE SIGNED THIS \_\_\_\_ DAY OF \_\_\_\_ 20\_\_\_\_.**

|                 |                              |                |                                 |
|-----------------|------------------------------|----------------|---------------------------------|
| <b>(SELLER)</b> | <b>PREVOST CAR (US) INC.</b> | <b>(BUYER)</b> | <b>Lexington Public Schools</b> |
| BY              | Keith Hayward                | BY             |                                 |
| TITLE           | Regional Sales Manager       | TITLE          |                                 |
| SIGNATURE       | <i>Keith Hayward</i>         | SIGNATURE      |                                 |

|                                                                                                                         |                                                                                                              |
|-------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|
| <b>AUTHORIZATION - PREVOST CAR (US) INC.</b><br>Vice President – New Coach Sales<br>(Or duly authorized representative) | <b>AUTHORIZATION - PREVOST CAR (US) INC.</b><br>Commercial Controller<br>(Or duly authorized representative) |
| SIGNATURE: _____                                                                                                        | SIGNATURE: _____                                                                                             |
| DATE: _____                                                                                                             | DATE: _____                                                                                                  |

---

**EXHIBIT A****SPECIAL TERMS AND CONDITIONS**

|                                                      |                                     |
|------------------------------------------------------|-------------------------------------|
| <b>Legal Customer Name:</b> Lexington Public Schools | <b>Date of Contract:</b> 06/02/2021 |
| <b>Delivery Location:</b> Franklin Park, IL          |                                     |

Prevost to install Enviro Care System Prior to delivery  
Deal includes \$5000 Part Credit / Coach  
Prevost to deliver units to Prevost Service Center Franklin Park, IL



**AVAILABLE TO SELL**  
**L-0839 STOCK STREAMLINE BLUE INTERIOR**

# L-0839 STREAMLINE BLUE INT

- SEAT LAYOUT: 56 PASSENGERS
  - KEY CODE: NS 8718
  - OVERHEAD A/C
  - BRUSHLESS ALT
  - AUTO ENGINE BRAKE
  - QUICK KNEELING HIGH AND LOW BUOY
  - TPMS 2.0
  - XM RADIO
  - 4 MONITORS + 1 CENTRAL
  - SINGLE INVERTER
- GAADDED**
- 01 Spare Tire
  - 06 DVD PLAYER
  - 11 PREHEATER
  - 12 RIGID CUP HOLDER
  - 15 PASS SEAT TRAY
  - 17 ROOF FAN HATCHES
  - 18 PASS BLINDS
  - 21 AUX LAV. TANK
  - 27 CHROME MIRRORS
  - 28 RV STYLE DUMP VALVE
  - 29 XENON HEADLIGHTS



**Name:** 2020 US Stock Coach H3 Phase 2

**Vehicle Type:** Coach

**Spec. Number :** JE-19/04/10 10:53

**Ref. P. L. :** 2019-01-01 US

**Contact :** Jeff Gagne

**Sales Manager :** Jeff Gagne

**Tel :**

**Fax:**

**Conf. Vehicle**

**Conf. Vehicle**

**Conf. Vehicle**

☒ L0839 2PCH33496LC720839

## OPTIONAL EQUIPMENT

Qty

### WINDOWS & BODY ACCESSORIES

|        |                                                     |         |   |
|--------|-----------------------------------------------------|---------|---|
| 01.030 | Thermopane side windows (STD)                       |         | 1 |
| 01.040 | Upper defroster for windshield (STD)                |         | 1 |
| 01.050 | Central pneumatic door locking system (STD)         |         | 1 |
| 01.061 | Entrance Door Lock                                  | NS 8718 | 1 |
| 01.065 | Baggage Bay Lock                                    | NS 8718 | 1 |
| 01.080 | Keyless ignition switch                             |         | 1 |
| 01.111 | Additional Tectyl protection in wheel housing (STD) |         | 1 |

### A/C, HEATING & VENTILATION

|        |                                    |               |   |
|--------|------------------------------------|---------------|---|
| 02.039 | Aux. preheating system ready (STD) |               | 1 |
| 02.041 | Condensor with copper fins (STD)   |               | 1 |
| 02.100 | Overhead A/C system                |               | 1 |
| 02.200 | Air return box                     | PROJET SCH3P2 | 1 |
| 02.900 | *****                              |               | 0 |

### VOLVO ENGINE & MECHANICAL ACCESSORIES

|         |                                                                          |               |   |
|---------|--------------------------------------------------------------------------|---------------|---|
| 03.005  | Electric Fan Drive (EFD) Cooling Package (STD)                           |               | 1 |
| 03.015  | Volvo D13 Engine EPA Compliant (435 HP) (STD)                            |               | 1 |
| 03.056  | Allison B500 6-speed automatic Trans. (STD)                              |               | 1 |
| 03.058  | Allison TCM FuelSense 2.0 Plus (Standard)                                |               | 1 |
| 03.1702 | Differential ratio 3.58 (STD)                                            |               | 1 |
| 03.197  | Automatic Engine Brake on D13 engine                                     |               | 1 |
| 03.217  | Road speed governor 71 MPH - 115 KM/H                                    |               | 1 |
| 03.254  | Idle Shutdown: 15 Minutes                                                |               | 1 |
| 03.282  | Brushless alternators - 2x250amps                                        |               | 1 |
| 03.286  | Remove Shroud EFD                                                        | PROJET SCH3P1 | 1 |
| 03.290  | Engine coolant filter (STD)                                              |               | 1 |
| 03.293  | Fuel Pro 382                                                             |               | 1 |
| 03.295  | Electric Air Intake Preheater (STD)                                      |               | 1 |
| 03.450  | Ultimate Eng. warranty 5Y/500,000mi (800,000km), parts & labor (UE-5517) |               | 1 |
| 03.500  | Allison Aut. Trans. warranty/5 years (W/O retarder)                      |               | 1 |
| 03.667  | Prevost Liaison (STD)                                                    |               | 1 |

**Name:** 2020 US Stock Coach H3 Phase 2

**Vehicle Type:** Coach

**Spec. Number :** JE-19/04/10 10:53

**Ref. P. L. :** 2019-01-01 US

**Contact :** Jeff Gagne

**Sales Manager :** Jeff Gagne

**Tel :**

**Fax:**

## OPTIONAL EQUIPMENT

Qty

### BRAKES, WHEELS & SUSPENSION

|         |                                                                |               |   |
|---------|----------------------------------------------------------------|---------------|---|
| 04.020  | Prevost Electronic Stability Program Advanced (STD)            |               | 1 |
| 04.090  | Aluminum polished wheels                                       |               | 6 |
| 04.092  | Durabright wheel protectors                                    |               | 6 |
| 04.095  | Hub-mounted wheels (STD)                                       |               | 1 |
| 04.0961 | REMOVE SPARE TIRE                                              | PROJET SCH3P1 | 1 |
| 04.110  | Firestone mylar spacers (8) behind wheels (STD)                |               | 1 |
| 04.187  | Quick front kneeling (low & high buoy)                         |               | 1 |
| 04.200  | Retractable tag axle (STD)                                     |               | 1 |
| 04.210  | Michelin 315/80 R 22.5 XZA-2 Energy (STD)                      |               | 8 |
| 04.281  | **Credit: REMOVE...Fire Suppression & Tires Monitoring Systems |               | 1 |
| 04.282  | Engine thermal event detection (without suppression system)    |               | 1 |
| 04.288  | TPMS 2.0                                                       | PROJET SCH3P1 | 1 |

### DRIVER SEAT & ACCESSORIES

|        |                                                                 |               |   |
|--------|-----------------------------------------------------------------|---------------|---|
| 05.001 | Polyurethane steering wheel (STD)                               |               | 1 |
| 05.016 | Black Ramco electronic heated ext. mirror w/convex on top (STD) |               | 1 |
| 05.027 | Driver's ISRI seat 860193 (Standard ISRI fabrics)               | PROJET SCH3P1 | 1 |
| 05.170 | Electronic speedometer & tachometer MI                          |               | 1 |
| 05.232 | 12 volt plug at left of driver (STD)                            |               | 1 |
| 05.320 | Electric blinds for windshield (STD)                            |               | 1 |
| 05.401 | Cruise control (STD)                                            |               | 1 |

### SOUND SYSTEM

|         |                                                                                  |               |   |
|---------|----------------------------------------------------------------------------------|---------------|---|
| 06.0291 | SIRIUS XM Satellite Radio (AM/FM/CD/USB) Dash inst.                              |               | 1 |
| 06.0311 | Premium Sound system without subwoofer                                           | PROJET SCH3P1 | 1 |
| 06.033  | 12V plug in driver compartment (STD)                                             |               | 1 |
| 06.040  | Two extra speakers in driver area                                                |               | 1 |
| 06.080  | Microphone outlet in R.H. modesty panel                                          |               | 1 |
| 06.090  | Microphone outlet in L.H. modesty panel                                          |               | 1 |
| 06.100  | Microphone outlet w/mic on R.H. side dashboard (STD)                             |               | 1 |
| 06.179  | Back-up camera Ready                                                             |               | 1 |
| 06.305  | HD Video system componentry w/Type E HDMI wiring & DVD (composite)               |               | 1 |
| 06.306  | DVD Player Ready                                                                 | PROJET SCH3P1 | 1 |
| 06.310  | HD 15.6" wide screen monitors under parcel rack (ea) includes Type E HDMI wiring |               | 4 |

**Name:** 2020 US Stock Coach H3 Phase 2

**Vehicle Type:** Coach

**Spec. Number :** JE-19/04/10 10:53

**Ref. P. L. :** 2019-01-01 US

**Contact :** Jeff Gagne

**Sales Manager :** Jeff Gagne

**Tel :**

**Fax:**

### OPTIONAL EQUIPMENT

Qty

#### SOUND SYSTEM

|        |                                                                    |   |
|--------|--------------------------------------------------------------------|---|
| 06.315 | HD Central 15.6" fixed monitor includes Type E HDMI wiring         | 1 |
| 06.325 | AV panel with audio jack, HDMI port & USB port on Modesty Panel LH | 1 |

#### ACCESSORIES

|          |                                                            |               |   |
|----------|------------------------------------------------------------|---------------|---|
| 07.010   | Battery charger (24 V/41 amps) at rear. (STD)              |               | 1 |
| 07.059   | Spare parts kit (Standard)                                 |               | 1 |
| 07.0710C | Tech.Publications Digital (+Operators Manual Hardcopy) STD |               | 1 |
| 07.077   | QR Codes (Driver Section, incl. manuals & guides) STD      |               | 1 |
| 07.100   | ESCAPE HATCHES W/FANS READY                                | PROJET SCH3P1 | 1 |
| 07.105   | Single 1800 Watt inverter (display on inverter)            |               | 1 |
| 07.900   | *****                                                      |               | 0 |
| 07.901   | PERIMETER LIGHTS READY                                     | PROJET SCH3P2 | 1 |

#### WASHROOM

|        |                                         |               |   |
|--------|-----------------------------------------|---------------|---|
| 08.015 | Toilet paper roll dispenser (90-0656)   |               | 1 |
| 08.032 | Sink covered with stainless steel plate |               | 1 |
| 08.041 | Sans Auxiliary Holding Tank             | PROJET SCH3P2 | 1 |

#### PASSENGER SEAT & ACCESSORIES

|         |                                                        |                   |   |
|---------|--------------------------------------------------------|-------------------|---|
| 09.011  | Sans Passenger Side Window Blind                       | PROJET SCH3P2     | 1 |
| 09.016  | Reading lamp with dual cone speaker (Charcoal)         | PROJET SCH3P1     | 1 |
| 09.018  | Reading lights w/coaxial speaker (Charcoal) (Standard) |                   | 1 |
| 09.020  | Closed-type parcel racks                               |                   | 1 |
| 09.023  | L.E.D. reading lights under parcel racks (STD)         |                   | 1 |
| 09.095  | Modesty panel with console at LEFT (STD)               |                   | 1 |
| 09.096  | Modesty panel with console at RIGHT (STD)              |                   | 1 |
| 09.1251 | Amaya seats with Seat belts                            | 56 PASS. A220W300 | 1 |
| 09.300  | No card table                                          |                   | 1 |
| 09.341  | Passenger Seat Upholstery                              | CAMIRA/BUSTEXTII  | 1 |
| 09.3411 | WITH WINGED A220 HEADREST (CONTOURED)                  | 56 PASS A220W300  | 0 |
| 09.342  | 11 BUSTEXTIL FLAT WOVEN                                | 62201             | 0 |
| 09.343  | 7, 8, 9, 12 & 16 CAMIRA LEATHERETTE                    | ITA22             | 0 |
| 09.344  | 14 & 15 BUSTEXTIL - CARPET LUX                         | V01               | 0 |
| 09.345  | 21 (DOUBLE STITCH) COLOR AS CLOSE AS POSSIBLE TO       | ITA21             | 0 |
| 09.400  | Winged Headrest                                        |                   | 1 |

**Name:** 2020 US Stock Coach H3 Phase 2

**Vehicle Type:** Coach

**Spec. Number :** JE-19/04/10 10:53

**Ref. P. L. :** 2019-01-01 US

**Contact :** Jeff Gagne

**Sales Manager :** Jeff Gagne

US

NY

**Tel :**

**Fax:**

### OPTIONAL EQUIPMENT

Qty

#### PASSENGER SEAT & ACCESSORIES

|        |                                               |                |   |
|--------|-----------------------------------------------|----------------|---|
| 09.405 | Self-retractable footrest                     |                | 1 |
| 09.445 | Mesh magazine pocket                          |                | 1 |
| 09.462 | 120V outlet with USB                          |                | 1 |
| 09.500 | Seat Layout # : _____                         | D360829-1-10-1 | 1 |
| 09.900 | *****                                         |                | 0 |
| 09.901 | FIRST ROW OF SEATS ARE TO HAVE 2 OUTLETS, ONE | SPECIAL        | 2 |
| 09.902 | IN THE STANDARD LOCATION AND ONE IN THE FRONT |                | 0 |
| 09.903 | OF THE SEAT, CENTERED BETWEEN THE 2 SEATS AND |                | 0 |
| 09.904 | JUST BELOW THE SEAT CUSHIONS                  |                | 0 |
| 09.905 | *****                                         |                | 0 |
| 09.906 | RIGID CUPHOLDER READY                         | SPECIAL        | 1 |

#### INTERIOR TRIM (ANNEX)

|         |                                                       |                         |   |
|---------|-------------------------------------------------------|-------------------------|---|
| 10.0010 | Gray interior trim (STD)                              |                         | 1 |
| 10.002  | Black dash board                                      |                         | 1 |
| 10.019  | (B) ISRI Driver's Seat: OEM Fabrics (Std)             | PROJET SCH3P1           | 1 |
| 10.040  | (C) Modesty panels: fabric _____                      | 867565..62201           | 1 |
| 10.080  | (F) Parcel rack finish between reading lights, Fabric | 867565..62201           | 1 |
| 10.091  | Parcel rack handrail painted light grey (STD)         |                         | 1 |
| 10.102  | (G) Rear and Lavatory walls: fabric                   | 867569..V24             | 1 |
| 10.140  | (H) Side walls: fabric _____                          | 867569..V24             | 1 |
| 10.200  | (J) Lavatory door: fabric _____                       | 867565..62201           | 1 |
| 10.210  | Ceiling Fabric - OEM (STD) _____                      | 867132..HTK19           | 1 |
| 10.230  | (L) Flooring "Passenger section"                      | GayaWood Ystone<br>4521 | 1 |
| 10.232  | (L) Flooring in driver's section                      | GayaWood Ystone<br>4521 | 1 |
| 10.240  | Step Nosing                                           | Sirius Graphite 6801    | 1 |

#### DESTINATION SIGN (ANNEX)

#### PAINT (ANNEX)

|        |                            |       |   |
|--------|----------------------------|-------|---|
| 12.007 | IMRON                      |       | 1 |
| 12.500 | Exterior Paint & Lettering |       | 0 |
| 12.501 | WHITE 817EX                | IMRON | 1 |

**Name:** 2020 US Stock Coach H3 Phase 2

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US

NY

**Tel :****Fax:****Vehicle Type:** Coach**Spec. Number :** JE-19/04/10 10:53**Ref. P. L. :** 2019-01-01 US**Contact :** Jeff Gagne**Sales Manager :** Jeff Gagne

## **OPTIONAL EQUIPMENT**

**Qty**

### **GENUINE ACCESSORIES (GA)**

|        |                                      |   |
|--------|--------------------------------------|---|
| 20.001 | GA19-01: Spare Tire                  | 1 |
| 20.006 | GA19-06: DVD Player                  | 1 |
| 20.011 | GA19-11: Preheater / Hydrolic L-II   | 1 |
| 20.012 | GA19-12: Rigid Cup Holder            | 1 |
| 20.015 | GA19-15: Pass. Seat Tray             | 1 |
| 20.017 | GA19-17: Roof hatch fan              | 1 |
| 20.018 | GA19-18:Passengers blinds            | 1 |
| 20.020 | GA19-21: Aux lavatory tank           | 1 |
| 20.021 | GA19-27: Chrome Miror w/turn signals | 1 |
| 20.022 | GA19-28: Rv Dump style               | 1 |
| 20.023 | GA19-29: Xenon headlight             | 1 |



**THE ULTIMATE  
EXPERIENCE**



**PREVOST**

## **2005 Conflict of Interest**

Any member of the board of education who meets the conditions set forth in this policy shall be deemed to have a business or financial conflict of interest.

1. Definitions. For purposes of this policy:

a. Business with which a board member is associated shall include the following:

- (1) A business in which the board member or a member of his or her immediate family is a partner, a limited liability company, or serves as a director or an officer.
- (2) A business in which the board member or a member of his or her immediate family is a stockholder in a closed corporation with stock worth one thousand dollars or more, or the board member or his or her immediate family owns more than a five percent equity interest or is a stockholder of publicly traded stock worth more than ten thousand dollars or more at fair market value, or which represents more than ten percent equity interest. This shall not apply to publicly traded stock under a trading account if the board member reports the name and address of the company and stockbroker.

b. A business association shall be defined to include an individual as a partner, limited liability company member, director or officer, or a business in which the individual or member of the immediate family is a stockholder.

c. Immediate family member or member of the immediate family shall mean a child residing in an individual's household, a spouse of an individual, or an individual claimed by that individual or that individual's spouse as a dependent for federal income tax purposes.

2. Contracts with the School District.

a. No board member or member of his or her immediate family shall enter into a contract valued at two thousand dollars or more, in

- any one year, with this school district unless the contract is awarded through an open and public process that (1) includes prior public notice and (2) allows the public to inspect during the school district's regular office hours the proposals considered and the contract awarded. Board members who enter into employment contracts with the school district must also comply with the board's policy on the employment of board members.
- b. The existence of any conflict of interest in any contract in which the board member has an interest and in which the school district is a party, or the failure to make public the board member's interest known, may render a contract null and void.
  - c. The prohibition of a conflict of interest or requirement for the board member to make public notice shall apply when the board member, or his or her ~~immediate family~~parent, spouse, or child has a business association with the business involved in the contract or will receive a ~~direct pecuniary payment~~, fee, or commission as a result of the contract.
  - d. The prohibition in this section does not apply if the contract is an agenda item approved at a board meeting and the board member:
    - (1) Makes a declaration on the record to the school board regarding the nature and extent of his or her interest prior to official consideration of the contract;
    - (2) Does not vote on the matters of granting the contract, making payments pursuant to the contract, or accepting performance of work under the contract, or similar matters relating to the contract, except that if the number of members of the school board declaring an interest in the contract would prevent the board with all members present from securing a quorum on the issue, then all members may vote on the matters; and
    - (3) Does not act for the school board as to inspection or performance under the contract in which he or she has an interest.

### 3. Contracts with Board Member's Immediate Family.

- a. If a person in a board member's immediate family is an employee of this school district, the board member may vote on all issues of a contract which are generally applicable to:
  - (1) All district employees.
  - (2) All employees within a specific classification but which does not single out the member of his or her immediate family.

### 4. Employing Members of the Immediate Family.

- a. A board member may recommend for employment or supervise the employment of an immediate family member if:
  - (1) The board member does not abuse his or her position.
  - (2) Abuse of official position shall include, but not be limited to, employing an immediate family member:
    - (i) who is not qualified for and able to perform the duties of the position;
    - (ii) for any unreasonably high salary;
    - (iii) who is not required to perform the duties of the position.
  - (3) The board makes a reasonable solicitation and consideration of applications for employment.
  - (4) The board member makes a full disclosure on the record to the governing body of the school district and to the secretary of the board. If the secretary of the board of education would be the individual filing the disclosure statement, the statement shall be filed with the president of the board of education.
  - (5) The board approves the employment or supervisory position.

- b. The board has not terminated the employment of another employee so as to make funds or a position available for the purpose of hiring an immediate family member.

5. Gifts, Loans, Contributions, Rewards, or Promises of Future Employment

- a. No board member shall offer or give to the following persons anything of value, including a gift, loan, contribution, reward, or promise of future employment, based upon an agreement that a vote, official action, or judgment would be influenced thereby:

- (1) a public official, public employee, or candidate.
- (2) a member of the immediate family of an individual listed in Subparagraph 'a' above.
- (3) a business with which an individual listed in Subparagraph (1) or (2) above is associated.

- b. No board member 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 board member would thereby be influenced.

- c. A board member shall not use or authorize the use of his or her public office or any confidential information received through the holding of a public office to obtain financial gain, other than compensation provided by law, for himself or herself, a member of his or her immediate family, or a business with which he or she is associated.

- d. A board member shall not use personnel, resources, property, or funds under his or her official care and control other than in accordance with prescribed constitutional, statutory, and regulatory procedures or use such items, other than compensation provided by law, for personal financial gain.

6. Conflict of Interest Relating to Campaigning or Political Issues

- a. Except as provided below, the board shall not authorize the use of personnel, property, resources, or funds under its jurisdiction for the purpose of campaigning for or against the nomination or

election of a candidate or the qualification, passage, or defeat of a ballot question.

- b. This does not prohibit the board from making school district facilities available to a person for campaign purposes if the identity of the candidate or the support for or opposition to the ballot question is not a factor in making the facilities available or a factor in determining the cost or conditions for use.
- c. This does not prohibit the board from discussing and voting upon a resolution supporting or opposing a ballot question.
- d. This does not prohibit the board, while legally seated as a body, from responding to specific inquiries by the press or the public as to the board's opinion regarding a ballot question or from providing information in response to a request for information.
  - (1) The board may designate one or more members of its body, or one or more of its school administrators, to speak on behalf of the board on specific occasions such as public meetings or legislative hearings.
  - (2) Any member of the board may present his or her personal opinion regarding a ballot question or respond to a request for information related to a ballot question; but in so doing, the person should clearly state that the information being presented is his or her personal opinion and is not to be considered as the official position or opinion of the board. However, this shall not be done during a time that the individual is engaged in his or her official duties.

## 7. Conflict of Interest Statement

- a. Any board member who would be required to take any action or make any decision in the discharge of his or her official duties that may cause financial benefit or detriment to him or her, a member of his or her immediate family, or a business with which he or she is associated, which is distinguishable from the effects of such action on the public generally or a broad segment of the public, shall take the following actions as soon as he or she is aware of such potential conflict or should reasonably be aware of such potential conflict, whichever is sooner:

- (1) Prepare a written statement describing the matter requiring action or decision and the nature of the potential conflict;
  - (2) Deliver a copy of the statement to the school board secretary who shall enter the statement onto the school district's public records; and
  - (3) Abstain from participating or voting on the matter in which he or she has a conflict of interest.
- b. If the board member would like a formal opinion from the NADC as to whether there is an actual conflict of interest, he/she shall deliver a copy of the statement to the NADC.

#### 8. Recordkeeping

- a. The board secretary shall maintain a separate record of the following information for every contract entered into by the school board in which a board member has an interest and for which disclosure was made pursuant to section 2d of this policy:
  - (1) The names of the contracting parties.
  - (2) The nature of the interest of the board member in question.
  - (3) The date that the contract was approved.
  - (4) The amount of the contract.
  - (5) The basic terms of the contract.
- b. The information supplied relative to the contract shall be provided no later than ten (10) days after the contract has been signed by both parties. The ledger kept by the board secretary shall be available for public inspection during normal working hours of the office in which it is kept.

9. Conflict. To the extent that there is a conflict between this policy and the Nebraska Political Accountability and Disclosure Act ("Act"), the Act shall control.

Adopted on: October 8, 2012

Revised on: July 13, 2015

Revised on: June 13, 2016

Revised on: June 12, 2017

Revised on: June 14, 2021

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

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

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



## **3001**

### **Budget and Property Tax Request**

The board of education shall adopt a budget each year to support the school district's programs and services for the ensuing fiscal year. The superintendent of schools shall be responsible for developing the budget subject to the direction and decisions of the board. The budget document shall be under continuous development, based upon the requirements of the adopted educational program.

#### **BUDGET PROCEDURES**

**Proposed Budget.** The superintendent shall prepare the proposed budget in accordance with board policies and goals, state statutes, and regulations. As the district's spending plan, the budget will be based on up-to-date revenue estimates, and will reflect the assessed needs and programs approved by the board.

**Budget Hearing Notice.** Notice of place and time of the hearing, together with a summary of the proposed budget statement, must be published at least four calendar days prior to the date set for hearing in a newspaper of general circulation within the school district. The four calendar days shall include the day of publication but not the day of hearing. The notice shall include the following statement:

For more information on statewide receipts and expenditures, and to compare cost per pupil and performance to other school districts, go to: [Insert Internet address for the web site established pursuant to Laws 2021, LB528, section 5].

In addition, the district must electronically publish this statement on the school district web site. Such electronic publication must be prominently displayed with an active link to the Internet address for the web site established by the Nebraska Budget Act to allow the public access to the information.

**Budget Hearing.** The board must conduct a hearing prior to adopting the budget. The hearing must be held separately from any regularly scheduled meeting and may not be limited by time. The board must make a presentation outlining key provisions of the proposed budget statement, including, but not limited to, a comparison with the prior year's budget. Any member of the public desiring to speak on the proposed budget statement shall be allowed to address the board at the hearing and must be given a reasonable amount of time to do so. Five minutes shall generally be considered a reasonable amount

of time.

**Budget Hearing Documents.** The board must make at least three copies of the proposed budget statement and at least one copy of all other reproducible written material to be discussed at the hearing available to the public at the hearing.

**Budget Adoption.** After the budget hearing, the proposed budget statement shall be adopted or amended and adopted as amended. If the adopted budget statement reflects a change from that shown in the published proposed budget statement, a summary of the changes (including the items changed and the reasons for such changes) must be published in a newspaper of general circulation within the school district within twenty calendar days after its adoption without further hearing.

**Certification and Filing.** The amount to be received from personal and real property taxation shall be certified to the appropriate levying board as provided by law. The budget shall also be filed with the state auditor.

**Purchase Authorization.** Except for bids required under the section "Bid Letting and Contracts," the board's adoption of the budget shall authorize the purchases without further board action.

**Monthly Report.** At each monthly board meeting, the superintendent will provide a report on the current status of the major sections of the budget.

**PROPERTY TAX REQUEST PROCEDURES – PROPERTY TAX REQUEST IS EQUAL TO OR LOWER THAN THE ALLOWABLE GROWTH PERCENTAGE**

**Property Tax Request Hearing.** The board must hold a special public hearing called for the purpose of passing a property tax request resolution.

**Property Tax Request Hearing Notice.** The district must publish a hearing notice in a newspaper of general circulation in the school district at least four calendar days prior to the hearing. The four calendar days shall include the day of publication but not the day of hearing. The hearing notice must contain the following information: The certified taxable valuation under section 13-509 for the prior year, the certified taxable valuation under section 13-509 for the current year, and the percentage increase or decrease in such valuations from the prior year to the current year; the dollar amount of the prior year's tax request and the property tax rate that was necessary to fund that tax request; the property tax rate that would be necessary to fund last year's tax request if applied to the current year's valuation; the proposed dollar amount of the tax request for the current year and the property tax rate that will be

necessary to fund that tax request; the percentage increase or decrease in the property tax rate from the prior year to the current year; and the percentage increase or decrease in the total operating budget from the prior year to the current year.

**Increase in Total Property Taxes Levied.** If the annual assessment of property would result in an increase in the total property taxes levied as determined using the previous year's rate of levy, the district's property tax request for the current year shall be no more than its property tax request in the prior year, and the district's rate of levy for the current year shall be decreased accordingly when such rate is set by the county board of equalization.

**Decrease or No Change in Total Property Taxes Levied.** If the annual assessment of property would result in no change or a decrease in the total property taxes levied as determined using the previous year's rate of levy, the district's property tax request for the current year shall be no more than its property tax request in the prior year, and the district's rate of levy for the current year shall be adjusted accordingly when such rate is set by the county board of equalization.

**Resolution.** The board shall pass a resolution to set the amount of its property tax request only after holding the public hearing. The resolution setting the district's property tax request at an amount that exceeds the prior year's property tax request shall include, but not be limited to, the information required by section 77-1601.02(4).

**Certification.** The resolution setting the property tax request shall be certified and forwarded to the county clerk on or before October 13<sup>th</sup> of the year for which the tax request is to apply.

#### **PROPERTY TAX REQUEST PROCEDURES – PROPERTY TAX REQUEST IS GREATER THAN THE ALLOWABLE GROWTH PERCENTAGE**

**Property Tax Request Hearing.** The board must hold a public hearing called for the purpose of passing a property tax request resolution. If another political subdivision within the county also seeks to exceed the allowable growth percentage, the hearing will be a joint hearing. In the event of a joint hearing, each political subdivision must designate one representative to attend the joint public hearing on behalf of the political subdivision. If a political subdivision includes area in more than one county, the political subdivision shall be deemed to be within the county in which the political subdivision's principal headquarters are located. The hearing agenda will only include discussion on each political subdivision's intent to increase its property

tax request by more than the allowable growth percentage.

The hearing must be held after 6 p.m. on or after September 17th and before September 28th and before the district files its adopted budget statement. Any member of the public must be allowed a reasonable amount of time to speak at the hearing.

At the joint public hearing, the representative of each political subdivision must give a brief presentation on the political subdivision's intent to increase its property tax request by more than the allowable growth percentage and the effect of such request on the political subdivision's budget. The presentation must include, at a minimum, all information and statements required by law.

**Property Tax Request Hearing Notice.** Notice of the joint public hearing must be provided by:

- The County Assessor sending a postcard with all required information to all affected property taxpayers. The postcard shall be sent to the name and address to which the property tax statement is mailed;
- Posting notice of the hearing with all required information on the home page of the relevant county's web site, except that this requirement shall only apply if the county has a population of more than twenty-five thousand inhabitants; **and**
- Publishing notice of the hearing with all required information in a legal newspaper in or of general circulation in the relevant county.

**Provide Information to County Clerk.** Each political subdivision that participates in the joint public hearing shall provide the following information to the county clerk by September 5<sup>th</sup>: the date, time, and location for the joint public hearing; a listing of and telephone number for each political subdivision that will be participating in the joint public hearing; and the amount of each participating political subdivision's property tax request.

**Resolution.** The board shall pass a resolution to set the amount of its property tax request only after holding the public hearing. The resolution setting the district's property tax request at an amount that exceeds the prior year's property tax request, including any increase in excess of the allowable growth percentage shall include, but not be limited to, the information required by law.

**Certification.** The resolution setting the property tax request shall be certified and forwarded to the county clerk on or before October 15th of the year for which the tax request is to apply.

Adopted on: December 10, 2012

Revised on: June 12, 2021

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

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

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

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

**I. Applicability of the Policy**

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

The District will also comply with the requirements of the public lettings laws (NEB. REV. STAT. §§ 73-101 through 73-106) when the contemplated expenditure for the complete project exceeds \$~~100~~109,000, the Political Subdivisions Construction Alternatives Act (NEB. REV. STAT. §§ 13-2901 through 13-2914), energy financing contracts (NEB. REV. STAT. §§ 66-1062 through 66-1066), other applicable state laws, and the board's general policy on Bidding for Construction and Related Projects. In the event of a conflict between state and federal law, the more stringent requirement shall apply.

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

- A.** A bid guarantee from each bidder equivalent to five percent of the bid price. The "bid guarantee" must consist of a firm commitment such as a bid bond, certified check, or other negotiable instrument accompanying a bid as assurance that the bidder will, upon acceptance of the bid, execute such contractual documents as may be required within the time specified.
- B.** A performance bond on the part of the contractor for 100 percent of the contract price. A "performance bond" is one executed in connection with a contract to secure fulfillment of all the contractor's obligations under such contract.
- C.** A payment bond on the part of the contractor for 100 percent of the contract price. A "payment bond" is one executed in connection with a contract to assure payment as required by law of all persons

supplying labor and material in the execution of the work provided for in the contract.

### **III. Construction Projects with an Anticipated Cost of Under \$250,000**

#### **A. Methods of Bidding/Soliciting Quotations or Estimates**

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

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

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

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

2. Construction with an Anticipated Cost of between \$10,000 and \$250,000 (Small Purchase Procedures)

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

**B.** Construction Projects with an estimated cost of between \$~~100~~109,000 and \$249,999 will be made pursuant to the District's Policy on Bid Letting and Contracts.

Pursuant to Nebraska law, construction projects which have an anticipated aggregate cost of \$~~100~~109,000 or more are subject to state

public lettings laws (NEB. REV. STAT. §§ 73-101 through 73-106). The board will follow its standard policy on bid letting and contracts for construction projects financed with federal funds which have an anticipated aggregate cost of between \$~~100~~109,000 and \$250,000.

#### **IV. Construction Projects with an Anticipated Cost Over \$250,000**

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

1. Bids must be solicited from an adequate number of known suppliers, providing them sufficient response time prior to the date set for opening the bids, for state, local, and tribal governments, the invitation for bids must be ~~publically~~publicly advertised;
2. The invitation for bids, which will include any specifications and pertinent attachments, must define the items or services in order for the bidder to properly respond;
3. Sealed bids will be ~~publically~~publicly opened in a place and at the specific time stated in the bid solicitation. Bidders shall be notified of the opening and invited to be present.
4. The contract will be awarded to the lowest responsive and responsible bidder.
  - a) Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs must be considered in determining which bid is lowest.
  - b) Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually taken advantage of.
  - c) Any or all bids may be rejected if there is a sound documented reason.
5. The board shall have discretion in determining which bidders are responsible and responsive and shall award the contract to the lowest, responsible, and responsive bidder whose bid meets the bid specifications. This means that the board will select the bid that offers the best value and award a contract based upon the amount of the bid and the bidder's ability and capacity to carry on



the work, its equipment and facilities, honesty, integrity, skills, business judgment, experience, equipment, facilities, financial stability, past performance, and other relevant factors.

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

**B. Advertising for Bids.**

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

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

**C. Bid Documents**

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

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

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

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

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

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

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

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

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

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

## **V. Other Contract Matters.**

### **A. Required Terms**

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

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

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

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

### **C. Full and Open Competition**

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

### **D. Debarment and Suspension**

The District awards contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed

procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.

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

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

#### **E. Settlements of Issues Arising Out of Contract**

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

#### **F. Record Keeping**

##### **1. Record Retention**

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

- b) The U.S. Department of Education is authorized to recover any federal funds misspent within 5 years before the receipt of a program determination letter. 34 C.F.R. § 81.31(c). Schedule 10 (Local School Districts) and Schedule 24 (Local Agencies General Records) of the Nebraska Records Management Division as approved by the Nebraska Secretary of State/State Records Administrator requires the District to maintain records regarding construction projects for a minimum of five (5) years after the sale or demolition of the building. However, if any litigation, claim, or audit is started before the expiration of the record retention period, the records will be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken. 2 C.F.R. § 200.333.
  - c) Records will be destroyed in compliance with Schedule 10, Schedule 24, and State law. This includes the completion of a Records Disposition Report.
2. Maintenance of Construction Records for Projects Financed with Federal Funds
- a) The District must maintain records sufficient to detail the history of all construction projects financed with federal funds. These records will include, but are not necessarily limited to the following: rationale for the method of construction, selection of contract type, contractor selection or rejection, the basis for the contract price (including a cost or price analysis), and verification that the contractor is not suspended or debarred.
  - b) Retention of construction records shall be in accordance with applicable law and Board policy.

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

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

### **C. Favors and Gifts**

The officers, employees, and agents of the District may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts, with the limited exception of unsolicited items of nominal value.

### **D. Enforcement**

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

## **VII. Financial Management**

### **A. Identification.**

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

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

#### **B. Financial Reporting**

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

#### **C. Accounting Records**

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

#### **D. Internal Controls**

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

#### **E. Budget Control**

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

#### **F. Payment Methods**

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

federal grant funds, the District will remit interest earned on the advanced payment quarterly to the federal agency. The District may retain interest amounts up to \$500 per year for administrative expenses. 2 CFR § 200.305(b)(9).

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

#### **G. Allowability of Costs**

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

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

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

### **VIII. Other Contract Matters.**

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

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

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

Pursuant to the standards contained in 2 C.F.R. § 200.321, the District will take all necessary affirmative steps to assure that minority businesses,

women's business enterprises, and labor surplus area firms are used when possible consistent with state law.

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

### **C. Record Keeping**

#### **1. Record Retention**

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

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



involving the records have been resolved and final action taken. 2 C.F.R. § 200.333.

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

## 2. Maintenance of Procurement Records

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

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

### **D. Privacy**

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

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Adopted on: June 12, 2017

Revised on: July 8, 2019

Revised on: June 12, 2021

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 \$~~100~~109,000**

- A. The school district will solicit quotes and/or estimates for all projects with an estimated cost of less than \$~~100~~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 \$~~100~~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 \$~~100~~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 \$~~100~~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.

A

Adopted on: December 10, 2012

Revised on: July 13, 2015

Reviewed on: June 12, 2017

Revised on: June 12, 2021

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

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

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

## **3004.1**

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

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

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

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

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

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

The District maintains the following purchasing procedures.

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

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

## **B. Methods of Purchasing**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## **E. Debarment and Suspension**

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

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

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

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

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

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

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

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

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



2. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.
3. The board may determine at its discretion that a financial interest is not substantial enough to give rise to a conflict of interest.

### **C. Favors and Gifts**

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

### **D. Enforcement**

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

## **IV. Property Management Systems**

### **A. Property Classifications**

1. Equipment means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the District for financial statement purposes, or \$5,000.
2. Supplies means all tangible personal property other than those described in §200.33 Equipment. A computing device is a supply if the acquisition cost is less than the lesser of the capitalization level established by the District for financial statement purposes or \$5,000, regardless of the length of its useful life. 2 C.F.R. §200.94.

3. Computing Devices means machines used to acquire, store, analyze, process, and publish data and other information electronically, including accessories (or "peripherals") for printing, transmitting and receiving, or storing electronic information. 2 C.F.R. §200.20.
4. Capital Assets means tangible or intangible assets used in operations having a useful life of more than one year which are capitalized in accordance with GAAP. Capital assets include:
  - a) Land, buildings (facilities), equipment, and intellectual property (including software) whether acquired by purchase, construction, manufacture, lease-purchase, exchange, or through capital leases; and
  - b) Additions, improvements, modifications, replacements, rearrangements, reinstallations, renovations or alterations to capital assets that materially increase their value or useful life (not ordinary repairs and maintenance). 2 C.F.R. §200.12.

## **B. Inventory Procedure**

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

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

## **C. Inventory Records**

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

1. Serial number;
2. District identification number;
3. Manufacturer;
4. Model;
5. Date tagged and individual who tagged it;
6. Source of funding for the property;
7. Who holds title;
8. Acquisition date and cost of the property;

9. Percentage of federal participation in the project costs for the federal award under which the property was acquired;
10. Location, use and condition of the property; and
11. Any ultimate disposition data including the date of disposal and sale price of the property.

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

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

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

#### **E. Maintenance**

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

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

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

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

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

#### **H. Disposal of Equipment**

When it is determined that original or replacement equipment acquired under a federal award is no longer needed for the original project or program or for

other activities currently or previously supported by a federal awarding agency, the Superintendent or his/her designee will contact the awarding agency (or pass-through for a state-administered grant) for disposition instructions.

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

## **V. Financial Management**

### **A. Identification.**

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

### **B. Financial Reporting**

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

### **C. Accounting Records**

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

### **D. Internal Controls**

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

### **E. Budget Control**

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

### **F. Payment Methods**

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

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

### **G. Allowability of Costs**

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

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

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

## **V.VI. Other Contract Matters.**

### **A. Required Terms**

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

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

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

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

### **C. Record Keeping**

#### **1. Record Retention**

- a) The District maintains all records that fully show (1) the amount of funds under the grant or subgrant; (2) how the subgrantee uses those funds; (3) the total cost of each project; (4) the share of the total cost of each project provided from other sources; (5) other records to facilitate an effective audit; and (6) other records to show compliance with federal program requirements. 34 C.F.R. §§ 76.730-.731 and §§ 75.730-.731. The District also maintains records of significant project experiences and results. 34 C.F.R. § 75.732. These records and accounts must be retained and made available for programmatic or financial audit.
- b) The U.S. Department of Education is authorized to recover any federal funds misspent within 5 years before the receipt of a program determination letter. 34 C.F.R. § 81.31(c). Schedule 10 (Local School Districts) and Schedule 24 (Local Agencies General Records) of the Nebraska Records Management Division as approved by the Nebraska Secretary of State/State Records Administrator requires the District to maintain records

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

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

## **2. Maintenance of Procurement Records**

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

## **D. Privacy**

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

Adopted on: June 12, 2017

Revised on: July 8, 2019

Revised on: June 12, 2021Adopted on: \_\_\_\_\_

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

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



## **3042**

### **Construction Management at Risk 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 construction management at risk 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 construction management at risk 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 construction management at risk contract delivery system.

#### **Definitions.** For purposes of this policy:

1. Construction management at risk contract means a contract by which a construction manager (a) assumes the legal responsibility to deliver a construction project within a contracted price to the school district, (b) acts as a construction consultant to the school district during the design development phase of the project when the school district's architect or engineer designs the project, and (c) is the builder during the construction phase of the project;
2. Construction manager means the legal entity which proposes to enter into a construction management at risk contract pursuant to the Act;
3. Proposal means an offer in response to a request for proposals by a construction manager to enter into a construction management at risk contract for a project pursuant to the act;
4. Request for proposals means the documentation by which a school district solicits proposals; and
5. School district means \_\_\_\_\_ Public Schools.

#### **Procedures.**

1. Procedures for the preparation and content of requests for proposals shall include the following:

- A. At least thirty days prior to the deadline for receiving and opening proposals, notice of the request for proposals shall be published in a newspaper of general circulation within the school district and filed with the State Department of Education. The request for proposals shall contain, at a minimum, the following elements:
  - 1. The identity of the school district for which the project will be built and the school district that will execute the contract;
  - 2. Policies adopted by the school district pursuant to the Act;
  - 3. The proposed terms and conditions of the 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 construction manager selects any subcontractor and may require that any work subcontracted be awarded by competitive bidding;
  - 4. Any bonds and insurance required by law or as may be additionally required by the school district;
  - 5. General information about the project which will assist the school district in its selection of the construction manager, including a project statement which contains information about the scope and nature of the project, the project site, the schedule, and the estimated budget;
  - 6. The criteria for evaluation of proposals and the relative weight of each criterion; and
  - 7. A description of any other information which the school district chooses to require.
- 2. Procedures for the preparation and submission of proposals by the

construction manager shall be determined on a project-by-project basis and included within the requests for proposals.

3. Procedures for evaluating requests for proposals submitted to the school district by a construction manager shall include the following:

A. The school district shall refer the proposals for recommendation to a selection committee. The selection committee shall be a group of at least five persons designated by the school district. Members of the selection committee shall include (1) members of the school board, (2) members of the school administration or staff, (3) the school's architect or engineer (4) any person having special expertise relevant to selection of a construction manager under the Act, and (5) a resident of the school 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 construction manager who has a proposal being evaluated and shall not be employed by the school district or the school's architect or engineer.

B. The selection committee and the school district shall evaluate proposals taking into consideration the criteria enumerated in subdivisions (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) The financial resources of the construction manager to complete the project **(up to ten percent)**;

(2) The ability of the proposed personnel of the construction manager to perform **(up to thirty percent)**;

(3) The character, integrity, reputation, judgment, experience, and efficiency of the construction manager **(up to thirty percent)**;

(4) The quality of performance on previous projects **(up**

**to thirty percent);**

- (5) The ability of the construction manager to perform within the time specified **(up to thirty percent);**
- (6) The previous and existing compliance of the construction manager with laws relating to the contract **(up to ten percent);** and
- (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 CM@R method for a specific project, or at a later time but before the RFP is published and sent out.~~**

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.

- C. The school district shall then evaluate and rank each proposal on the basis of best meeting the criteria in the request for proposals and taking into consideration the recommendation of the selection committee.
4. Procedures for negotiations between the school district and the construction managers submitting proposals prior to the acceptance of a proposal if any such negotiations are contemplated shall include the following:
- A. The school district may attempt to negotiate a construction management at risk contract with the highest ranked construction manager and may enter into a construction management at risk contract after negotiations.
  - B. The negotiations shall include a final determination of the manner by which the construction manager selects a subcontractor.
  - C. If the school district is unable to negotiate a satisfactory contract with the highest ranked construction manager, the school district may terminate negotiations with that construction manager. The school district may then undertake negotiations with the second highest ranked

- construction manager and may enter into a construction management at risk contract after negotiations.
- D. If the school district is unable to negotiate a satisfactory contract with the second highest ranked construction manager, the school district may undertake negotiations with the third highest ranked construction manager, if any, and may enter into a construction management at risk contract after negotiations.
  - E. If the school district is unable to negotiate a satisfactory contract with any of the ranked construction managers, the school district may either revise the request for proposals and solicit new proposals or cancel the construction management at risk process under the act.
  - F. If the school district is able to negotiate a satisfactory contract with a construction manager, the school district shall file a copy of all construction management at risk contract documents with the State Department of Education within thirty days after their full execution. Within thirty days after completion of the project, the construction manager shall file a copy of all contract modifications and change orders with the State Department of Education.
5. Procedures for filing and acting on formal protests relating to the solicitation or execution of construction management at risk contracts shall include the following:
- A. Definitions.
    - (1) Interested party shall mean an actual or prospective bidder whose direct economic interest would be affected by the award of a contract by the school district to another party or by the failure of the school district to award a contract to such actual or prospective bidder.
    - (2) Protest shall mean a written objection by an interested party on any phase of the bidding process, including specification, preparation, bid solicitation, 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. Protests based on alleged apparent

improprieties in a solicitation or other request for proposals must be filed before bid opening or the closing date for receipt of proposals. In all other cases, the protest must be filed within five working days following the selection of the construction manager. 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 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 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 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 school district.

- 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 protestor and all other bidders. If not satisfied with the decision of the Superintendent, any interested party protestor may appeal to the Board, but the decision shall be final unless the interested party protestor files a timely appeal with the Board.

- D. Board Appeal Procedures. Any interested party protestor, 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 shall consider the Decision of the Superintendent and shall make the final decision on the protest. The school district board of education's decision shall be final.

6. A construction management at risk contract may be conditioned upon later refinements in scope and price and may permit the school district in agreement with the construction manager to make changes in the project without invalidating the contract. Later refinements shall not exceed the scope of the project statement contained in the request for proposals.

**Prohibitions.** The school district shall not use a construction management at risk contract for any construction project excluded by NEB. REV. STAT. § 13-2914 or any other applicable law.

Adopted on: June 12, 2017

Revised on: June 12, 2021

Reviewed on:

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.

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

1. Board means the District's Board of Education.
2. Department means the Nebraska Department of Education.
3. Design-Build Contract (DB 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) and (b) labor, materials, supplies, equipment, and construction services for a project pursuant to the Act.
4. Design-Builder means a legal entity which proposes to enter into a DB Contract which is subject to qualification-based selection pursuant to the Act.
5. District means \_\_\_\_\_ Lexington Public Schools.
6. NEARA means the Nebraska Engineers and Architects Regulation Act.
7. 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 Proposals, evaluation of Proposals, evaluation of construction under

a DB 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.

8. Project Performance Criteria means the performance requirements of the project suitable to allow the Design-Builder to make a 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 retention and disposal, parking requirements, applicable governmental code requirements, and other criteria for the intended use of the project.
9. Proposal means an offer in response to a Request For Proposals ("RFP") by a Design-Builder to enter into a DB Contract for a project pursuant to the Act.
10. Act means the Nebraska Political Subdivisions Construction Alternatives Act.
11. Request for Proposals (RFP) means the documentation by which the District solicits Proposals.
12. Superintendent means the District's Superintendent of Schools.

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

**1. Rules and Procedures for Selecting and Hiring a PCD for a Specific Project.**

- A. The District shall encourage eligible persons or organizations who desire to provide services to the District as a PCD to submit a statement of qualifications and performance data to the District. At least thirty days prior to selecting and hiring a PCD, the District shall 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:

- (1) A general description of the Design-Build project;

- (2) Directions regarding how interested persons or organizations can apply for consideration by the District;
  - (3) The date by which persons or organizations must submit their applications; and
  - (4) A statement that any person or organization 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 evaluate each qualified applicant's current statement of qualifications and performance data. The Board shall conduct discussions with, and may require public presentations by no less than three applicants regarding their qualifications, approach to the project, ability to furnish the required service, and other factors identified above.
- E. The Board shall 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 above.

- F. The Board shall negotiate a contract with the most qualified applicant for compensation which the Board determines is fair and reasonable. In making this 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 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 the 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.
- G. 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.
- H. If the Board is unable to negotiate a satisfactory contract with any of the selected applicants, 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.
- I. 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.

- J. The public shall not be excluded from the meetings or proceedings under this section of this policy in accordance with the Open Meetings Act.
- K. 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.
- L. 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.
- M. A PCD may not be employed by or may not have a financial or other interest in a Design-Builder that will submit a Proposal.

**2. Procedures and standards to be used to prequalify Design-Builders.**

- A. The District, with the help of the PCD, shall prepare a request for letters of interest. The request for letters of interest shall:
  - (1) Describe the project in sufficient detail to permit a Design-Builder to submit a letter of interest;
  - (2) Be published in a newspaper of general circulation within the District at least 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 could perform it strictly in accordance with its terms capabilities to perform.

**3. Procedures for the preparation and content of RFPs.**

- A. The District, with the help of the PCD, shall prepare the RFP, which shall contain:
  - (1) The identity of the school district for which the project will be built and will execute the Design-Build Contract;
  - (2) A copy of this Design-Build Contract Policy and all other policies adopted by the District relating to the DB Contract;
  - (3) The proposed terms and conditions of the DB 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;
  - (4) A project statement which contains information about the scope and nature of the project;
  - (5) Project Performance Criteria;
  - (6) Budget parameters for the project;

- (7) Any bonds or insurance required by law or as may be additionally required by the District;
- (8) The criteria for evaluation of Proposals and the relative weight of each criterion;
- (9) A requirement that the Design-Builder provide a written statement of its 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;
- (10) A requirement that the Design-Builder agree to the following conditions:
  - (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;
  - (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;
  - (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;
  - (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
  - (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; and
- (11) Other information the District chooses to require.

- B. At least 30 days prior to the deadline for receiving and opening Proposals, the notice of the RFP shall be:
  - (1) Published in a newspaper of general circulation within the District;
  - (2) Filed with the Department; and
  - (3) Sent by first-class mail to the prequalified Design-Builders only.

#### **4. Procedures for preparing and 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.

#### **5. Procedures for evaluating Proposals.**

- A. The District may only proceed to negotiate and enter into a DB Contract if there are at least two proposals from prequalified Design-Builders.
- B. The District shall refer the proposals for recommendation to a selection committee. The selection committee shall be a group of at least five persons designated by the District. Members of the selection committee shall include (1) members of the school board, (2) members of the school administration or staff, (3) the school's architect or engineer (4) any person having special expertise relevant to selection of a design-builder under the Act, and (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 who has a proposal being evaluated and shall not be employed by the District or the school's architect or engineer.



C. The selection committee and the District shall evaluate proposals taking into consideration the criteria enumerated in subdivisions (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) The financial resources of the design-builder to complete the project **(up to ten percent)**;
- (2) The ability of the proposed personnel of the design-builder to perform **(up to thirty percent)**;
- (3) The character, integrity, reputation, judgment, experience, and efficiency of the design-builder **(up to thirty percent)**;
- (4) The quality of performance on previous projects **(up to thirty percent)**;
- (5) The ability of the design-builder to perform within the time specified **(up to thirty percent)**;
- (6) The previous and existing compliance of the design-builder with laws relating to the contract **(up to ten percent)**; and
- (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.**

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. The District shall then evaluate and rank each proposal on the basis of best meeting the criteria in the request for

proposals and taking into consideration the recommendation of the selection committee.

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

- A. The District may attempt to negotiate a DB Contract with the highest ranked Design-Builder selected by the Board and may enter into a DB Contract after negotiations.
- B. The negotiations shall include a final determination of the manner by which the design-builder selects a subcontractor.
- C. If the District is unable to negotiate a satisfactory DB Contract with the highest ranked Design-Builder, it 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 DB Contract with that Design-Builder after negotiations.
- D. If the District is unable to negotiate a satisfactory DB Contract with the second highest ranked Design-Builder, it may terminate negotiations with that Design-Builder. The District may then undertake negotiations with the third highest ranked Design-Builder, if any, and may enter into a DB Contract with that Design-Builder after negotiations.
- E. If the District is unable to negotiate a satisfactory DB Contract with any of the ranked Design-Builders, it may either revise the RFP and solicit new Proposals or cancel the design-build process.
- F. If the District is able to negotiate a satisfactory contract with a design-builder, the District shall file a copy of all design-build contract documents with the State Department of Education within thirty days after their full execution. Within thirty days after completion of the project, the design-builder shall file a copy of all contract modifications and change orders with the State Department of Education.

**7. Procedures for Filing and Acting on Formal Protests Relating to the Solicitation or Execution of DB Contracts.**

- A. Definitions.
  - (1) Interested party shall mean an actual or prospective bidder 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.

- (2) Protest shall mean a written objection by an interested party on any phase of the bidding process, including specification, preparation, bid solicitation, 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. Protests based on alleged apparent improprieties in a solicitation or other request for proposals must be filed before bid opening or the closing date for receipt of proposals. In all other cases, the protest must be filed within five working days following the selection of the 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 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 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 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. **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. 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. **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 shall consider the Decision of the Superintendent and shall make the final decision on the protest. The school district board of education's decision shall be final.
- 8. Refinements and Changes.** A DB 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 DB Contract. Later refinements shall not, however, exceed the scope of the project statement contained in the RFP.
- 9. Projects Excluded.** The District shall not use a design-build contract for any construction project excluded by NEB. REV. STAT. § 13-2914 or any other applicable law.

Adopted on: June 12, 2017

Revised on: June 12, 2021

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

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

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

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

## **3058**

### **Naming School Facilities and Property**

The purpose of this policy is to establish the criteria and procedures for naming and renaming school district facilities or property.

**Authority.** The board shall have the authority to name all school district facilities or property. The board reserves the right to refuse to name any facility or piece of property and to make name changes at any time.

**Definition.** "Facilities or property" means any physical structure owned by the school, including any new, existing, or leased building; a wing of a building; any room; or other significant features or portion thereof such as a fountain, monument, plaza, garden, landscaped area, street, running course, running track, playing field, practice field, playing court, practice court, bench, memorial, or stage.

**Committee or Administrative Review.** Prior to formal naming action by the board, the matter may be referred to the superintendent or a school committee for consideration, review, and recommendation to the board.

**Naming Criteria.** The district may name facilities or property after the community, subdivision, or street on which the school is located; the geographic location of the school; or any significant landmark. The district may name facilities or property for an individual, family, or entity meeting at least one of the following criteria:

1. A faculty member, staff member, board member, alumni, volunteer, or other community member who has made an outstanding contribution to education, humanity, or community; or have displayed outstanding leadership; or be a person of historical significance; and who has been deceased for at least five years;
2. Financial donors who make a significant financial contribution to the school generally or to a specific school activity or program; and
3. Financial donors who make a significant financial contribution toward the construction of a new facility/property or facility/property renovation.

The district will not grant a naming right without the informed consent of the named party or his/her/its authorized representative.

**Due Diligence Review.** The board or its designee shall conduct a due diligence review of any proposed facility or property name to consider whether it is and will continue to be a positive and appropriate reflection on the school,

whether the name conforms with the purpose and mission of the school, and whether there are any conflict of interest issues. The board or its designee shall also consult with district legal counsel to ensure that any proposed name complies with applicable policies, laws, and regulations and to determine if any proposed name would have an adverse impact on existing or future tax-exempt bond issues.

**Renaming Facilities.** Once established, the name of school district facilities or property generally shall not be changed absent compelling reason to do so as determined by the board. Compelling reasons include, but are not limited to, the person or entity or any of its officers, agents, or employees committing any act or doing anything which might tend to bring the person or entity or any of its officers, agents, or employees into public disrepute, contempt, scandal, or ridicule, or which might tend to reflect unfavorably on the district or if the continued use of the name is contrary to the educational mission of the district. The named party may, without refund of any consideration paid or provided, terminate his/her/its acceptance of the naming rights prior to the scheduled termination date upon request to and approval of the board. If the request is granted, the named party shall be solely responsible for all costs of removal of the names.

**Current Facilities or Property.** Facility and property names that exist at the time this policy is adopted shall remain in effect, subject to future renaming consistent with this policy.

Adopted on: June 12, 2021

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

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

## **5063**

### **Audio and Video Recording**

Students and their parents or guardians should assume that any class in which students are enrolled may be recorded by the school district or other students for legitimate educational purposes. Recordings permitted pursuant to this policy may only be used ~~by students for personal academic~~for authorized purposes and may not be republished without additional, written consent from a school administrator. For purposes of this policy “recording” includes still photographs, video, audio, and other similar data captured in any medium.

**Recordings Made by The District.** The district may use cameras or other devices for purposes of making security, safety, or other recordings without a specific purpose or for a specific purpose when such recordings are deemed necessary or appropriate by the administration. The district will not maintain the recordings unless the recording is purposefully copied and saved, and the recordings will only be available for review for a limited time based on the district’s then-current recording capacity. The district administrators estimate that this is approximately 10 days but may change at any time.

**Classroom Recordings by Staff.** Staff members may make audio and video recordings of classroom instruction and school activities upon authorization of the superintendent or supervising administrator.

**Prohibited Recordings by Students.** Unless otherwise authorized by this policy or law, students are prohibited from making audio or video recordings during the school day on school grounds; when being transported to and from school activities or programs in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or by his or her designee; or at a school-sponsored activity or athletic event, unless the recording is made in a manner permitted by the school for members of the public. In such an instance, the students remain subject to the district’s appropriate use and student discipline policies.

For example, this policy does not prohibit students from making recordings of an athletic event for their personal use similar to a parent or other patron, subject to other applicable board policy. However, this policy generally prohibits students from using smart-speakers or other devices which actively or passively create or transmit audio or video recordings, including Google Home, Amazon Alexa, Apple HomePod, and AngelSense devices.



**Permitted Classroom Recordings by Students.** Students may make audio or video recordings of classroom lectures or discussions:

- (1) For their convenience after providing notice to the classroom teacher and receiving the teacher's permission;
- (2) For the benefit of another student who is absent after providing notice to the classroom teacher and receiving the teacher's permission;
- (3) If recording is necessary to accommodate the student's disability and is required by the student's Individualized Education Plan (IEP) or Section 504 Plan.

Staff may revoke permission to record if the recording distracts from or disrupts the classroom environment, unless the recording is necessary to accommodate a student's disability.

**Permitted Non-classroom Recordings.** Students may make audio or video recordings otherwise prohibited by this policy outside the classroom only with the permission of a teacher or school administrator, provided that such recordings otherwise comply with any applicable state and federal laws and district policy. In no event shall photographs or video recordings be taken or made in restrooms, locker rooms, or other areas where there is a reasonable expectation of privacy.

Adopted on: September 8, 2014

Revised on: August 14, 2017

Revised on: July 8, 2019

Revised on: June 12, 2021

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

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

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

## **6005**

### **Academic Credits and Graduation**

Students must earn a minimum number of total credits and content-specific credits to graduate from Lexington High School as described below. Five (5) credits are granted for successful completion of a single semester class. Ten (10) credits are granted for successful completion of a year-long class.

#### **For the Classes of 2022-2024:**

Students must earn at least 220 credits to graduate including the following content area credits:

English - 40 credits

Mathematics - 30 credits

Science - 30 credits

Social Studies – 30 credits including 5 credits in American Government

Foundations of Leadership (FOL)\* – 10 credits

Health/Physical Education – 10 credits

Electives\*\* - 70 credits

\*Foundations of Leadership (FOL) is required for 9<sup>th</sup> graders. Students who transfer to LHS after 9<sup>th</sup> grade are not required to take FOL.

\*\*The elective course requirement of 70 credits increases to 80 credits for students who do not complete FOL.

#### **Beginning with the Class of 2025:**

Students must earn at least 225 credits to graduate including the following content area credits:

English - 40 credits

Mathematics - 30 credits

Science - 30 credits

Social Studies – 35 credits including 5 credits in American Government

Foundations of Leadership (FOL)\* – 10 credits

Health/Physical Education – 10 credits

Electives\*\* - 70 credits

\*Foundations of Leadership (FOL) is required for 9<sup>th</sup> graders. Students who transfer to LHS after 9<sup>th</sup> grade are not required to take FOL.

\*\*The elective course requirement of 70 credits increases to 80 credits for students who do not complete FOL.

Adopted on: June 14, 2021

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

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

## 6036 Reading Instruction and Intervention Services

The purpose of this policy is to facilitate reading instruction and intervention services to address student reading needs, including, but not limited to, dyslexia. It is the school district's goal that each student be able to read at or above grade level by third grade.

**Effective Reading Teachers.** It is the intent of the school district to employ teachers for kindergarten through third grade who are effective reading teachers as evidenced by (a) evaluations based on classroom observations and student improvement on reading assessments or (b) specialized training in reading improvement.

**Reading Assessment.** ~~Beginning in 2019-20, the~~ The school district will administer a reading assessment approved by the Nebraska Department of Education three times during the school year to all students in kindergarten through third grade. Exceptions to this requirement include:

- Any student receiving specialized instruction for limited English proficiency who has been receiving such instruction for less than two years;
- Any student receiving special education services for whom such assessment would conflict with the individualized education plan; and
- Any student receiving services under a plan pursuant to the requirements of section 504 of the federal Rehabilitation Act of 1973, 29 U.S.C. 794, or Title II of the federal Americans with Disabilities Act of 1990, 42 U.S.C. 12131 to 12165, as such acts and sections existed on January 1, 2018, for whom such assessment would conflict with such section 504 or Title II plan.

The first assessment for kindergarten students must occur within the first ~~30~~ 45 calendar days of the school year that school is in session of each school year. For all other grades, the first assessment must occur within the first 30 calendar days that school is in session of each school year.

Diagnostic assessments used within a supplemental reading intervention program do not require Nebraska Department of Education approval.

**Deficiency Identification.** Any student in kindergarten through third grade performing below the threshold level as determined by the Nebraska Department of Education shall be identified as having a reading deficiency for purposes of the Nebraska Reading Improvement Act and this policy. A student who is identified as having a reading deficiency shall remain identified as having a reading deficiency until the student performs at or above the

threshold level on an approved reading assessment. Nothing in the Nebraska Reading Improvement Act or this policy shall prohibit a school district from identifying any other student as having a reading deficiency.

**Supplemental Reading Intervention Program.** The school district will provide a supplemental reading intervention program to ensure that students can read at or above grade level at the end of third grade. The school district may work collaboratively with a reading specialist at the Nebraska Department of Education, with educational service units, with learning communities, or through interlocal agreements to develop and provide such supplemental reading intervention programs. Each supplemental reading intervention program must be:

- ~~Be p~~rovided to any student identified as having a reading deficiency;
- ~~Be i~~implemented during regular school hours in addition to regularly scheduled reading instruction unless otherwise agreed to by a parent or guardian; and
- ~~Make~~ Made available as a summer reading program between each summer for any student who has been enrolled in grade one, grade two, or grade three or in a higher grade and is identified as continuing to have a reading deficiency at the conclusion of the school year preceding such summer reading program. The summer reading program may be held in conjunction with existing summer programs in the school district or in a community reading program not affiliated with the school district or ~~may be~~ offered online.

The supplemental reading intervention program may also include:

- Reading intervention ~~techniques that are based on scientific research and best practices~~ that are evidence-based;
- Diagnostic assessments to identify specific skill-based strengths and weaknesses a student may have;
- ~~Frequent~~ frequently monitoring of student progress throughout the school year ~~and adjust~~ with instruction adjusted accordingly;
- Intensive intervention using strategies selected from the following list to match the weaknesses identified in the diagnostic assessment:
  - Development in phonemic awareness, phonics, fluency, vocabulary, and reading comprehension;
  - Explicit and systematic instruction with detailed explanations, extensive opportunities for guided practice, and opportunities for error corrections and feedback; or
  - Daily targeted individual or small-group reading intervention based on student needs as determined by diagnostic assessment data subject to planned extracurricular school activities;

- Strategies and resources to assist with reading skills at home, including parent-training workshops and suggestions for parent-guided home reading; or
- Access to before-school or after-school supplemental reading intervention with a teacher or tutor who has specialized training in reading intervention.

**Parent/Guardian Notification.** The school will give notice in writing or by electronic communication to the parent(s) or guardian(s) of any student identified as having a reading deficiency within 15 working days of such identification that the student has been identified as having a reading deficiency and that an individual reading improvement plan will be established and shared with the parents or guardians.

**Reading Improvement Plan.** Any student who is identified as having a reading deficiency will receive an individualized reading improvement plan, that shall include a supplemental reading intervention program, no later than 30 days after the identification of the reading deficiency. The reading improvement plan may be created by the teacher, the principal, other pertinent school personnel, and the parents or guardians of the student and shall describe the reading intervention services the student will receive through the supplemental reading intervention program to remedy the reading deficiency. The student must receive reading intervention services through the supplemental reading intervention program until the student is no longer identified as having a reading deficiency.

**Reading Progress.** Each student in kindergarten through third grade and his or her parent(s) or guardian(s) will be informed of the student's reading progress within a reasonable time after the school district receives the results from the student's approved reading assessment.

Adopted on: June 11, 2018

Revised on: June 12, 2021

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

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

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

## **6039 School Library Collections**

### **Lexington Public Schools Mission Statement**

To develop capable and responsible lifelong learners. With the cooperation of family, school and community, the district will prepare students for the global challenges and the opportunities of the future.

### **Lexington Public Schools Library Mission Statement**

To provide an optimal learning environment that promotes reading for enjoyment and supports the development of information literate students and staff who can competently access, evaluate, and ethically use information from a variety of resources.

### **School Library Program Philosophy**

Lexington Public Schools aims to provide quality learning experiences designed to equip students with the skills to adapt and thrive in a changing global environment in accordance with the strategic planning goals and curricular needs of the district.

The school library is to be the information center for students and staff members, providing collections that include materials in a variety of formats to meet the curricular, personal, and professional needs for the educational process. The school library will extend and enhance the classroom experience: a place where students, teachers, and librarians can explore, learn, create, and collaborate. School librarians (also known as media specialists), will foster a love of reading and learning in addition to modeling and utilizing current technologies to assist students in becoming proficient and responsible users of information. The school library will allow free access to all materials for staff and students by providing information, access to technology for information retrieval, and facilities for meetings.

### **District Needs**

Lexington Public Schools serves approximately 3,000 students in grades Pre-K-12. These students come from the town of Lexington and the surrounding rural areas. The community is home to Tyson, a major meatpacking employer, which has had a great impact on the increased numbers and diversity of the local school district's student population. This diversity has created language barriers and communication is often a challenge for students and staff, yet provides a rich cultural experience for all students. Therefore, the native culture and languages of students in the district will be respected and considered when making collection selections.

The primary clientele of the school library will be the students located in each of the elementary buildings, the middle school, and the high school, as well as the staff members for each of these facilities.

All curriculum areas will be represented at each of the building levels -- fiction, non-fiction, biographies, and reference materials. Books, periodicals, newspapers, and databases will be available in print and/or digital format.

### **Selection Objectives**

The primary objective of the school's library is to ensure that students and staff are effective users of ideas and information. It is the goal of the school library to provide a wide range of resources and activities that will contribute to lifelong learning.

### **Selection and Approval of Materials**

Both print and non-print materials will be selected for the school libraries that are consistent with the mission and philosophy of Lexington Public Schools. Considerations will be curricular needs, student interests and informational needs, level of difficulty, and appropriateness of the material for its intended educational and recreational use. All accreditation requirements will also be met. School staff, students, and parents may recommend that certain materials be added to the collection. Requests may be made informally by visiting with school librarians or formally in writing. School librarians will review and recommend materials to be added to the collection subject to the approval of the building principal.

### **Weeding and Deselection**

To maintain a collection that is relevant and has educational value, school librarians regularly review materials and may recommend removing materials for, but not limited to, the following reasons:

- Out-of-date
- Contains inaccurate information
- Lacking in educational value
- No longer of interest
- Unneeded duplicate
- Superseded edition
- Worn out, defaced, or dirty, etc.
- Obsolete
- Missing pages
- Not circulated within the past five years (exceptions might include past award winners, autographed copies, classics, etc.)
- No longer contribute to the total collection



School librarians will conduct an end-of-year inventory of materials. School librarians will recommend removal of materials subject to the approval of the building principal. Removed materials may be offered to teachers and students for educational purposes, or discarded subject to approval of the building principal and district policy on the disposal of school property.

### **Controversial Materials**

Patrons finding certain materials objectionable to the school community may choose to have an informal conversation with the school librarian or request that they be formally reconsidered using following procedure:

1. The patron shall submit the completed "Request for Reconsideration of Library Material" form regarding the material in question to the building principal.
2. Until a final decision is made, the material in question will be moved to a back shelf and will be available for circulation with written parent/guardian consent only.
3. The building principal and the school librarian will work together to appoint a review committee whose purposes shall include, but not be limited to, the following:
  - a. Read, view, or listen to the material in its entirety.
  - b. Check general acceptance of the material by reading reviews and consulting recommended lists.
  - c. Determine the extent to which the material supports the curriculum.
  - d. Make a recommendation to the building principal as to whether to retain or remove the material in question.
4. The review committee shall inform the building principal of its recommendation.
5. The building principal will meet with the patron to review the patron's objections and the committee's recommendation.
6. The final decision concerning the material will be made by the building principal. The building principal will mail a letter notifying the patron of the final decision to remove the material from the library collection or retain the material in circulation.

Adopted on: June 14, 2021

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

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



# Lexington Public Schools Staff Handbook

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2021-2022

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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.

## **NONDISCRIMINATION IN EDUCATION PROGRAMS AND ACTIVITIES (Policy 3053)**

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

Name: Angie Kovarik

Title: Student Services Director

Address: 300 South Washington St., Lexington, NE 68850 Telephone: 308.324.1209

E-mail: [angie.kovarik@lexschools.org](mailto:angie.kovarik@lexschools.org)

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

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

## **DRUG-FREE WORKPLACE REQUIREMENTS (Policy 4002)**

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 (Policy 4063)**

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

### **Activity Accounts and Fundraising**

Activity accounts are handled through the business office. No student or sponsor may make any purchase without a signed purchase order from the activities director or finance director. Purchases made without permission are the personal obligation and responsibility of the purchaser.

The superintendent or his/her designee is responsible for authorizing any fundraising on the part of student activities. No fundraising may occur without express permission of the superintendent.

New student activities requiring the expenditure of district funds must be approved by the Board of Education.

### **Activity Tickets**

The provision of activity passes is addressed in the collective bargaining agreement. This provision applies to both certified and classified employees.

### **Agents, Salesmen and Other Business Representatives (Policy 4008)**

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, school equipment, or school facilities for any personal activity for personal financial gain or confer with any business representative for personal business during schooltime.

### **Announcements and Circulars (Policy 3028)**

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

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

### **Board Policies, Rules, and Directives (Policy 1004)**

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 central 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. 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- Parent Handbook, respective Student-Parent Handbook Supplement(s), and Staff 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.

### **Chaperoning**

Upon approval by the administrator in charge, a staff member may be allowed to accompany and assist in supervising a student group on a school field trip. In such cases, the district shall pay the employee his/her daily rate of pay if the field trip occurs during contract time or normal work hours. If the approved employee is ordinarily compensated on an hourly rate basis, the district shall pay for time not to exceed the employee's normal work hours; time spent chaperoning beyond this time shall be considered voluntary. Employees shall not be compensated for field trips occurring over the weekend or during other off contract or off work times.

### **Complaint Procedure (Policy 2006)**

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

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

### **Complaint and Appeal Process:**

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

- c) Complaints about the operation, decisions, or personnel relating to district curriculum, assessment, or instructional matters should be submitted to the Curriculum, Assessment, and Instruction Director.
- d) Complaints about the operation, decisions, or personnel relating to district technology matters should be submitted to the Technology Director.
- e) Complaints about the operation, decisions, or personnel relating to district business or financial matters should be submitted to the Finance Director.
- f) Complaints about the operation, decisions, or personnel relating to special education or other student services should be submitted to the Student Services Director.
- g) Complaints about the operation, decisions, or personnel relating to buildings and grounds upkeep and maintenance or transportation matters should be submitted to the Buildings, Grounds, and Transportation Director.
- h) Complaints about the operation, decisions, or personnel relating to food service matters should be submitted to the Food Service Director.
- i) Complaints about the operations of the school district or a building principal should be submitted in writing to the superintendent of schools.
- j) Complaints about the superintendent of schools should be submitted in writing to the president of the board of education.
- k) Complaints involving discrimination or harassment on the basis of race, color, national origin, gender, marital status, disability, or age may also be submitted, at any time to the School District's Title IX/504 coordinator. Complaints involving discrimination or harassment may also be submitted at any time to the Office for Civil Rights, U.S. Department of Education: by email at [OCR.KansasCity@ed.gov](mailto:OCR.KansasCity@ed.gov); by telephone at (816) 268-0550; or by fax at (816) 268-0599.

3. When a complainant submits a complaint to an administrator or to the Title IX/504 coordinator, the administrator or Title IX/504 coordinator shall promptly and thoroughly investigate the complaint, and shall:

- a) Determine whether the complainant has discussed the matter with the staff member involved.
  - 1) If the complainant has not, the administrator or Title IX/504 coordinator will urge the complainant to discuss the matter directly with that staff member, if appropriate.
  - 2) If the complainant refuses to discuss the matter with the staff member, the

administrator or Title IX/504 coordinator shall, in his or her sole discretion, determine whether the complaint should be pursued further.

- b) Strongly encourage the complainant to reduce his or her concerns to writing.
  - c) Interview the complainant to determine:
    - 1) All relevant details of the complaint;
    - 2) All witnesses and documents which the complainant believes support the complaint;
    - 3) The action or solution which the complainant seeks.
  - d) Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 days after the administrator or Title IX/504 coordinator received the complaint.
4. If either the complainant or the accused party is not satisfied with the director's, administrator's or Title IX/504 coordinator's decision regarding a complaint he or she may appeal the decision to the superintendent.
- a) This appeal must be in writing.
  - b) This appeal must be received by the superintendent no later than ten (10) business days from the date the administrator or Title IX/504 coordinator communicated his/her decision to the complainant.
  - c) The superintendent will investigate as he or she deems appropriate. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.
  - d) Upon completion of this investigation, the superintendent will inform the complainant in writing of his or her decision. If the complaint involved discrimination or harassment, the superintendent shall submit the decision within 180 days after the superintendent received complainant's written appeal.
5. If either the complainant or the accused party is not satisfied with the superintendent's decision regarding a complaint he or she may appeal the decision to the board.
- a) This appeal must be in writing.
  - b) This appeal must be received by the board president no later than ten (10) business days from the date the superintendent communicated his/her decision to the complainant.
  - c) This policy allows, but does not require the board to receive statements from interested parties and witnesses relevant to the complaint appeal. However, all

matters involving discrimination or harassment shall be promptly and thoroughly investigated.

d) The board will notify the complainant in writing of its decision. If the complaint involved discrimination or harassment, the board shall submit its decision within 180 days after it received complainant's written appeal.

e) There is no appeal from a decision of the board.

6. When a formal complaint about the superintendent of schools has been filed with the president of the board, the president shall promptly and thoroughly investigate the complaint, and shall:

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

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

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

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

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

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

**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 Student Services Director. The Director 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 Student Services Director. The Director 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 Student Services Director. The Director 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.

#### **Copyright and Fair Use (Policy 4020)**

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.

#### **Conflict of Interest (Policy 4062)**

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.

#### **Corporal Punishment (Policy 4018)**

Corporal punishment, defined as the infliction of bodily pain as a penalty for disapproved behavior, is prohibited. Some physical contact is inevitable, and most of it is appropriate. Therefore, physical contact, short of corporal punishment, is acceptable to promote personal interaction with students, to maintain order and control, and to protect persons and property.

#### **Credit Card Use (Policy 3040)**

Authorized users have standing authority to use the purchasing card to charge actual, necessary,

and reasonable travel expenses. Otherwise, the purchasing card may only be used to purchase goods and services approved by the board or the superintendent or designee. Authorized users may check out district credit cards for approved travel expenses requiring an overnight stay. Ordinarily, the district will not issue credit cards when staff depart and return on the same day of the event.

### **Crisis Team Duties (Policy 3039)**

Any staff member appointed by the district administration will serve on the Crisis Response Team as outlined in board policies and the Crisis Team Handbook. 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 which may affect the staff member's ability to perform the tasks required by board policy.

### **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, sex, or any other unlawful discrimination should contact the Student Services Director Angie Kovarik at 308.324.1209, [angie.kovarik@lexschools.org](mailto:angie.kovarik@lexschools.org), or in person at the District Administration Building. Employees may report discrimination or harassment to any staff member who will then forward it onto the appropriate coordinator or administrator. The staff member will follow school district policies to respond to the report.

### **Disability Leave**

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. Disability leave will run concurrently with FMLA leave.

### **Driving (School or 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 (Policy 4041)**

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 3:45 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:

- T-shirts or sweatshirts, 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. People may not wear leggings without a cover garment or miniskirts but may wear capris.
- Blue jeans, except on Fridays which is considered a dress casual day. Other denim colors are acceptable Monday through Friday.
- 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.

Custodial, maintenance and transportation, and nursing staff should dress in attire appropriate to the work they are performing and as approved by their supervisors.

Face coverings: Administration may require staff to wear face coverings based on health recommendations and local considerations. Face coverings will be provided for staff members who do not supply their own.

### **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.

### **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, engaging in telephone conversations, 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.

**Emergency Response to Life Threatening Asthma or Anaphylaxis (Policy 5048)**

School employees will comply with the requirements of “Emergency Response to Life Threatening Asthma or Systemic Allergic Reactions (Anaphylaxis)” exhibited below. The district shall procure and maintain the equipment and medication necessary to implement the protocol.

The superintendent shall obtain the required signature(s) of one or more physicians licensed to practice medicine in Nebraska on the form entitled “Protocol: Emergency Response to Life Threatening Asthma or Systemic Allergic Reactions (Anaphylaxis)” (“Protocol”). The superintendent shall publish this policy and Protocol in each employee handbook.

The superintendent shall arrange to have a qualified medical person train employees, and for training updates as necessary.

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

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

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

### **LIFE-THREATENING ASTHMA SYMPTOMS:**

Any of these symptoms may occur:

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

### **ANAPHYLACTIC SYMPTOMS OF BODY SYSTEM:**

Any of the symptoms may occur within seconds. The more immediate the reactions, the more severe the reaction may become. Any of the symptoms present requires several hours of monitoring.

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

### **EMERGENCY PROTOCOL:**

1. CALL 911
2. Summon school nurse if available. If not, summon designated trained, non-medical staff to implement emergency protocol
3. Check airway patency, breathing, respiratory rate, and pulse
4. Administer medications (EpiPen and albuterol) per standing order
5. Determine cause as quickly as possible
6. Monitor vital signs (pulse, respiration, etc.)<sup>15</sup>
7. Contact parents immediately and physician as soon as possible

### **Employee-Related Sexual Harassment (Policies 3053, 4014)**

It is the policy of the school district to provide an environment free of unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct or communication constituting sexual harassment. Sexual harassment by any employees and students is unequivocally prohibited. Sexual harassment is misconduct that interferes with work productivity and wrongfully deprives employees of the opportunity to work and students of the opportunity to study and be in an environment free from unsolicited and unwelcome sexual overtones. Sexual harassment includes all unwelcome sexual advances, requests for sexual favors and other such verbal or physical misconduct. Sexual harassment is a prohibited practice and is a violation of the law.

The U.S. Equal Employment Opportunity Commission has issued guidelines interpreting Section 703 of Title VII as prohibiting sexual harassment. Sexual harassment is defined in those guidelines as follows:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical misconduct of a sexual nature constitutes sexual harassment when:

- (1) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment,
- (2) Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or
- (3) Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

A person who feels harassed is encouraged to inform the person engaging in sexually harassing conduct or communication directly that the conduct or communication is offensive and must stop. If the person who feels harassed does not wish to communicate directly with the person whose conduct or communication is offensive, or if direct communication with the offending person has been ineffective, the person who feels harassed should report the conduct or communication using the district's complaint policy. Complaints involving sexual harassment may also be submitted at any time to the district's Title IX coordinator.

Regardless of the means selected for resolving the problem, the good faith initiation of a complaint of sexual harassment will not affect the complainant's employment, compensation or work assignments as an employee, or status as a student.

Sexual harassment of students is addressed in a separate policy.

### **Expenses (Policy 3004)**

The board of education 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 car 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) (Policy 4011)**

Qualified employees will be provided leave under the Family and Medical Leave Act (FMLA) as provided in board policy.

### **Family Military Leave (Policy 4011.1)**

Qualified employees will be provided leave under the Nebraska Family Military Leave Act as provided in board policy. 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.

### **In-School Communication**

Every staff member will be assigned a mailbox in the building where he or she works. Staff are expected to check their mailboxes daily.

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 at least once a 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.

Mass emails and District auto-calling system: Mass emails shall only be used for school/educational purposes. The District's auto-calling system shall be utilized only for relaying messages of an urgent nature (school closings, emergencies or crises, etc.). Requests to send mass emails or utilize the district's auto-calling system shall be submitted to the superintendent for approval.

### **Intellectual Property (Policy 4008)**

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 Duty – Service as Witness in Court (Policy 4016)**

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. 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 (Policy 4062)**

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

### **Maintenance & Cleaning Requests**

Staff members should communicate with their supervisor or principal about maintenance or cleaning requests.

### **Meal Program**

Staff may take advantage of meals offered through the district's food program. Staff may purchase lunches from the school cafeteria at the district's established adult meal prices. The lunch price includes one carton of milk. 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.

### **Milk Expression (Policy 4045)**

The district will provide reasonable break time for an employee who wishes to express breast milk for her nursing child in a place, other than a bathroom, which is shielded from view and free from intrusion from co-workers, students, and the public for one year after the child's birth.

### **News and Press Releases**

Positive media coverage of the school district and its activities is good for the school, its staff, and its students. Staff should endeavor to establish and maintain cordial relationships with local media outlets.

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

Communicating with the public, keeping the public informed, and public relations with the community is one of our important tasks. News of important and/or interesting events and



activities are usually welcomed by the newspapers.

### **Newsletters (if applicable)**

The building principal will inform staff of the relevant deadlines for each newsletter. Staff members are encouraged to submit articles for the newsletter that report recent classroom activities and that emphasize 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 (Policy 4008)**

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

### **Political Activities (Policy 4044)**

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 elected 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 (Policy 5008)**

The school district encourages students who are pregnant or parenting 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.

### **Problem Resolution (Policies 3034, 4005, 4054)**

Disputes or disagreements that are not otherwise governed by the grievance procedure contained in the Negotiated Agreement shall be subject to the complaint procedure contained in school district policy.

Employees should submit communications or reports regarding the district to their immediate supervisor, then the superintendent, and only then to the board. They have the same right to communicate with the board about matters of public concern as other patrons of the district, but must follow the chain of command before communicating about employment-related issues.

### **Professional Boundaries Between Staff and Students (Policy 4043)**

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

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.

Further guidance and examples of prohibited behaviors can be found in board policy.

### **Professional Growth (Policy 4032)**

Every six years, permanent certificated employees shall give evidence of professional growth. Six semester hours of college credit shall be accepted as evidence of professional growth.

The board of education believes the goal of professional self-improvement to be inherent in the responsibilities of each certificated district employee.

Other professional growth activities which may count toward the six-year requirement include non- credit courses, lecture series, workshops, conferences, study groups, local in-service courses, committee service, supervising a student teacher, serving with professional groups, travel of significant educational value, and membership in professional organizations. The employee must receive prior approval from the building principal for any of these activities to count toward professional growth.

No professional growth units will be awarded if the applicant has been paid for a non-college activity either by released time or by an additional amount paid by the school district.

One unit of professional growth credit will generally be equivalent to ten hours of personal time spent on an educational activity.

### **Purchasing (Policy 3004)**

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 on the district's website. Orders should not be placed until the district office has issued a purchase order number. Once an order has been received, the staff member placing the order shall verify its accuracy and submit the packing slip to the business office 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.

### **Records and Reports (Policies 4007, 4022)**

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.

### **Reporting Child Abuse or Neglect (Policy 4064)**

Because of their daily contact with school-age children, educators and other school employees are in a unique position to identify abused and/or neglected children. Nebraska law defines child abuse or neglect as knowingly, intentionally, or negligently causing or permitting a minor child 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; or (6) sexually exploited by allowing, encouraging, or forcing such person to solicit for or engage in prostitution, debauchery, public indecency, or obscene or pornographic photography, films, or depictions.

Reporting Procedure. 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.

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. Generally, the employee and principal together shall report the suspected abuse and neglect to local law enforcement and/or to the Department of Health and Human Services. In the event that (a) the principal does not believe that there is reasonable cause to believe that a child has been abused or neglected but the employee does or (b) there are exigent circumstances requiring the immediate report of child abuse and neglect and the principal or other administrator is not available for consultation, the employee shall personally report or cause a report to be made to local law enforcement or to the Department of Health and Human Services and inform the principal of the report.

When the principal makes a report of suspected child abuse or neglect at the request of or based upon information provided by an employee without the employee present, he/she shall inform the employee(s) who made the initial report.

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.

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.

Contents of the Report. The report to authorities shall contain the following information to the extent it is available: (1) name and position of reporting person; (2) name, address, and age of abused or neglected person; (3) address of the person or persons having custody of the abused or neglected

person; (4) the nature and extent of the abuse or neglect, or the conditions and circumstances which would reasonably result in such abuse or neglect; and (5) any other information that may be useful in establishing the identity of the persons involved and cause of the abuse or neglect.

Legal Immunity. Nebraska statutes give legal immunity from any civil or criminal liability to any person who makes a good faith report of child abuse or neglect or participates in a judicial proceeding resulting from such a report.

### **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 or activities director. 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 appropriate administrator.

### **School Property (Policy 3014)**

School property is not to be lent to individuals.

Staff or groups who wish to use school facilities should make requests to the building principal or activities director 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, Tobacco Use, E-cigarette Use on School Premises or at School Activities (Policy 3016)**

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

### **Sniffer (Drug) Dogs (Policy 3045)**

The board of education finds that the possession of illegal drugs and other contraband on school grounds is unlawful, is disruptive of the educational process, is harmful to students and staff, and is contrary to the interests of the school district. Accordingly, to minimize the presence of these items on school grounds, the administration is authorized to use sniffer dogs according to the protocol set forth in this policy.

#### **Protocol for Use of Sniffer Dogs**

1. The superintendent, or the building principal with the superintendent's permission, may initiate the use of specially trained sniffer dogs to conduct an inspection.
2. The administration will contact the canine provider and/or the appropriate law enforcement agency to schedule the use of a sniffer dog or dogs. The administration shall require an assurance from the provider that any sniffer dogs to be used in the school have been properly trained, and may request evidence of the training and/or certification of the dogs. In no event will the school district authorize a sniffer dog to sniff any person.
3. The superintendent or if designated by the superintendent, the building principal, and law enforcement representatives or canine provider will confer regarding the specific plan of areas to be inspected. The plan may involve any or all school building facilities, vehicles in the school parking lot, or other areas where student and staff vehicles are parked on school property during or after school hours.
4. If the inspection is scheduled for a day when school is in session, students and staff will be informed over the public address system, and will be directed to remain in their rooms until given further directions.

5. During the inspection, administrators may assign personnel to designated areas as deemed appropriate to assist in the smooth handling of the inspection.
6. After the inspection is finished, students and staff will be notified over the public address system, and will be thanked for their cooperation.
7. If the sniffer dog alerts, the alert will constitute reasonable cause for the administration to conduct a search of the property. If the sniffer dog alerts on a vehicle on school grounds, the owner will be required to unlock the vehicle doors and trunk for further inspection of the interior of the vehicle. If the owner refuses to unlock the vehicle, the matter will be turned over to law enforcement authorities. The owner will be subject to disciplinary action as specified in board policy and/or the student or staff handbook or as otherwise allowed by law. This may include discipline for the refusal to obey an administrative directive.
8. Any illegal drugs or contraband found on school grounds, whether in a desk, locker, vehicle, or any other place on school grounds, will be confiscated and turned over to law enforcement authorities. A student's parents will be contacted. The individual will be subject to disciplinary action as specified in board policy and/or the student or staff handbook or as otherwise allowed by law.
9. At the conclusion of the inspection, school officials will confer with the canine provider and/or any law enforcement authorities who were involved in the inspection to review the results of the inspection. The administration may authorize any follow-up inspections or other action deemed appropriate.

#### Notice to Students and Staff:

Students and staff shall be informed of the District's policy regarding the use of sniffer dogs as soon as practicable after the adoption of this policy. Thereafter, students and staff shall be informed of the policy at the beginning of the school year. By this policy and/or via the provision in the student or staff handbook, 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 Use (Policy 4051)**

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 Acceptable Use 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., "Minuteman 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.
- 5.

## 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.

A. Acceptable Use

1. Staff may use social media for instructional purposes.
2. Staff may use social media for school-related communication with fellow educators, students, parents, and patrons.
3. 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.

B. Unacceptable Use

1. Staff shall not 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, Twitter, and Instagram 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. 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, 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 may be removed when the content meets any of the following conditions:

1. Is obscene, lewd, 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 threatening, harassing, or discriminatory words or phrases;
4. Incites or is reasonably anticipated to incite violence, illegal activity, or a material and substantial disruption to school operations or activities; or
5. Contains any other threat to the safety of students and staff.

Every account administrator must keep a copy of any removed content 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.

#### **Solicitation and Distribution of Merchandise (Policy 4008)**

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 except as approved by the administration.

#### **Staff Internet and Computer Use**

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.

## **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.

### **Staff Work Room**

The staff work 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.

### **Standard Response Protocol (SRP)**

In the event of the need for a lockdown, lockout, evacuation, or sheltering, please refer to the Standard Response Protocol guidance at the back of this handbook. In the event of an evacuation, please also see guidance on the reunification procedure with parents at the back of this handbook.

### **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.

### **Suicide Prevention Training (Policy 4059)**

School nurses, teachers, counselors, school psychologists, administrators, social workers, community coaches, paraeducators, bus drivers, kitchen staff, and secretarial and clerical staff must complete the on-line training provided by the Nebraska Department of Education no later than October 31 of each school year or within 30 days of their initial employment. Failure to complete this training shall constitute just cause for the termination or nonrenewal of an employee's contract.

### **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 (including cell phones)**

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 or other assigned duty times.

### **Threat Assessment and Response (Policy 3037)**

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.

#### **Definitions**

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.

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

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

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.

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.

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.

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.

#### 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.**

#### Threat Assessment Team

The threat assessment team (team) shall consist of the superintendent, building principal, guidance counselor, and local law enforcement. 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.

### 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.

### 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.

### Coordination with the Crisis Team After Resolution of Threat

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

### Ticket Taking, Officiating, and Other Activities Duties

All staff are required to work at one extra-curricular event each year. Staff may either be compensated for the work or receive an activity pass as described in the collective bargaining agreement between the Lexington Education Association and school board.

### Title IX Policy

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. The district is required by Title IX (20 U.S.C. § 1681) and 34

C.F.R. part 106 to not discriminate in such a manner.

## 1. **Title IX Coordinator**

1.1. **Designation.** The district will designate and authorize at least one employee to coordinate its efforts to comply with its responsibilities under this policy, who will be referred to as the “**Title IX Coordinator**.” 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 name or title, office address, electronic mail address, and telephone number of the Title IX Coordinator. Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment). This report may be made by any means, including but not limited to, in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person’s verbal or written report. Such a report may be made at any time (including during non-business hours).

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

2.1. **Actual knowledge** means notice of sexual harassment or allegations of sexual harassment to any district employee. Imputation of knowledge based solely on vicarious liability or constructive notice is insufficient to constitute actual knowledge. This standard is not met when the only district employee with actual knowledge is the respondent (as that term is defined below). “Notice” as used in this paragraph includes, but is not limited to, a report of sexual harassment to the Title IX Coordinator as described in subsection 1.1 above.

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

2.3. **Formal complaint** means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the district investigate the allegation of sexual harassment. The only district official who is authorized to initiate the Grievance Process for Formal Complaints of Sexual Harassment against a respondent is the Title IX Coordinator (by signing a formal complaint). 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. A formal complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail, by using the contact information required to be listed for the Title IX Coordinator under subsection 1.1 above, and by any additional method designated by the district. As used in this paragraph, the phrase “document filed by a complainant” means a document or electronic submission (such as by electronic mail or through an online portal provided for this purpose by the district) that contains the complainant’s physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint. Where the Title IX Coordinator signs a formal complaint, the Title IX Coordinator is not a complainant or otherwise a party under this policy or under 34 C.F.R. part 106, and will comply with the requirements of this policy and 34 C.F.R. part 106, including subsections 5.1.3–5.1.4 and 34 C.F.R. § 106.45(b)(1)(iii).

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

2.5. **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.

2.6. **Sexual harassment** means conduct on the basis of sex that satisfies one or more of the following:

2.6.1. An employee of the district conditioning the provision of an aid, benefit, or service of the district on an individual's participation in unwelcome sexual conduct;

2.6.2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the district's education program or activity;

2.6.3. **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:

2.6.3.1. **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.

2.6.3.1.1. **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.

2.6.3.1.2. **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

2.6.3.1.3. **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

2.6.3.1.4. **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

2.6.3.2. **Sex Offenses, Non-forcible**—(Except Prostitution Offenses) Unlawful, non-forcible sexual intercourse.



2.6.3.2.1. **Incest**—Non-Forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law

2.6.3.2.2. **Statutory Rape**—Non-Forcible sexual intercourse by a person at least nineteen years of age with a person who is under sixteen years of age

2.6.4. **Dating violence**, as defined in 34 U.S.C. § 12291(a)(10), which means violence committed by a person—

2.6.4.1. who is or has been in a social relationship of a romantic or intimate nature with the victim; and

2.6.4.2. where the existence of such a relationship shall be determined based on a consideration of the following factors:

2.6.4.2.1. The length of the relationship.

2.6.4.2.2. The type of relationship.

2.6.4.2.3. The frequency of interaction between the persons involved in the relationship.

2.6.5. **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.

2.6.6. **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—

2.6.6.1. fear for his or her safety or the safety of others; or

2.6.6.2. suffer substantial emotional distress.

2.7. **Supportive measures** means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the district's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the district's educational environment, or deter sexual harassment. 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. The district will maintain as confidential any supportive measures

provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the district to provide the supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

### **3. Discrimination Not Involving Sexual Harassment.**

**3.1. General Prohibition.** Except as provided elsewhere in Title IX, 34 C.F.R. part 106, or this policy, no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any academic, extracurricular, research, occupational training, or other education program or activity operated by the district.

**3.2. Specific Prohibitions.** Except as provided elsewhere in Title IX, 34 C.F.R. part 106, or this policy, in providing any aid, benefit, or service to a student, the district will not on the basis of sex:

3.2.1. Treat one person differently from another in determining whether such person satisfies any requirement or condition for the provision of such aid, benefit, or service;

3.2.2. Provide different aid, benefits, or services or provide aid, benefits, or services in a different manner;

3.2.3. Deny any person any such aid, benefit, or service;

3.2.4. Subject any person to separate or different rules of behavior, sanctions, or other treatment;

3.2.5. Apply any rule concerning the domicile or residence of a student or applicant;

3.2.6. Aid or perpetuate discrimination against any person by providing significant assistance to any agency, organization, or person which discriminates on the basis of sex in providing any aid, benefit or service to students or employees;

3.2.7. Otherwise limit any person in the enjoyment of any right, privilege, advantage, or opportunity.

**3.3. Complaint Procedure.** All complaints regarding any alleged discrimination on the basis of sex, including without limitation violations of this policy, 34 C.F.R. part 106, Title IX, Title VII, or other state or federal law—when the alleged discrimination does not arise from or relate to an allegation of sexual harassment as defined in subsection 2.6 above—shall be addressed pursuant to the district's general complaint procedure.

### **4. Response to Sexual Harassment**

**4.1. 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. No person will be retaliated against based on any report of suspected sexual harassment or retaliation. 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.

**4.2. General Response to Sexual Harassment.** 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. The district will be deemed to be deliberately indifferent only if its response to sexual harassment is clearly unreasonable in light of the known circumstances. 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 response will treat complainants and respondents equitably by offering supportive measures as defined in subsection 2.7 above to a complainant, and by following the grievance process described in section 5 below before the imposition of any disciplinary sanctions or other actions that are not supportive measures, against a respondent. The Title IX Coordinator will promptly contact the complainant to discuss the availability of supportive measures, consider the complainant’s wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint.

**4.3. Emergency Removal.** Nothing in this policy precludes the district from removing a respondent from the district’s education program or activity on an emergency basis, provided that the district undertakes an individualized safety and risk analysis, and determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal. In the event that the district so removes a respondent on an emergency basis, then the district will provide the respondent with notice and an opportunity to challenge the decision immediately following the removal. This provision may not be construed to modify any rights under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act.

**4.4. Administrative Leave.** Nothing in this policy precludes the district from placing a non-student employee respondent on administrative leave during the pendency of a grievance process that complies with section 5 below. This provision may not be construed to modify any rights under Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act.

**4.5. General Response Not Conditioned on Formal Complaint.** With or without a formal complaint, the district will comply with the obligations and procedures described in this section 4.

## **5. Grievance Process for Formal Complaints of Sexual Harassment.**

### **5.1. General Requirements.**

**5.1.1. Equitable Treatment.** The district will treat complainants and respondents equitably by providing remedies to a complainant where a determination of responsibility for sexual harassment has been made against the respondent, and by following the grievance process described in this section 5 before the imposition of any disciplinary sanctions or other actions that are not supportive measures against a respondent. Remedies will be designed to restore or preserve equal access to the district’s education program or activity. Remedies may include the same individualized services described in subsection 2.7 as “supportive measures”; however,

remedies need not be non-disciplinary or non-punitive and need not avoid burdening the respondent.

**5.1.2. Objective Evaluation.** This grievance process requires an objective evaluation of all relevant evidence—including both inculpatory and exculpatory evidence. Credibility determinations may not be based on a person's status as a complainant, respondent, or witness.

**5.1.3. Absence of Conflicts of Interest or Bias.** The district will require that any individual designated by a recipient as a Title IX Coordinator, investigator, decision-maker, or any person designated by a recipient to facilitate an informal resolution process, not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent.

**5.1.4. Training.** The district will ensure that all individuals or entities described in this Training section 5.1.4 receive training as provided below. Any materials used to train these individuals will not rely on sex stereotypes and will promote impartial investigations and adjudications of formal complaints of sexual harassment.

**5.1.4.1. All District Employees and Board Members.** All district employees and board members will be trained on how to identify and report sexual harassment.

**5.1.4.2. Title IX Coordinators, Investigators, Decision-Makers, or Informal Resolution Facilitators.** The district will ensure that Title IX Coordinators, investigators, decision-makers, or any person designated by the district to facilitate an informal resolution process receive training on:

**5.1.4.2.1.** The definition of sexual harassment in subsection 2.6;

**5.1.4.2.2.** The scope of the district's education program or activity;

**5.1.4.2.3.** How to conduct an investigation and grievance process including hearings, appeals, and informal resolution processes, as applicable; and

**5.1.4.2.4.** How to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias.

**5.1.4.3. Decision-Makers.** The district will ensure that decision-makers receive training on issues of relevance of questions and evidence, including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, as set forth in subsection 5.6.

**5.1.4.4. Investigators.** The district will also ensure that investigators receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence, as set forth in subsection 5.5.8.

**5.1.5. 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.

**5.1.6. Reasonably Prompt Time Frames.** This grievance process shall include reasonably prompt time frames for conclusion of the grievance process, including reasonably prompt time frames for filing and resolving appeals and informal resolution processes if the district offers informal resolution processes. The process shall also allow for the temporary delay of the grievance process or the limited extension of time frames for good cause with written notice to the complainant and the respondent of the delay or extension and the reasons for the action. Good cause 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.

**5.1.7. Range of Possible Sanctions and Remedies.** Following a determination of responsibility, 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.

**5.1.8. Range of Supportive Measures.** The range of supportive measures available to complainants and respondents include those listed in subsection 2.7.

**5.1.9. Respect for Privileged Information.** The district will not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

## **5.2. Notice of Allegations.**

**5.2.1. Initial Notice.** Upon receipt of a formal complaint, the district will provide the following written notice to the parties who are known:

**5.2.1.1.** A copy of this policy.

**5.2.1.2.** Notice of the allegations of sexual harassment potentially constituting sexual harassment as defined in subsection 2.6, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview. Sufficient details include the identities of the parties involved in the incident, if known, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident, if known. The written notice will include a statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process. The written notice will inform the parties that they may have an advisor of their choice, who may be, but is not required to be, an attorney, under subsection 5.5.5, and may inspect and review evidence under subsection 5.5.5. The written notice will inform the parties of any provision in the district's code of conduct that prohibits knowingly making false statements or knowingly submitting false information during the grievance process.

**5.2.2. Supplemental Notice.** If, in the course of an investigation, the district decides to investigate allegations about the complainant or respondent that are not included in the Initial

Notice described above, the district will provide notice of the additional allegations to the parties whose identities are known.

### **5.3. Dismissal of Formal Complaint.**

5.3.1. The district will investigate the allegations in a formal complaint.

5.3.2. **Mandatory Dismissals.** The district must dismiss a formal complaint if the conduct alleged in the formal complaint:

5.3.2.1. Would not constitute sexual harassment as defined in subsection 2.6 even if proved;

5.3.2.2. Did not occur in the district's education program or activity; or

5.3.2.3. Did not occur against a person in the United States.

5.3.3. **Discretionary Dismissals.** The district may dismiss the formal complaint or any allegations therein, if at any time during the investigation or hearing:

5.3.3.1. The complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein;

5.3.3.2. The respondent is no longer enrolled in or employed by the district; or

5.3.3.3. Specific circumstances prevent the district from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

5.3.4. Upon a dismissal required or permitted pursuant to subsections 5.3.2 or 5.3.3 above, the district will promptly send written notice of the dismissal and an explanation of that action simultaneously to the parties.

5.3.5. 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.

5.4. **Consolidation of Formal Complaints.** The district may consolidate formal complaints as to allegations of sexual harassment against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances. Where a grievance process involves more than one complainant or more than one respondent, references in this policy to the singular "party," "complainant," or "respondent" include the plural, as applicable.

5.5. **Investigation of Formal Complaint.** When investigating a formal complaint and throughout the grievance process, the district will:

5.5.1. 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;

5.5.2. Ensure that the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rest on the district and not on the parties provided that the district cannot access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless the district obtains that party's voluntary, written consent to do so for a grievance process under this section (if a party is not an "eligible student," as defined in 34 CFR 99.3, then the district will obtain the voluntary, written consent of a "parent," as defined in 34 CFR 99.3);

5.5.3. Provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence;

5.5.4. Not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence;

5.5.5. Provide the parties with the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney, and not limit the choice or presence of advisor for either the complainant or respondent in any meeting or grievance proceeding; however, 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;

5.5.6. Provide, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings, with sufficient time for the party to prepare to participate;

5.5.7. Provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint, including the evidence upon which the district does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to conclusion of the investigation. Prior to completion of the investigative report, the district will send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties will have at least 10 calendar days to submit a written response, which the investigator will consider prior to completion of the investigative report; and

5.5.8. Create an investigative report that fairly summarizes relevant evidence and, at least 10 calendar days prior to the time of determination regarding responsibility, send to each party and the party's advisor, if any, the investigative report in an electronic format or a hard copy, for their review and written response.

**5.6. Exchange of Written Questions.** After the district has sent the investigative report to the parties pursuant to subsection 5.5.8, but before reaching a determination regarding

responsibility, the decision-maker(s) will afford each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness, 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 or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent. The decision-maker(s) will explain to the party proposing the questions any decision to exclude a question as not relevant.

## **5.7. Determination Regarding Responsibility**

**5.7.1. Decision-Maker(s).** The decision-maker(s) cannot be the same person as the Title IX Coordinator or the investigator(s).

**5.7.2. Written Determination.** The decision-maker(s) will issue a written determination regarding responsibility. To reach this determination, the decision-maker(s) will apply the preponderance of the evidence standard. The written determination will include:

5.7.2.1. Identification of the allegations potentially constituting sexual harassment as defined in subsection 2.6;

5.7.2.2. 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, methods used to gather other evidence, and hearings held;

5.7.2.3. Findings of fact supporting the determination;

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

5.7.2.5. 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

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

5.7.3. The district will provide the written determination to the parties simultaneously. The determination regarding responsibility becomes final either on the date that the district provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

5.7.4. The Title IX Coordinator is responsible for effective implementation of any remedies.



**5.8. 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.

**5.8.1. Time for Appeal.** Appeals may only be initiated by submitting a written Notice of Appeal to the Office of the Superintendent of Schools within three calendar days of the date of the respective written determination of responsibility or dismissal from which the appeal is taken. 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 (from subsection 5.8.2 below) 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 under this policy, 34 C.F.R. part, 106, and Title IX.

**5.8.2. Grounds for Appeal.** Appeals from a determination regarding responsibility, and from the district's dismissal of a formal complaint or any allegations therein, are limited to the following grounds:

**5.8.2.1.** Procedural irregularity that affected the outcome of the matter;

**5.8.2.2.** New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and

**5.8.2.3.** The Title IX Coordinator, investigator(s), or decision-maker(s) 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.

**5.8.3.** As to all appeals, the district will:

**5.8.3.1.** Notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties;

**5.8.3.2.** Ensure that the decision-maker(s) for the appeal is not the same person as the decision-maker(s) that reached the determination regarding responsibility or dismissal, the investigator(s), or the Title IX Coordinator;

**5.8.3.3.** Ensure that the decision-maker(s) for the appeal complies with the standards set forth in subsections 5.1.3–5.1.4.

**5.8.3.4.** Give both parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome;

**5.8.3.5.** Issue a written decision describing the result of the appeal and the rationale for the result; and

**5.8.3.6.** Provide the written decision simultaneously to both parties.

**5.9. Informal Resolution.** The district will not require as a condition of enrollment or continuing enrollment, or employment or continuing employment, or enjoyment of any other right,

waiver of the right to an investigation and adjudication of formal complaints of sexual harassment consistent with this section. Similarly, the district will not require the parties to participate in an informal resolution process under this section and may not offer an informal resolution process unless a formal complaint is filed. However, at any time prior to reaching a determination regarding responsibility the district may facilitate an informal resolution process, such as mediation, that does not involve a full investigation and adjudication, provided that the district:

5.9.1. Provides to the parties a written notice disclosing:

5.9.1.1. The allegations;

5.9.1.2. 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;

5.9.1.3. 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

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

5.9.2. Obtains the parties' voluntary, written consent to the informal resolution process; and

5.9.3. Does not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student.

## 5.10. **Recordkeeping.**

5.10.1. The district will maintain for a period of seven years records of:

5.10.1.1. Each sexual harassment investigation including any determination regarding responsibility, any disciplinary sanctions imposed on the respondent, and any remedies provided to the complainant designed to restore or preserve equal access to the district's education program or activity;

5.10.1.2. Any appeal and the result therefrom;

5.10.1.3. Any informal resolution and the result therefrom; and

5.10.1.4. 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.

5.10.2. For each response required under section 4, the district will create, and maintain for a period of seven years, records of 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.

**6. Superintendent Authorized to Contract.** The board authorizes the Superintendent to contract for, designate, and appoint individuals to serve in the roles of the district's investigator(s), decision-maker(s), informal resolution facilitator(s), or appellate decision-maker(s) as contemplated by this policy.

## **7. Access to Classes and Schools.**

**7.1. General Standard.** Except as provided in this section or otherwise in 34 C.F.R. part 106, the district will not provide or otherwise carry out any of its education programs or activities separately on the basis of sex, or require or refuse participation therein by any of its students on the basis of sex.

**7.1.1. Contact sports in physical education classes.** This section does not prohibit separation of students by sex within physical education classes or activities during participation in wrestling, boxing, rugby, ice hockey, football, basketball, and other sports the purpose or major activity of which involves bodily contact.

**7.1.2. Ability grouping in physical education classes.** This section does not prohibit grouping of students in physical education classes and activities by ability as assessed by objective standards of individual performance developed and applied without regard to sex.

**7.1.3. Human sexuality classes.** Classes or portions of classes that deal primarily with human sexuality may be conducted in separate sessions for boys and girls.

**7.1.4. Choruses.** The district may make requirements based on vocal range or quality that may result in a chorus or choruses of one or predominantly one sex.

**7.2. Classes and Extracurricular Activities.** The district may provide nonvocational single-sex classes or extracurricular activities as permitted by 34 C.F.R. part 106.

**8. Athletics.** 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, be treated differently from another person or otherwise be discriminated against in any interscholastic, club, or intramural athletics offered by the district, and that the district will not provide any such athletics separately on such basis.

**8.1. Separate Teams.** Notwithstanding the foregoing paragraph, the district may operate or sponsor separate teams for members of each sex where selection for such teams is based upon competitive skill or the activity involved is a contact sport.

**8.2. Equal opportunity.** The district will provide equal athletic opportunity for members of both sexes. Unequal aggregate expenditures for members of each sex or unequal expenditures for male and female teams will not constitute noncompliance with this section.

**9. Certain Different Treatment on the Basis of Sex Permitted.** Nothing herein shall be construed to prohibit the district from treating persons differently on the basis of sex as permitted by Title IX or 34 C.F.R. part 106. For example, and without limiting the foregoing, the district may provide separate toilet, locker room, and shower facilities on the basis of sex, but such facilities provided for students of one sex shall be comparable to such facilities provided for students of the other sex.

**10. 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).

**10.1. Specific Circumstances.**

**10.1.1.** The exercise of rights protected under the First Amendment does not constitute retaliation prohibited by this section.

**10.1.2.** 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, however, that a determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.

**11. 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.

**12. 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).

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

14. **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.

### **Transportation Request Forms (Policy 6027)**

Staff members must complete transportation request forms as soon as they know they need school- provided transportation to allow adequate time to schedule drivers and vehicles. All out-of-state and overnight requests must be approved by the school board and require submission to the A.D. or respective principal on the proper district form at least 40 days prior to the date of departure or as soon as the sponsor anticipates the need for travel.

### **Visitors and Access to Students (Policies 3018, 5064)**

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 and receive an identification badge 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 observeduring 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 schoolhours.

Custodial and non-custodial parents' access to their student will not be restricted unless the district has been provided a copy of a court order that limits those rights or as otherwise provided in policy.

Individuals other than parents, parent's designees, and law enforcement officers shall not be given access to students unless the person: (1) provides appropriate identification, (2) provides a clearly valid and proper reason for contacting the student, and (3) receives permission from the administrator. Third parties shall not be allowed to remove a student from school during school hoursor during a supervised school activity without the permission of the student's parent or guardian except in the case of an emergency or as otherwise required by law.

### **Wage and Salary Payments**

Staff members are paid on the 20th of each month. The district requires direct deposit of

paychecks to designated financial institutions. Staff members who wish to activate or modify their direct deposits must contact the business office. Employees shall not be paid in advance under any circumstances.

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

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 (Policy 3013, 5001)**

If school is called off because of bad weather or for any other reason, it will be announced on radio station 93.1 KRVN, radio and tv media that utilize WeatherThreat.com including KRVN, the district's website ([www.lexschools.org](http://www.lexschools.org)) and Twitter/Facebook accounts, and through automated phone calls.

Parents may decide to keep their children at home in inclement weather because of personal circumstances. 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 be dismissed from school during severe weather on the basis of a telephone request. The building principal shall evaluate whether inclement weather made student attendance impossible or impracticable when determining whether the absence counts toward compulsory attendance. (See policy 5001.)

### **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 Lexington 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 or designee before 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. Per the negotiated agreement, in the event that it is anticipated that more than 5% of the classroom teaching staff will be absent on a given day, the building administrator may, but is not required to, deny personal leave requests for such days and shall prioritize requests on a first-come, first-served basis. Classroom teaching staff acting as activity sponsors missing school for less than a full day of school will not be counted as "absent" when the 5% is calculated. Other terms are described in the negotiated agreement.

#### **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/travel 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.

Professional leave requests shall be submitted to the respective building principal and approved by both the principal and respective central office director. Staff shall be paid at their daily rates of pay for approved professional leaves that occur during contract time. If the district requests that a staff member attends professional development activities offered off contract time and the staff member is agreeable to attending, the district shall compensate the attendee at the established professional development rate of pay. The district shall not ordinarily compensate staff members for professional development activities that are off contract time and are either not requested by the district or are required as a part of a teacher's instructional improvement plan; however, the district may pay conference fees at the discretion of the respective central office administrator. If hotel accommodations are necessary for attending an approved request, the district may require the attending staff members to share rooms based on budget, number of attendees, or other relevant factors.

One day of professional leave will be granted for staff to attend their own graduation ceremony or to complete course requirements in fulfillment of degree program.

#### **4. Substitute Folders**

Each teacher must prepare an up-to-date substitute folder and keep the completed folder in 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 plans.)

Certified staff members may not make arrangements for their own substitute unless authorized by the principal. The district utilizes an automated calling program for securing substitute teachers.

#### **Assemblies and School Functions**

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

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

#### **Assignment of Teachers**

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

#### **Certificates, Teacher Contracts, Salary Information**

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

Each certified staff member must provide the business 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 central office of any changes, including but not limited to changes in certification, endorsements, benefits plans, and salary payment information.

#### **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.

### **Classroom Management and Student Discipline (Policy 5035)**

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.

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

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.

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 middle/high school 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 afterschool 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 may not dismiss classes early except by permission of the building principal.

Staff members may never send a student off school grounds without with 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 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. Communicable Diseases (Policy 3048)**

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 activities director or designee. Such items include tape, pre-wrap, heel pads, band aids, ankle braces, game balls, etc. Coaches should request additional supplies from the activities director 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 Lexington Public Schools, unless otherwise instructed. Certified staff must submit a monetary records 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 Use (Policies 4012, 5037)**

Students and staff who use computers owned by the district must abide by the district's acceptable use policies. Students may use district computers during lunch and after school.

## **Corporal Punishment (Policy 4018)**

The use of corporal punishment is unlawful and is prohibited by the school district. The Nebraska Supreme Court has defined corporal punishment as the infliction of physical pain for the purpose of punishing misconduct. 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.

### **Curriculum and Instruction (Policy 6004)**

All professional staff members are responsible for implementing the district's curriculum and instructional models.

### **Display of Classroom Work in the School and the Community (Policy 5017)**

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.

### **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 work room.
- 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 clubs, memberships, mailing lists or other private affiliations 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/Response to Intervention (RTI) 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 for Extra-curricular Activities in Grades 6-12**

Teachers are expected to contact parents of students who have failing grades on a bi-weekly basis until the grade is passing. Parents are welcome to ask for weekly communication if needed.

Teachers should apprise themselves and be sure to follow extra-curricular eligibility rules. See student/parent/activity handbook for further information.

Teachers should inform parents any time they feel a student is not working up to his/her ability. Teachers should always document this contact.

### **Extracurricular Activities (Policies 3015, 6026, 6028)**

Staff must schedule all events and other extracurricular activities at the activity director's office to avoid conflicts. Staff should finish practices, rehearsals, etc. by 6:30 PM on Wednesday evenings in order to give students sufficient time away from school for family-related activities. Inter-scholastic activities and performances shall not be scheduled on Wednesdays or Sundays unless approved by the Superintendent.

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. Fund raising activities must be approved by the superintendent.

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. Non-school sponsors must be approved by the administration. If cars 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 and for interpreting and enforcing activity-related policies. Further information may be found in the district's student/parent/activities handbook.

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. Evacuation protocols can be found in the District's crisis team manual and building safety and security plans.

### **Evaluations (Policies 4030, 4031)**

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, journalism, yearbook, and music at the senior high level. Tests and final exams will not be given ahead of time. Students are not to create tests or grade any major tests.

### **Faculty Meetings**

Administrators and directors will call meetings as needed. Certified staff are required to be present at all faculty meetings unless excused by the administrator or director.

### **Field Trip Request Forms**

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

### **Guest Lecturers**

Guest lecturers must be approved by the administration before they are asked to address students. 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 (Policy 6017)**

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**

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 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 8:00 a.m. on Monday.

### **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 grades and recording grades. Paraeducators are to work only on their assigned work days and within their assigned work day. 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 (Policy 5019)**

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 mail, electronic communication, telephone calls, personal contact or other appropriate methods. Certified staff must attend parent teacher conferences, promptly return phone calls, participate in teacher events for students and parents, and utilize a planner where necessary as a communication tool. Certified staff who need additional support in communicating with parents should contact their building principal or guidance counselor.

### **Parking**

Each building shall designate parking for staff, students, and visitors.

### **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 is not ordinarily to be used for running personal errands, conducting personal business, or pursuing non-school hobbies and/or interests. Use of planning time for a personal reason needs to be approved by the principal.

## **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 Kim Taylor.

## **Private Tutoring for Pay (Policy 4008)**

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 staffmember'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.

## **Pupils' Records**

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 report 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 or applicable statutes.

### **School Day**

All certified K-12 staff must be at school or on duty between the hours of 7:45 a.m. and 3:45 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 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 or his/her designee 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 Handbook. Purchasing of supplies must be approved by the activities director or finance director.

### **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 the 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/Parent/Activities

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 (Policy 5023)**

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

### **Student Medication (Policy 5024)**

Student medications should not be dispensed by staff members unless they follow the following procedures.

No untrained staff members may dispense medications (prescription or over-the-counter) to students at any time. Students may, with written parental or guardian permission, self-administer medications.

Trained 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, and will be compensated per the terms of the negotiated agreement.

### **Teaching Controversial Issues (Policy 6013)**

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.

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 (Policies 4038, 4039)**

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.

### **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 (Policy 4050)**

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 or per the terms of their employment contract without the express permission of their immediate supervisor. Those who accrue more than forty hours in a given workweek will receive overtime, pursuant to board policy.

Hourly employees who accept extra-duty assignments in addition to their primary position shall be required to clock out before the extra-duty assignment begins each day, since the employee is compensated through the extra-duty schedule.

### **Paid Leaves, Holidays, and Other Benefits (Policy 4040)**

The amount and types of paid leave, paid holidays, and other benefits are specified in board policy and/or the employee employment agreement. In the event an employee has exhausted available and applicable paid leaves as described in Policy 4040, s/he may request unpaid leave for special circumstances that require the absence of the employee. Unpaid leave requests must be submitted to and approved by the employee’s immediate supervisor and will be considered on a case-by-case basis.

### **Reporting When School is Closed (Policy 4010)**

Unless otherwise requested by the superintendent or you are a member of the maintenance department needed for snow removal, staff will not be required to attend work on days school has been cancelled for weather-related reason.

### **Sick Leave (Policy 4040)**

Classified employees will receive sick leave as specified in board policy or their employment agreement. 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. 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.

## STANDARD RESPONSE PROTOCOL

# IN AN EMERGENCY TAKE ACTION



### **HOLD! In your room or area. Clear the halls.**

#### **STUDENTS**

Clear the hallways and remain in room or area until the "All Clear" is announced  
Do business as usual

#### **ADULTS**

Close and lock the door  
Account for students and adults  
Do business as usual



### **SECURE!**

### **Get inside. Lock outside doors.**

#### **STUDENTS**

Return to inside of building  
Do business as usual

#### **ADULTS**

Bring everyone indoors  
Lock outside doors  
Increase situational awareness  
Account for students and adults  
Do business as usual



### **LOCKDOWN! Locks, lights, out of sight.**

#### **STUDENTS**

Move away from sight  
Maintain silence  
Do not open the door

#### **ADULTS**

Recover students from hallway if possible  
Lock the classroom door  
Turn out the lights  
Move away from sight  
Maintain silence  
Do not open the door  
Prepare to evade or defend



### **EVACUATE! (A location may be specified)**

#### **STUDENTS**

Leave stuff behind if required to  
If possible, bring your phone  
Follow instructions

#### **ADULTS**

Lead students to Evacuation location  
Account for students and adults  
Notify if missing, extra or injured students or adults



### **SHELTER! Hazard and safety strategy.**

#### **STUDENTS**

Use appropriate safety strategy for the hazard

#### **Hazard**

Tornado  
Hazmat  
Earthquake  
Tsunami

#### **Safety Strategy**

Evacuate to shelter area  
Seal the room  
Drop, cover and hold  
Get to high ground

#### **ADULTS**

Lead safety strategy  
Account for students and adults  
Notify if missing, extra or injured students or adults

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# PARENT REUNIFICATION



## STANDARD™ REUNIFICATION METHOD

### STUDENT/PARENT REUNIFICATION

Circumstances may occur at the school that require parents to pick up their students in a formalized, controlled release. This process is called a Reunification and may be necessary due to weather, a power outage, hazmat or if a crisis occurs at the school. The Standard Reunification Method is a protocol that makes this process more predictable and less chaotic for all involved.

Because a reunification is not a typical end of school day event, a reunification may occur at a different location than the school a student attends. If this location is another school, then those students may be subject to a controlled release as well.

### NOTIFICATION

Parents may be notified in a number of ways. The school or district may use its broadcast phone or text message system. In some cases, students may be asked to send a text message to their parents. A reunification text message from a student may look something like this: *"The school has closed, please pick me up at 3:25 at the main entrance. Bring your ID."*

### PARENT/GUARDIAN EXPECTATIONS

If a parent or guardian is notified that a reunification is needed, there are some expectations that parents or guardians should be aware of. First, bring identification. That will streamline things during reunification. Second, be patient. Reunification is a process that protects both the safety of the student and provides for an accountable change of custody from the school to a recognized custodial parent or guardian.

### WHAT IF A PARENT CAN'T PICK-UP THEIR STUDENT?

When a parent can't immediately go to the reunification site, students will only be released to individuals previously identified as a student's emergency contact. Otherwise, the school will hold students until parents can pick up their student.

### WHAT IF THE STUDENT DROVE TO SCHOOL?

There may be instances where a student may not be allowed to remove a vehicle from the parking lot. In this case, parents are advised to recover the student. In some circumstances, high school students may be released on their own.

| Reunification Information <small>(Please Print Clearly)</small>              |                                                 |
|------------------------------------------------------------------------------|-------------------------------------------------|
| Have photo identification out and ready to show school district personnel.   |                                                 |
| Student Name _____                                                           | Student Cell Phone Number _____                 |
| Student Grade _____                                                          | Name of person picking up student _____         |
| Signature _____                                                              | Phone number of person picking up student _____ |
| Relationship to student being picked up _____                                |                                                 |
| Photo identification matches name of person picking up student? Y or N _____ |                                                 |

| Parent completes:              |                                                    |
|--------------------------------|----------------------------------------------------|
| Print Student Name Again _____ | School personnel completes upon release of student |
| Student Grade _____            | TIME DETAILS OTHER                                 |
| Student Birthday _____         |                                                    |

### HOW IT WORKS

For students, the school asks that students be orderly and quiet while waiting. Students may be asked to text a message to their parents or guardians. Students are also asked not to send other text messages either in or out of the school or reunification area. Keeping the cellular network usage at a minimum may be important during a reunification.

### REUNIFICATION CARDS

For parents, there are a couple of steps. If a parent is driving to the school, greater awareness of traffic and emergency vehicles is advised. Parents should park where indicated and not abandon vehicles. Parents are asked to go to the Reunification "Check In" area and form lines based on the first letter of their student's last name. While in line, parents are asked to fill out a reunification card. This card is perforated and will be separated during the process. Some of the same information is repeated on both the top and separated bottom of the card. Parents are asked to complete all parts of the card.

In the case of multiple students being reunified, a separate card for each student needs to be completed.

### BRING ID TO CHECK IN

During check in, identification and custody rights are confirmed. The card is separated and the bottom half given back to the parent.

From the "Check In" area parents are directed to the "Reunification" area. There, a runner will take the bottom half of the card and take it to the Student Assembly Area to recover the student or students.

Parents should be aware that in some cases, they may be invited into the building for further information.

### INTERVIEWS AND COUNSELING

In some cases, parents may be advised that a law enforcement investigation is underway and may be advised that interviews are necessary. In extreme cases, parents may be pulled aside for emergency or medical information.



## TEACHER EVALUATION SCHEDULE

### TENURED TEACHERS

**YEARS ONE and TWO will include a minimum of:**

- 1) One Formal Observation Per Year (full-period or the equivalent of 40 minutes)
- 2) One Written Pre-Observation Document to be Filled Out By the Teacher Prior to Each Formal Observation
- 3) One Written Post-Observation Document to be Filled Out By the Teacher After Each Formal Observation
- 4) One Written "Teacher Goal" Document to be Addressed in Meeting with Evaluating Administrator
- 5) Two Walk-Through Evaluations (written walk-through evaluation notes forwarded to the teacher)

**YEAR THREE will include a minimum of:**

- 1) One Formal Observation (full-period or the equivalent of 40 minutes)
- 2) One Written Pre-Observation Document to be Filled Out By the Teacher Prior to Formal Observation
- 3) One Written Post-Observation Document to be Filled Out By the Teacher After Formal Observation
- 4) Two Walk-Through Evaluations (written walk-through evaluation notes forwarded to the teacher)
- 5) One Written "Teacher Goal" Document to be Addressed in Meeting with Evaluating Administrator
- 6) One Written Summative Evaluation (address strengths, weaknesses, goals, etc.) \*

### NON-TENURED TEACHERS

**YEARS ONE, TWO and THREE will include a minimum of:**

- 1) One Formal Observation Per Semester (full-period or the equivalent of 40 minutes)
- 2) One Written Pre-Observation Document to be Filled Out By the Teacher Prior to Each Formal Observation
- 3) One Written Post-Observation Document to be Filled Out By the Teacher After Each Formal Observation
- 4) Two Walk-Through Evaluations (written walk-through evaluation notes forwarded to the teacher)
- 5) One Written "Teacher Goal" Document to be Addressed in Meeting with Evaluating Administrator
- 6) One Written Summative Evaluation Per Semester (address strengths, weaknesses, goals, etc.) \*

*\* Administrators may conduct additional formal and informal walk-throughs, observations, and/or evaluations as they determine appropriate*

# TEACHER SUMMATIVE PERFORMANCE EVALUATION

## LPS Teacher Performance Evaluation

Teacher: \_\_\_\_\_ Date : \_\_\_\_\_

Subject: \_\_\_\_\_ Administrator (Observer): \_\_\_\_\_

☐ Probationary Teacher (Non-Tenured)

☐ Permanent Teacher (Tenured)

**LPS TEACHER EVALUATION ASSESSMENT:** ☐ **Acceptable** ☐ **Needs Improvement**

*This evaluation document will address the following standards:*

*(1) Instructional Performance, (2) Classroom Organization & Management, (3) Personal & Professional Conduct, and (4) Other.*

**Evaluation Codes:** **A** – Acceptable **N** – Needs Improvement

### A - INSTRUCTIONAL PERFORMANCE

- A** ☐ **N** ☐ 1. Communicates clearly and accurately with students.
- A** ☐ **N** ☐ 2. Utilizes a variety of effective instructional techniques.
- A** ☐ **N** ☐ 3. Effectively uses a variety of questioning skills.
- A** ☐ **N** ☐ 4. Differentiates instruction.
- A** ☐ **N** ☐ 5. Sets high expectations for student achievement.
- A** ☐ **N** ☐ 6. Evaluates and provides timely feedback on student performance.
- A** ☐ **N** ☐ 7. Encourages student interest and displays enthusiasm.
- A** ☐ **N** ☐ 8. Uses appropriate curricula (including state and national standards) to develop lesson plans.

### B - CLASSROOM ORGANIZATION AND MANAGEMENT

- A** ☐ **N** ☐ 1. Creates a positive learning environment through classroom expectations.
- A** ☐ **N** ☐ 2. Demonstrates evidence of planning and organization.
- A** ☐ **N** ☐ 3. Manages student behavior in whole group, small group, and individual settings.
- A** ☐ **N** ☐ 4. Maximizes student time on task.
- A** ☐ **N** ☐ 5. The appearance of the classroom is conducive to student learning.

☐ **Comments:**



|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <p><b>C – PERSONAL AND PROFESSIONAL CONDUCT</b></p> <p><b>A</b> <input type="checkbox"/> <b>N</b> <input type="checkbox"/> 1. Interacts in a professional manner with staff, parents, and students.</p> <p><b>A</b> <input type="checkbox"/> <b>N</b> <input type="checkbox"/> 2. Seeks out and participates in relevant professional growth opportunities.</p> <p><b>A</b> <input type="checkbox"/> <b>N</b> <input type="checkbox"/> 3. Follows district policies and procedures.</p> <p><b>A</b> <input type="checkbox"/> <b>N</b> <input type="checkbox"/> 4. Is supportive of the total school program.</p> <p><b>D – OTHER</b></p> |  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|

\_\_\_\_\_  
Signature of Staff Member

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Evaluating Administrator

\_\_\_\_\_  
Date

*Note: The signature of the staff member indicates that he/she has seen the evaluation report and has been given a copy. It does not necessarily imply agreement with the contents thereof. The staff member may, if so desired, submit a rebuttal or written comments to this evaluation to be filed along with the evaluation in the employee's personnel file.*

## TEACHER PRE-OBSERVATION FORM

### LEXINGTON PUBLIC SCHOOLS PRE-OBSERVATION FORM

Teacher: **TYPE NAME HERE**

Observer: **TYPE NAME HERE**

Grade Level(s): **Type Grade(s)**

Subjects: **Type Subject(s)**

Today's Date: **Type Date**

**DIRECTIONS TO THE TEACHER:** Please answer these questions concerning the lesson to be observed. Return this form to your principal prior to the observation. *A preobservation conference can be requested by either party.*

1. What specific Standard/Benchmark will be focused on in today's lesson?

**Highlight this gray area and begin typing....**

2. What is the objective of the lesson?

**Highlight this gray area and begin typing....**

3. Is this a new, review, or extension lesson?

**Highlight this gray area and begin typing....**

4. How will you determine if the objective was achieved?

**Highlight this gray area and begin typing....**

5. What methods/activities will you use to achieve the objective?

**Highlight this gray area and begin typing....**

6. What assessment will be used to demonstrate objective achievement?

**Highlight this gray area and begin typing....**

7. Are there special circumstances I should be aware of? Are there specific teaching behaviors you would like me to observe?

**Highlight this gray area and begin typing....**

8. Are there modifications/accommodations for special learning styles/needs that will be made for the lesson?

**Highlight this gray area and begin typing....**

9. Is there anything I can do during this observation to make you feel as comfortable as possible?

**Highlight this gray area and begin typing....**

10. Other comments?

**Highlight this gray area and begin typing....**

## TEACHER POST-OBSERVATION FORM

### LEXINGTON PUBLIC SCHOOLS POST-OBSERVATION FORM

Teacher: TYPE NAME HERE

Observer: TYPE NAME HERE

Grade Level(s): Type Grade(s) Subjects: Type Subject(s) Today's Date: Type Date

**DIRECTIONS TO THE TEACHER:** Please set up a time to meet with your administrative observer within one week of the formal observation. Prior to the meeting with your administrator, make sure to answer the following questions concerning the lesson that was observed. Plan to include any/all relevant artifacts (i.e., any handouts, assignments, or assessments related to the lesson).

1. In general, how successful was the lesson? Did the students appear to learn what you intended them to learn?

Highlight this gray area and begin typing....

2. To what extent were your goals and objectives appropriate for your students?

Highlight this gray area and begin typing....

3. To what extent were your assessment strategies effective? Would you make any changes in your approach to assessment? If so, what changes would you make and why?

Highlight this gray area and begin typing....

4. Please comment on your classroom procedures, your use of physical space, and the students' conduct. To what extent did the classroom environment contribute to student learning?

Highlight this gray area and begin typing....

5. Were modifications made to the plan during the lesson? If so, what were they? What motivated the changes?

Highlight this gray area and begin typing....

6. How did you provide appropriate feedback for your students?

Highlight this gray area and begin typing....

7. Please describe an instance in which your feedback positively impacted a student's learning.

Highlight this gray area and begin typing....

Signatures:

Teacher:

Principal:

Date: \_\_\_\_\_

Copies to: Teacher and Principal

## TEACHER GOAL SETTING FORM

### LEXINGTON PUBLIC SCHOOLS TEACHER GOAL-SETTING FORM

Teacher: **TYPE NAME HERE**

Observer: **TYPE NAME HERE**

Grade Level(s): **Type Grade(s)** Subjects: **Type Subject(s)**

Mentor (if you are a first year teacher): **Type Mentor's Name** Today's Date: **Type Date**

*This form is intended to be developed by the teacher and should be shared with the principal.  
Teachers are expected to set goals; the number of goals is determined by the teacher with principal input.  
One goal per teacher is suggested unless directed by administration.*

### 3-YEAR GROWTH GOAL

**Highlight this gray area and begin typing....**

This goal address components in:

☐ Standard 1: instructional Performance

☐ Standard 3: Personal & Professional Conduct

☐ Standard 2: Classroom Organization & Management

To be completed by the Teacher and Agreed to (signed) by the Principal:

**1. Activities and/or Steps to be Taken:**

**Highlight this gray area and begin typing....**

**2. Resources Needed:**

**Highlight this gray area and begin typing....**

**3. Artifacts/Documentation to Demonstrate Goal Achievement:**

**Highlight this gray area and begin typing....**

**4. Time/Deadline:**

**Highlight this gray area and begin typing....**

### DETAILED EXPLANATION OF YOUR GROWTH PLAN

**Highlight this gray area and begin typing....**

Date: \_\_\_\_\_

Teacher

Principal

**Grades PreK-5 WALK-THROUGH EVALUATION FORM**  
(As applicable based on training and experience with EI Model)

**Explicit Instruction Targeted Fidelity Form**

Teacher: \_\_\_\_\_

Observer: \_\_\_\_\_

Date: \_\_\_\_\_

| Items                                                                                                                                                                                                                                                                                              | Rating               |                                                                                   |             |             |             |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|-----------------------------------------------------------------------------------|-------------|-------------|-------------|
|                                                                                                                                                                                                                                                                                                    | Comments and Tallies | 0 = Never<br>1 = Inconsistent<br>2 = Consistent<br>NO = No opportunity to observe |             |             |             |
| District adopted materials are used for core                                                                                                                                                                                                                                                       |                      |                                                                                   |             |             |             |
| Classroom is organized for instruction                                                                                                                                                                                                                                                             |                      |                                                                                   |             |             |             |
| Lesson progress (5 lessons in 6 days core)                                                                                                                                                                                                                                                         |                      |                                                                                   |             |             |             |
| Following schedule                                                                                                                                                                                                                                                                                 |                      |                                                                                   |             |             |             |
| <b>Item: Unison Response</b>                                                                                                                                                                                                                                                                       |                      |                                                                                   |             |             |             |
| Teacher states the task and provides <b>think time</b> appropriate for the group or individual (2-5 seconds)                                                                                                                                                                                       |                      |                                                                                   |             |             |             |
| Teacher <b>provides a clear signal</b> (such as a hand drop, tap, snap, touching under the sound or word students are expected to read)                                                                                                                                                            |                      |                                                                                   |             |             |             |
| * Teacher <b>monitors responses and catches all errors related to responding on signal</b> (includes delayed response, jumping the signal).                                                                                                                                                        |                      |                                                                                   |             |             |             |
| * Teacher <b>responds to non-responder "response errors"</b> by saying: "I didn't have everyone responding/following the text. I need everyone" and presenting task again (continue to do that 5 times before moving on) Includes not tracking, reading the text, looking at chart, or responding. |                      |                                                                                   |             |             |             |
| <b>Item: Error Correction Procedures</b>                                                                                                                                                                                                                                                           |                      |                                                                                   |             |             |             |
| Teacher provides immediate error correction procedure for <b>all errors with Model, Lead, Practice, Test</b> - "My turn, Your turn" corrections with signaling for group or individual responses                                                                                                   |                      |                                                                                   |             |             |             |
| Teacher remembers to <b>back up</b> (beginning of row of skills, back two skills, sentence, or text) and continues instruction <b>repeating the item missed</b>                                                                                                                                    |                      |                                                                                   |             |             |             |
| Teacher uses <b>group error correction</b> procedure during whole group or individual turns                                                                                                                                                                                                        |                      |                                                                                   |             |             |             |
| <b>Item: High quality partner responses</b>                                                                                                                                                                                                                                                        |                      |                                                                                   |             |             |             |
| Teachers has <b>students work with partners systematically</b> (i.e., 2s share with 1s...- NOT share with your partner; provide opportunities for each partner to share and listen)                                                                                                                |                      |                                                                                   |             |             |             |
| Teacher uses <b>partner responses for appropriate type of task</b> (e.g., when responses are long and different; students are close to mastery; personal experience; brainstorming)                                                                                                                |                      |                                                                                   |             |             |             |
| Teacher <b>monitors</b> partner responses (i.e., walks around listening, responding, & providing feedback, clarification, and/or scaffolding)                                                                                                                                                      |                      |                                                                                   |             |             |             |
| Teacher <b>identifies 2-4 good examples of partner responses</b> to share with whole group (teacher may share some responses heard or have selected partners/individuals share their response)                                                                                                     |                      |                                                                                   |             |             |             |
| <b>Item: High quality individual responses</b>                                                                                                                                                                                                                                                     |                      |                                                                                   |             |             |             |
| Teacher <b>gives appropriate number of individual turns after every group activity</b> (e.g., 3-4 students; not too many or too few)                                                                                                                                                               |                      |                                                                                   |             |             |             |
| Teacher <b>presents the question/task/item BEFORE</b> calling on a student                                                                                                                                                                                                                         |                      |                                                                                   |             |             |             |
| Teacher calls on students <b>randomly</b> (the tasks may be presented in random order as well)                                                                                                                                                                                                     |                      |                                                                                   |             |             |             |
| Teacher gives an individual turn on any <b>question/task/item that was difficult</b> for the students                                                                                                                                                                                              |                      |                                                                                   |             |             |             |
| <b>Group/partner</b>                                                                                                                                                                                                                                                                               | <b>Individual</b>    |                                                                                   |             |             |             |
|                                                                                                                                                                                                                                                                                                    |                      | <b>:30</b>                                                                        | <b>1:00</b> | <b>1:30</b> | <b>2:00</b> |
|                                                                                                                                                                                                                                                                                                    |                      |                                                                                   |             |             |             |
|                                                                                                                                                                                                                                                                                                    |                      | <b>2:30</b>                                                                       | <b>3:00</b> | <b>3:30</b> | <b>4:00</b> |
|                                                                                                                                                                                                                                                                                                    |                      |                                                                                   |             |             |             |

## LHS AND LMS WALKTHROUGH EVALUATION FORM

# LPS Walk-Through Evaluation Form

\* Required Answers

Teacher: \* ☐ \_\_\_\_\_ Administrator: \* ☐ \_\_\_\_\_

Period: \* ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8

Observation Time Frame: \* ☐ First 10 Minutes ☐ Middle of Period ☐ Last 10 Minutes

**Subject: \***

- |                                          |                                             |                                           |
|------------------------------------------|---------------------------------------------|-------------------------------------------|
| <input type="checkbox"/> LA              | <input type="checkbox"/> Physical Education | <input type="checkbox"/> Foreign Language |
| <input type="checkbox"/> Math            | <input type="checkbox"/> Music              | <input type="checkbox"/> SPED             |
| <input type="checkbox"/> Social Sciences | <input type="checkbox"/> Art                | <input type="checkbox"/> Other: _____     |
| <input type="checkbox"/> Science         | <input type="checkbox"/> Health             |                                           |

Class Objective: \* ☐ Observed ☐ Not Observed

Class Agenda: \* ☐ Observed ☐ Not Observed

The Teacher-Parent Communication Log: \* \* ☐ Observed ☐ Not Observed

**"10 & 10" (Teaching Bell to Bell):**

- ☐ Students WERE ACTIVELY ENGAGED in an activity immediately after the bell rang (the first ten minutes) to begin the period
- ☐ Students WERE NOT ACTIVELY ENGAGED in an activity immediately after the bell rang (the first ten minutes) to begin the period
- ☐ Students WERE ACTIVELY ENGAGED in an activity until the bell rang (the last ten minutes) to end the period
- ☐ Students WERE NOT ACTIVELY ENGAGED in an activity the until the bell rang (the last ten minutes) to end the period
- ☐ NO "10 & 10" Observed
- ☐ Other: \_\_\_\_\_

**Sponge Activity**

- ☐ Observed (Students were engaged and on task)
- ☐ Observed (Students were NOT engaged in activity)
- ☐ No Sponge Activity Observed
- ☐ Other: \_\_\_\_\_

**Teacher Was: \***

- |                                                                         |                                                                    |
|-------------------------------------------------------------------------|--------------------------------------------------------------------|
| <input type="checkbox"/> Lecturing Only - No Student Interaction        | <input type="checkbox"/> Facilitating Group(s): Small and/or Large |
| <input type="checkbox"/> Lecturing - Minimal Student Interaction        | <input type="checkbox"/> Questioning: Knowledge or Higher Level    |
| <input type="checkbox"/> Lecturing - High Degree of Student Interaction | <input type="checkbox"/> Demonstrating Cultural Sensitivity        |
| <input type="checkbox"/> Sitting Behind the Desk                        | <input type="checkbox"/> Providing Motivation/Praise               |
| <input type="checkbox"/> Reading to Students                            | <input type="checkbox"/> Other: _____                              |
| <input type="checkbox"/> Helping Individual Students                    |                                                                    |

**Teacher Methodology: \***

- |                                                                                     |                                                               |
|-------------------------------------------------------------------------------------|---------------------------------------------------------------|
| <input type="checkbox"/> Well-Designed Materials/Lesson                             | <input type="checkbox"/> Used Higher Order Questioning        |
| <input type="checkbox"/> Non-Lecture Learning Activities (small group, student-led) | <input type="checkbox"/> Utilized Direct Instruction          |
| <input type="checkbox"/> Invited Class Discussion                                   | <input type="checkbox"/> Utilized Technological Instruction   |
| <input type="checkbox"/> Independent Study                                          | <input type="checkbox"/> Modeled Tasks/Behaviors for Students |
| <input type="checkbox"/> Teacher-Led Activity                                       | <input type="checkbox"/> Student to Student Learning Activity |
| <input type="checkbox"/> Study Period - No Apparent Methodology                     | <input type="checkbox"/> Other: _____                         |

**Type of Student Activity: \***

- |                                                               |                                                          |                                                                  |
|---------------------------------------------------------------|----------------------------------------------------------|------------------------------------------------------------------|
| <input type="checkbox"/> Note Taking                          | <input type="checkbox"/> Presentation                    | <input type="checkbox"/> Prompt Writing                          |
| <input type="checkbox"/> Worksheet                            | <input type="checkbox"/> Silent Reading                  | <input type="checkbox"/> Working at Computer - Assignment Driven |
| <input type="checkbox"/> Project                              | <input type="checkbox"/> Reading Aloud                   | <input type="checkbox"/> Working at Computer - Free Time         |
| <input type="checkbox"/> Daily Assignment/In-Class Assignment | <input type="checkbox"/> Listening (Teacher-Led Reading) | <input type="checkbox"/> Other: _____                            |
| <input type="checkbox"/> Paper                                | <input type="checkbox"/> Guided Writing                  |                                                                  |

**Teacher-Student Interaction: \***

# PERFORMANCE EVALUATION FOR CLASSIFIED STAFF

## PERFORMANCE EVALUATION Classified Employees Lexington Public Schools

|                     |                         |                    |
|---------------------|-------------------------|--------------------|
| Employee - Position | Date of Last Evaluation | Date of Evaluation |
|---------------------|-------------------------|--------------------|

**E: EXCELLENT** – Exceeds expectations

**G: GOOD** – Meets expectations

**NI: NEEDS IMPROVEMENT** – Does not meet expectations; improvement is necessary to meet expectations

**U: UNSATISFACTORY** – Considerably below expectations; requires immediate attention

### I. JOB PERFORMANCE

#### Quality of Work

|                                                                                  |                                                                                                              |
|----------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|
| Follows through on details and exhibits general ability to handle assigned tasks | <input type="checkbox"/> E <input type="checkbox"/> G <input type="checkbox"/> NI <input type="checkbox"/> U |
| <b>Comments:</b>                                                                 |                                                                                                              |

#### Quantity of Work

|                                                      |                                                                                                              |
|------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|
| Consistently performs assigned work in time allotted | <input type="checkbox"/> E <input type="checkbox"/> G <input type="checkbox"/> NI <input type="checkbox"/> U |
| <b>Comments:</b>                                     |                                                                                                              |

#### Knowledge of Job

|                                                                                                                         |                                                                                                              |
|-------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|
| Exhibits thoroughness in learning procedures, tasks and other details; maintains alertness to changing job requirements | <input type="checkbox"/> E <input type="checkbox"/> G <input type="checkbox"/> NI <input type="checkbox"/> U |
| <b>Comments:</b>                                                                                                        |                                                                                                              |

#### Job Skills

|                                             |                                                                                                              |
|---------------------------------------------|--------------------------------------------------------------------------------------------------------------|
| Possesses skills required to complete tasks | <input type="checkbox"/> E <input type="checkbox"/> G <input type="checkbox"/> NI <input type="checkbox"/> U |
| <b>Comments:</b>                            |                                                                                                              |

#### Work Habits

|                                                          |                                                                                                              |
|----------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|
| Organizes work                                           | <input type="checkbox"/> E <input type="checkbox"/> G <input type="checkbox"/> NI <input type="checkbox"/> U |
| Takes good care of equipment                             | <input type="checkbox"/> E <input type="checkbox"/> G <input type="checkbox"/> NI <input type="checkbox"/> U |
| Promotes economy with district funds and other resources | <input type="checkbox"/> E <input type="checkbox"/> G <input type="checkbox"/> NI <input type="checkbox"/> U |
| Follows safety regulations/rules                         | <input type="checkbox"/> E <input type="checkbox"/> G <input type="checkbox"/> NI <input type="checkbox"/> U |
| <b>Comments:</b>                                         |                                                                                                              |

#### Dependability

|                                                      |                                                                                                              |
|------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|
| Follows established work methods                     | <input type="checkbox"/> E <input type="checkbox"/> G <input type="checkbox"/> NI <input type="checkbox"/> U |
| Exhibits ability to do job without close supervision | <input type="checkbox"/> E <input type="checkbox"/> G <input type="checkbox"/> NI <input type="checkbox"/> U |
| <b>Comments:</b>                                     |                                                                                                              |

### II. PERSONAL

#### Cooperation

|                                                    |                                                                                                              |
|----------------------------------------------------|--------------------------------------------------------------------------------------------------------------|
| Exhibits willingness to adjust to schedule changes | <input type="checkbox"/> E <input type="checkbox"/> G <input type="checkbox"/> NI <input type="checkbox"/> U |
| Helps others                                       | <input type="checkbox"/> E <input type="checkbox"/> G <input type="checkbox"/> NI <input type="checkbox"/> U |
| <b>Comments:</b>                                   |                                                                                                              |

#### Attitude

|                              |                                                                                                              |
|------------------------------|--------------------------------------------------------------------------------------------------------------|
| Exhibits enthusiasm for work | <input type="checkbox"/> E <input type="checkbox"/> G <input type="checkbox"/> NI <input type="checkbox"/> U |
|------------------------------|--------------------------------------------------------------------------------------------------------------|

### **ACKNOWLEDGEMENT OF RECEIPT**

I acknowledge that I have either received a paper copy of or have website access to the Lexington 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. Further, if I have any questions about any provision, I should confer with my supervisor or building principal.

---

Employee Signature

---

Date





# **LEXINGTON PUBLIC SCHOOLS STUDENT/PARENT/ACTIVITIES HANDBOOK**

**2021-2022**

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## WELCOME

Dear Students and Parents:

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

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

There are several forms at the end of this handbook which you must read, sign (if applicable) and return no later than September 1 or one week after receiving the handbook if you enrolled after the start of school.

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,



John Hakonson  
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.

### **NONDISCRIMINATION IN EDUCATION PROGRAMS AND ACTIVITIES (Policy 3053)**

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

Name: Angie Kovarik  
Title: Student Services Director  
Address: 300 South Washington St., Lexington, NE 68850 Telephone: 308.324.1209  
E-mail: [angie.kovarik@lexschools.org](mailto:angie.kovarik@lexschools.org)

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

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

Also see the “Discrimination and Harassment” section below.



## **SECTION ONE: BASIC SCHOOL RULES AND GENERAL PRACTICES**

### **Attendance and Excessive Absenteeism (Policy 5001)**

#### **Required Attendance**

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

#### **Mandatory Attendance Age**

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

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 handbook.

#### **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 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.

#### **Absences\***

- 1) Students are expected to attend every class, every day.
- 2) High School: Students must not acquire more than 10 absences from any course in any given semester

in order to earn academic credit for that course for that semester. Mandatory attendance at summer school is required for students who have acquired more than 10 absences in a semester in any course. Students who acquire more than 1 day of absence of mandatory summer school may lose credit for the class and may be referred to the county attorney. Students who face a loss of credit in any given course due to absences may appeal the loss to his/her building principal. The principal shall have discretion in determining the educational placement of a student who has lost credit in a class including, but not limited to, assignment to the class on a non-credit basis or removal from the class with reassignment to a credit recovery program.

- 3) Elementary and Middle School: Students must not acquire more than the equivalent of 20 school day absences in a school year. Mandatory attendance at summer school is required for students who have acquired more than the equivalent of 20 school day absences in a school year. Students who acquire more than the equivalent of 3 school day absences in mandatory summer school may be referred to the county attorney. Students may appeal assignment to mandatory summer school to his/her building principal.
- 4) Students in grades K-12 who are absent for 10 or more consecutive days will be dropped from the district's enrollment. If they should subsequently return, they will be required to re-enroll. Unless a student provides evidence s/he had been enrolled in another school district during the period of absence or was otherwise excused from attendance at LPS, her/his absences up to the time of re-enrollment will be counted in the determination of loss of academic credit (if applicable), assignment to mandatory summer school, and compliance with compulsory attendance laws.
- 5) Interventions to Reduce Absenteeism
  - a) 1st-4th absences: The parent/guardian will be contacted.
  - b) 5th absence: The parent/guardian will be contacted and the student will meet with his/her counselor and/or a member of the administration to discuss the reasons behind the student's absence(s) and possible solutions.
  - c) An attendance hearing may be required at the discretion of the principal at any time. At a hearing, the parent, student, and school official and/or designated hearing officer will develop a collaborative plan to reduce barriers to regular attendance (form attached to this policy).
  - d) The county attorney will be contacted by an administrator or hearing officer after the 20th cumulative day-equivalent absence (i.e. partial day absences will be added together in calculating cumulative days of absence) in a school year for possible violation of compulsory attendance laws.
- 6) \*Absences caused by the following circumstances shall not be counted against a student:
  - a) when a licensed health care provider (including a school nurse) has **confirmed in writing**, in his/her professional medical opinion and within his/her scope of practice, the student or a child whom the student is parenting is so physically or mentally ill that attendance is impracticable or impossible. **The documentation from the provider must be turned in within seven (7) calendar days of the last day of absence, otherwise the absence will count toward the 20 days of absenteeism resulting in contact with the county attorney as described in item 5 above.**
  - b) due to weather conditions that have made the roads impassable so that the student's attendance is impracticable or impossible;
  - c) student attendance at a school-sponsored activity;
  - d) student has been suspended or expelled from school by the school district; and
  - e) an absence caused by and required of law enforcement, child protective services or a court of competent jurisdiction, confirmed in writing to the school district.
  - f) up to two college visits (one day each) when accompanied by a parent or guardian; additional visits may be allowed at the discretion of the principal.

- 7) Upon return from every absence or partial-day absence, students shall confer with their teachers about missed classwork. Please see student/parent handbooks for additional information on making up assignments.

### **Band (Policy 5045)**

Students may participate in the elementary band and begin taking band lessons in the 5th grade. Students in grades 6-7-8 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 (5045) or other applicable policy.

### **Bills (Policy 3025)**

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 Lexington Public Schools unless otherwise instructed. Pursuant to board policy, the district will assess an additional penalty of \$10 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.

### **Birth Certificates**

State law requires that a certified copy of a student's birth certificate be used when enrolling a new student in school. If your child is registering with Lexington Public Schools for the first time, you may obtain this document from the Bureau of Vital Statistics in the state in which your child was born. Assistance in obtaining birth certificates may be obtained from Health Records Management, P.O. Box 95065, Lincoln, NE 68509-5065. There is a fee per certificate.

Please note: The document parents receive from the hospital looks like a birth certificate, but it is not a certified copy. A certified copy has the raised seal of the state of Nebraska on it and is signed by the director of vital statistics.

If a birth certificate is unavailable, other reliable proof of a student's identity may be used. These documents could include naturalization or immigration documents showing date of birth or official hospital birth records, a passport, photo I.D., driver's license, baptismal certificate, affidavit specifying child's identity and age, or a translation of a birth certificate from another country. The documents must be accompanied by an affidavit explaining the inability to produce a copy of the birth certificate.

### **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.

### **Bulletin Boards (Policy 5042)**

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 (Policy 5054)**

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 online “Submit a Tip” 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.

### **Candy and Gum**

Students may not bring candy or gum to school unless they have prior permission from their classroom teacher or the administration.

### **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 which students must obey.

### **Closed Campus (Policy 5032)**

Students may not leave the building without permission from the administration. Students may leave campus to go home for lunch if parents pick up their children and provide written permission submitted to the office.

### **Communicable Diseases (Policy 3048)**

The school district strives to provide a safe environment for both students and staff while safeguarding the rights of all students and employees, including those with communicable diseases. Communicable diseases are defined by the Nebraska Department of Health and Human Services in Title 173 Nebraska Administrative Code Chapter 1 and include HIV/AIDS, Hepatitis (A, B, and E), Measles, Mumps, and Tuberculosis.

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

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

The superintendent will take appropriate measures if there is an epidemic or outbreak of a communicable disease which may include, but it's not limited to, the emergency exclusion or alternative placement of students or the closure of a school building or the entire school district.

**Confidentiality.** The existence of an individual's communicable disease shall be treated as confidential and will be limited to school staff on a "need-to-know" basis. If it is necessary to inform a person of another's condition (due to exposure, for instance), the person will be notified of the confidentiality of that disclosure. In addition, any communication about a student's communicable disease shall be consistent with that student's IEP or Section 504 Plan, if any.

Nebraska Health and Human Services recommends the following:

Bedbugs. See Policy 5065.

Chicken Pox. May return to school after a minimum of 5 days after onset of skin eruption or when vesicles become dry.

Diphtheria. Must have doctor's written permit to return to school.

Fifth Disease. Exclude until fever and malaise are gone. May return with rash with documented physician approval. Any students or staff who are pregnant or immuno-deficient are to consult their physician.

German Measles (Rubella). May return to school in a minimum of 4 days after appearance of rash.

\*Head lice. See Policy 5062. The school will contact the parents of students discovered to have live head lice, and ask them to remove the student from school. Students will not be allowed to return to school until they are free of live lice. When lice are detected on one family member, parents should check all other family members for the presence of lice and treat them if necessary. All infested clothing, bed linen, and other articles should be laundered in hot water (130 degrees Fahrenheit) or dry-cleaned. Carpets, upholstery, and mattresses should be vacuumed thoroughly. Combs and brushes should be soaked in hot water for five to ten minutes.

Hepatitis A. Exclude for no less than 7 days after onset of jaundice. May return with documented physician approval. Careful hand washing is essential.

\*Impetigo. To be excluded upon recognition by teacher or nurse. May be readmitted following treatment by physician.

Influenza. Exclude for duration of illness.

Measles (Rubeola). May return to school in a minimum of 4 days after appearance of rash.

Meningitis (Bacterial & Viral). Exclude for duration of illness. Return with documented physician approval.

Mumps. May return to school after swelling has subsided.

Pertussis (Whooping Cough). Exclude, may return with documented physician's approval.

\*Pink eye. Exclude symptomatic cases. Need treatment by physician. May return when eye(s) appear normal, or with physician's permission that child is no longer infectious. If a written permit from the doctor indicates that it is satisfactory to return to school prior to the number of days listed, the school shall honor this request. School staff members will adhere to Infection Control Procedures regarding precautions against transmission of disease for all students and faculty.

Pin worm. Exclude until treated, as documented by a physician.

Pulmonary Tuberculosis. Exclude, physician treatment essential. May return with documented physician approval.

\*Ringworm. Upon suspicion of ringworm a student will be referred to the nurse and the site will be covered. A physician referral will be made.

\*Scabies. To be excluded upon recognition by teacher or nurse. May be readmitted the day after treatment is started.

Scarlet Fever, Streptococcal Infection, Scarletina, Strep Throat. Exclude until no fever and under treatment for 24 hours.

\* If unable to contact a parent, or if a parent is unable to pick up the student during the school day the student will remain in the classroom, and a note will be sent home with the student at the end of the day.

### **Communicating with Parents (Policy 5019)**

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, either through communication from the school or through parental access to the district's student information system. 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, electronic communication, telephone calls, by personal contact or other appropriate method. 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.

By providing the school district with their telephone number(s), parents agree to receive notifications from the school district's automatic notification system.

### **Complaint Procedure (Policy 2006)**

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

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

#### **Complaint and Appeal Process:**

- 1) The first step is for the complainant to speak directly to the person(s) with whom the complainant has a concern. For example, a parent who is unhappy with a classroom teacher should initially discuss the matter with the teacher. However, the complainant should skip the first step if complainant believes speaking directly to the person would subject complainant to discrimination or harassment.
- 2) The second step is for the complainant to speak to the building principal, Title IX/504 coordinator, superintendent of schools, or president of the board of education, as set forth below.
  - a) Complaints about the operation, decisions, or personnel within a building should be submitted to the principal of the building.
  - b) Complaints about the operations of the school district or a building principal should be submitted in writing to the superintendent of schools.
  - c) Complaints about the superintendent of schools should be submitted in writing to the president of the board of education.
  - d) Complaints involving discrimination or harassment on the basis of race, color, national origin, gender, marital status, disability, or age may also be submitted, at any time during the complaint

procedure to the School District's Title IX/504 coordinator. Complaints involving discrimination or harassment may also be submitted at any time to the Office for Civil Rights, U.S. Department of Education: by email at OCR.KansasCity@ed.gov; by telephone at (816) 268-0550; or by fax at (816) 268-0599.

- 3) When a complainant submits a complaint to an administrator or to the Title IX/504 coordinator, the administrator or Title IX/504 coordinator shall promptly and thoroughly investigate the complaint, and shall:
  - a) Determine whether the complainant has discussed the matter with the staff member involved.
    - i) If the complainant has not, the administrator or Title IX/504 coordinator will urge the complainant to discuss the matter directly with that staff member, if appropriate.
    - ii) If the complainant refuses to discuss the matter with the staff member, the administrator or Title IX/504 coordinator shall, in his or her sole discretion, determine whether the complaint should be pursued further.
  - b) Strongly encourage the complainant to reduce his or her concerns to writing.
  - c) Interview the complainant to determine:
    - i) All relevant details of the complaint;
    - ii) All witnesses and documents which the complainant believes support the complaint;
    - iii) The action or solution which the complainant seeks.
  - d) Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 days after the administrator or Title IX/504 coordinator received the complaint.
- 4) If either the complainant or the accused party is not satisfied with the administrator's or the Title IX/504 coordinator's decision regarding a complaint he or she may appeal the decision to the superintendent.
  - a) This appeal must be in writing.
  - b) This appeal must be received by the superintendent no later than ten (10) business days from the date the administrator or Title IX/504 coordinator communicated his/her decision to the complainant.
  - c) The superintendent will investigate as he or she deems appropriate. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.
  - d) Upon completion of this investigation, the superintendent will inform the complainant in writing of his or her decision. If the complaint involved discrimination or harassment, the superintendent shall submit the decision within 180 days after the superintendent received complainant's written appeal.
- 5) If either the complainant or the accused party is not satisfied with the superintendent's decision



regarding a complaint he or she may appeal the decision to the board.

- a) This appeal must be in writing.
  - b) This appeal must be received by the board president no later than ten (10) business days from the date the superintendent communicated his/her decision to the complainant.
  - c) This policy allows, but does not require the board to receive statements from interested parties and witnesses relevant to the complaint appeal. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.
  - d) The board will notify the complainant in writing of its decision. If the complaint involved discrimination or harassment, the board shall submit its decision within 180 days after it received complainant's written appeal.
  - e) There is no appeal from a decision of the board.
- 6) When a formal complaint about the superintendent of schools has been filed with the president of the board, the president shall promptly and thoroughly investigate the complaint, and shall:
- a) Determine whether the complainant has discussed the matter with the superintendent.
    - i) If the complainant has not, the board president will urge the complainant to discuss the matter directly with the superintendent, if appropriate.
    - ii) If the complainant refuses to discuss the matter with the superintendent, the board president shall, in his or her sole discretion, determine whether the complaint should be pursued further.
  - b) Strongly encourage the complainant to reduce his or her concerns to writing.
  - c) Determine, in his or her sole discretion, whether to place the matter on the board agenda for consideration at a regular or special meeting.
  - d) Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 days after the president received the complaint.

**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 Student Services Director. The Director 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 Student Services Director. The Director 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 Student Services Director. The Director 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.

### **Conferences**

Students' academic success has been closely linked to parental involvement in school. The school district has formal parent-teacher conferences two times per year.

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.

### **Contact Information**

Parents must supply the school with their student's address and telephone number as well as information about how to reach a responsible adult during the school day. Parents must promptly inform the school if this contact information changes during the school year.

### **Copyright Compliance (Policy 3020)**

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

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

### **Damage to School Property**

Students who damage school property either intentionally or unintentionally may be required to pay to

replace or restore the property, at the discretion of the administration.

### **Dating Violence (Policy 5030)**

Dating violence, as that term is defined by Nebraska law, will not be tolerated by the school district. Students who engage in dating violence on school grounds, in a school vehicle or at a school activity or that otherwise violates the Nebraska Student Discipline Act will receive consequences consistent with the Act and the district's student discipline policies.

The school district shall provide dating violence training to staff deemed appropriate by the administration and in accordance with Nebraska law.

### **Dress Code (Policy 5031)**

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.

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
4. Bare feet and footwear determined to be inappropriate by the building principal
5. Short-shorts and biker shorts
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. Shirts, blouses, or other clothing worn unbuttoned, unzipped, or otherwise inappropriately unfastened, as determined by the principal
9. "Grubby clothes," those which are purposely torn or bedraggled or threadbare, dirty or disheveled
10. Costumes and/or those clothes intended only for leisure (including pajamas), entertaining or special occasions
11. Bare "midriff" (belly button) styles, see-through and low cut blouses, halters, tank tops or thin-strapped tops (spaghetti straps)
12. Pants and shorts worn below the waist so as to expose undergarments
13. Pants that drag on the floor
14. Chains hanging or attached to pants or shorts
15. Coats during school hours unless the student has permission from the principal
16. Clothing with tears or holes that expose flesh above the thighs or underclothes
17. Face coverings. District administrators may require the wearing of face coverings to limit the spread of COVID-19.

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. Repeated dress code violations may result in more severe consequences.

### **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, tobacco product, including the use of vapor products, alternative nicotine products, or any other such look-alike product, 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, tobacco, and e-cigarette at all times.

Any student who violates any school policy regarding drug, alcohol, tobacco, and e-cigarette 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.

### **Early Dismissal**

Early dismissal times are listed on the calendar and in the school newsletter. All early dismissals are at 1:30 p.m. unless otherwise decided by the superintendent.

### **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.

### **Evacuations, Lockdowns, and Reunifications**

The school district will hold routine evacuation drills throughout the school year. Whenever the fire alarm sounds, all students and faculty must evacuate the building in a quiet and orderly fashion and remain outside until told to return to the building. Classroom teachers will provide students with detailed instructions on building evacuations.

Additionally, the district uses a Standard Response Protocol (SRP) for handling school emergencies including the need for student evacuation of the building and reunification with parents. An overview of these procedures can be found in Section 7 at the back of this handbook.

### **Field Trips (Policy 6027)**

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. Parents/guardians may be asked to assist with these field trips,

provided they pass a background check through the central office. Parents will receive prior notification for all field trips.

### **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.

### **Guidance Services**

The Lexington Public Schools employs guidance counselor(s) for the purpose of assisting with the District's testing program and to assist with scheduling and for students to discuss problems and resolve conflicts. Guidance and counseling services are available to every student in the school. Your counselor is here to help you with support and recommended resources with any concerns or difficulties you may have in or out of school. The school counselor does not provide therapy for ongoing problems. You may make an appointment to see the counselor by receiving permission from your classroom teacher or your building principal. A school psychologist is also available in this school district.

### **Health Problems Limiting Activities**

Parents who do not want their children to play outdoors or participate in physical education for health reasons must send an excuse from a health care provider to the building office. 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, etc.

### **Health Screening**

Students in the Lexington Public Schools will be given a screening exam of their vision, hearing, teeth, height, weight and blood pressure through the school health services.

Referral notes will be sent home with those students who at the time of the examination and/or re-examination appear to need further evaluation. It should be understood that these referrals are only a suggestion to a parent that a problem may exist. It is the responsibility of the parent to follow up with an evaluation by a physician or eye doctor. The school is especially concerned when a health condition has an impact on the student's work.

### **Health Services**

A school nurse is employed by the Lexington Public Schools and is available to assist with illnesses, school injuries and health education. Students are requested to keep health information up to date by reporting to the nurse any disease, immunization, allergy, medication changes, or other pertinent health information.

### **Homeless Children and Youth (Policy 5014)**

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 Angie Kovarik, who may be contacted at (308) 324-1209.

### **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.

Students with severe coughs and sore throats should remain at home. Those with temperatures that exceed 100.0 will be excluded from school and should not return until the temperature is 100.0 degrees or less for 24 hours without the aid of medication. If a child has a fever in the evening, please keep him/her home the next day. If a student must be absent, please contact the school as soon as possible on the morning of the absence.

### **Immunizations (Policy 5010)**

#### **1) General Rule**

- a) Each student wishing to enroll in the school district must be immunized as required by state law and the rules and regulations promulgated by the Nebraska Department of Health and Human Services in effect at the time of the student's enrollment.
- b) The district is not responsible for the cost of such immunizations.
- c) Any student who does not comply with this policy shall not be permitted to continue attending school.

#### **2) Exceptions**

- a) Provisional Enrollment. Students who meet the statutory requirements for provisional enrollment may be allowed to attend school for sixty days without the necessary immunizations.
- b) Immunization shall not be required if the student's parent or guardian submits one of the following to the superintendent of schools:
  - i) A statement signed by a medical professional stating that the required immunization would be injurious to the health and well-being of the student or any member of the student's household; or
  - ii) An affidavit signed by the student or a legally authorized representative of the student, stating that the immunization conflicts with the student's sincerely held religious beliefs.
- c) 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 (Policy 5028)**

The school does not sponsor or condone initiation or hazing of any sort. See Section Three: Student Discipline for disciplinary consequences.

### **Instruction Provided Outside School (Policy 6016)**

The school district may provide a student with instruction in his or her home and under parental supervision, or in another non-school location and under district supervision, if the student is physically or mentally ill or injured and unable to attend regular classes for an extended period of time. Instruction outside school 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. The superintendent or his/her designee will determine when homebound instruction is appropriate, after conferring with the student's parents, teacher(s) and/or physician. If you believe that homebound instruction is appropriate for your child, please contact the building principal to initiate the appropriate process to determine eligibility.

### **Investigations, Arrests, and Other Student Contact by Law Enforcement and Health and Human Services (Policy 5022)**

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 allow law enforcement officers access to students to conduct an investigation during school hours unless the investigation substantially disrupts the orderly operation of the school.

### **Leaving the District**

Any student, who leaves the school District for 10 days or more for any reason other than the student's medical necessity, shall be officially dropped from District enrollment. Upon return to the District during the same school year, a student will be required to re-enroll at the District office. This may require additional immunizations.

### **Leaving School**

Students who must leave school for any reason during the school day must check out at the office before leaving. Students leaving school must be cleared in advance by a note or phone call from the student's parent or legal guardian. Upon returning to school that same day, students are expected to sign in at the office. A sheet will be available on the office counter for this purpose. Students who leave without permission and without signing out in the proper manner will be considered truant. Parents picking up students are requested to sign their child out at the office.

### **Lockers and Other School Property (Policy 5036)**

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, including student vehicles parked 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.

### **Lost and Found**

All lost and found articles are to be taken to office and then placed on the lost and found table. 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.

### **Make-up Work**

Following an absence, students will have the opportunity to make up work. It will be the parents'/student's responsibility to contact the teacher involved to determine make-up assignments and establish mutually agreeable times for daily and test make-up. Further information can be found in the district's Handbook Supplements.

### **Medication of Students (Policy 5024)**

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:

#### 1) Prescription medication

- a) Parents/guardians must provide written permission for the administration of prescription medication.

- b) Medication must be brought to school in the prescription container and must be properly labeled with the student's name, the medical professional's name, and directions for administering the medication.

## 2) Non-prescription medication

- a) Parents/guardians must provide written permission for the administration of the medication.
- b) The medication must be brought to the school in the manufacturer's container.
- c) 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 medical professional regarding any medication prescribed by such medical professional.

### **Memorials (Policy 3038)**

Memorials often create a visual reminder of a particular crisis that may reintroduce feelings of grief for students. Therefore, memorials may not be displayed anywhere on the school premises without board approval. The District encourages family and friends to sponsor scholarships through the Lexington Community Foundation to honor the memories of their loved ones. Scholarships in the deceased person's name will not be set up by the school. Scholarships set up by outside organizations or individuals will be allowed.

### **Opting Out of Assessments (Policy 5018)**

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 308.324.1201.

### **Parties**

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.

### **Personal Items**

The school provides the necessary equipment for classroom and school day activities. The school is not responsible for ruined or lost personal equipment. 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.

### **Pets**

Pupils have been asked to see that their dogs or cats do not come to the school playgrounds. Since they are a safety hazard, it will be necessary to have them removed by police officers. We ask parents to please cooperate in this matter. If a pet is to be shown in class, a parent may bring and remove it with permission of the teacher and/or administrator.

### **Phone Notification System**

Lexington Public Schools may contact parent(s), guardian(s), and students periodically by phone to



deliver important recorded messages including school closings, emergency information, or important building information.

### **Physical Education**

The school district requires students to receive physical education to assist them in developing gross and fine motor skills. Students may be required to wear PE uniforms, and are encouraged to wear tennis shoes for P.E.

### **Physical and Vision Examination of Students (Policy 5011)**

The following students shall provide evidence of a physical examination by a qualified health care provider:

- all incoming students in the beginner grade;
- students in seventh grade; and
- all out-of-state transfer students.

Evidence of a physical examination must be dated no more than six months prior to entrance

#### **I. Visual Evaluation for Students**

The following students shall provide evidence of a vision evaluation by a qualified vision health care provider:

- all incoming students in the beginner grade and
- all out-of-state transfer students

The health care provider must test the student for amblyopia, strabismus and internal and external eye health, with testing sufficient to determine visual acuity. Evidence of a visual evaluation must be dated no more than six months prior to entrance.

Parents or guardians who wish to receive information regarding free or reduced-cost visual evaluations may contact Kids Connection at (877)-NEB-KIDS or the Nebraska Optometric Association at (800) 766-4466.

#### **II. Objection to Examination**

Any parent(s) or guardian(s) who object to a physical and/or vision examination and evaluation must submit a signed and dated refusal form to the 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 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 Supervision**

The school's playgrounds, equipment and surrounding areas are generally not supervised when school is not in session. 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.

### **Pregnant or Parenting Students (Policy 5008)**

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.

### **Protection of Student Rights (Policy 5015)**

The Board of Education respects the rights of parents and their children and has adopted a Protection of Pupil Rights policy in consultation with parents to comply with the Protection of Pupil Rights Amendment (PPRA). The policy is available on the district's website or upon request from the district's administrative office. Parents may opt their child out of participation in activities identified by the Protection of Pupil Rights policy by submitting a written request to the superintendent. Parents may have access to any survey or other material described in the Protection of Pupil Rights policy by submitting a written request to the superintendent.

ACT Exam. Students taking the ACT Exam will be prompted to complete a short, optional questionnaire addressing a number of topics. If you wish to review this questionnaire prior to the administration of the exam, please submit a written request to the superintendent.

### **Public Displays of Affection**

Students may not engage in public displays of affection that is 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.

### **Reporting Child Abuse and Neglect (Policy 4064)**

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; or (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.

### **Rights of Custodial and Non-Custodial Parents (Policy 5020)**

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 unambiguously

prohibits access to the records or child by either parent. 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.

### **School Library Collections (Policy 6039)**

**Lexington Public Schools Mission Statement.** To develop capable and responsible lifelong learners. With the cooperation of family, school and community, the district will prepare students for the global challenges and the opportunities of the future.

**Lexington Public Schools Library Mission Statement.** To provide an optimal learning environment that promotes reading for enjoyment and supports the development of information literate students and staff who can competently access, evaluate, and ethically use information from a variety of resources.

**School Library Program Philosophy.** Lexington Public Schools aims to provide quality learning experiences designed to equip students with the skills to adapt and thrive in a changing global environment in accordance with the strategic planning goals and curricular needs of the district.

The school library is to be the information center for students and staff members, providing collections that include materials in a variety of formats to meet the curricular, personal, and professional needs for the educational process. The school library will extend and enhance the classroom experience: a place where students, teachers, and librarians can explore, learn, create, and collaborate. School librarians (also known as media specialists), will foster a love of reading and learning in addition to modeling and utilizing current technologies to assist students in becoming proficient and responsible users of information. The school library will allow free access to all materials for staff and students by providing information, access to technology for information retrieval, and facilities for meetings.

**District Needs.** Lexington Public Schools serves approximately 3,000 students in grades Pre-K-12. These students come from the town of Lexington and the surrounding rural areas. The community is home to Tyson, a major meatpacking employer, which has had a great impact on the increased numbers and diversity of the local school district's student population. This diversity has created language barriers and communication is often a challenge for students and staff, yet provides a rich cultural experience for all students. Therefore, the native culture and languages of students in the district will be respected and considered when making collection selections.

The primary clientele of the school library will be the students located in each of the elementary buildings, the middle school, and the high school, as well as the staff members for each of these facilities.

All curriculum areas will be represented at each of the building levels -- fiction, non-fiction, biographies, and reference materials. Books, periodicals, newspapers, and databases will be available in print and/or

digital format.

**Selection Objectives.** The primary objective of the school's library is to ensure that students and staff are effective users of ideas and information. It is the goal of the school library to provide a wide range of resources and activities that will contribute to lifelong learning.

**Selection and Approval of Materials.** Both print and non-print materials will be selected for the school libraries that are consistent with the mission and philosophy of Lexington Public Schools. Considerations will be curricular needs, student interests and informational needs, level of difficulty, and appropriateness of the material for its intended educational and recreational use. All accreditation requirements will also be met. School staff, students, and parents may recommend that certain materials be added to the collection. Requests may be made informally by visiting with school librarians or formally in writing. School librarians will review and recommend materials to be added to the collection subject to the approval of the building principal.

**Weeding and Deselection.** To maintain a collection that is relevant and has educational value, school librarians regularly review materials and may recommend removing materials for, but not limited to, the following reasons:

- Out-of-date
- Contains inaccurate information
- Lacking in educational value
- No longer of interest
- Unneeded duplicate
- Superseded edition
- Worn out, defaced, or dirty, etc.
- Obsolete
- Missing pages
- Not circulated within the past five years (exceptions might include past award winners, autographed copies, classics, etc.)
- No longer contribute to the total collection

School librarians will conduct an end-of-year inventory of materials. School librarians will recommend removal of materials subject to the approval of the building principal. Removed materials may be offered to teachers and students for educational purposes, or discarded subject to approval of the building principal and district policy on the disposal of school property.

**Controversial Materials.** Patrons finding certain materials objectionable to the school community may choose to have an informal conversation with the school librarian or request that they be formally reconsidered using following procedure:

1. The patron shall submit the completed "Request for Reconsideration of Library Material" form regarding the material in question to the building principal.
2. Until a final decision is made, the material in question will be moved to a back shelf and will be available for circulation with written parent/guardian consent only.
3. The building principal and the school librarian will work together to appoint a review committee whose purposes shall include, but not be limited to, the following:
  - Read, view, or listen to the material in its entirety.
  - Check general acceptance of the material by reading reviews and consulting recommended lists.
  - Determine the extent to which the material supports the curriculum.

- Make a recommendation to the building principal as to whether to retain or remove the material in question.
4. The review committee shall inform the building principal of its recommendation.
  5. The building principal will meet with the patron to review the patron's objections and the committee's recommendation.
  6. The final decision concerning the material will be made by the building principal. The building principal will mail a letter notifying the patron of the final decision to remove the material from the library collection or retain the material in circulation.

### **School Meal Program and Meal Charges (Policy 3012)**

The school district provides a food service program that is designed to provide adequate nutrition and an educational experience for students. Prices for meals can be viewed on the district website.

#### **Breakfast**

The school will serve breakfast daily from 7:15 a.m. until 7:45 a.m., or as otherwise authorized by the building principal. Students who qualify for free or reduced-price lunch also qualify for free or reduced-price breakfast.

#### **Lunch**

Lunch prices depend on the federal funding that the program receives.

#### **Payment for Meals**

The district prohibits student lunch accounts from carrying negative balances, and it is the responsibility of parents/guardians to ensure sufficient funds are deposited in their children's accounts. When balances are drawn down to \$5.00, the district will send a low-balance notification to the parent/guardian. Students are encouraged to pay for meals several weeks in advance. Payment should be made to the lunch bookkeeper in the building.

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.

#### **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](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](mailto:program.intake@usda.gov)

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the school district. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

#### **Secret Organizations (Policy 5046)**

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

#### **Self Management of Diabetes or Asthma/Anaphylaxis (Policy 5053)**

Subject to school policy, the school district will work with the parent or guardian in consultation with a physician to develop a medical management plan for a student with diabetes, asthma, or anaphylaxis subject to school policy. Parents desiring to develop such a plan should contact the school nurse.

#### **Sex Discrimination and Harassment (Policies 4001, 5026)**

##### **1) Sex Discrimination**

- a) The district prohibits discrimination on the basis of sex in any educational program or activity except when it is necessary to accomplish a specific purpose that does not impinge upon essential equality or fairness in the treatment of students or employees. Employees are required to comply with this policy as well as with Title IX of the Education Amendments of 1972 and the regulations of the U.S. Department of Education as applicable to this district.
- b) Any individual who believes he or she is being discriminated against on the basis of race, color, national origin, sex, marital status, disability, or age may seek relief by filing a complaint pursuant to the board's complaint policy or contacting the district's Title IX coordinator.

##### **2) Sexual Harassment**

- a) Students should be provided with an environment that is free from unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct constituting sexual harassment. The board of education unequivocally prohibits sexual harassment of its students, even when the affected student does not complain to the faculty or the administration.
- b) Sexual harassment is a form of misconduct that wrongfully deprives students of their dignity and the opportunity to study and be in an environment free from unwelcome sexual overtones. Sexual harassment includes all unwelcome sexual advances, requests for sexual favors and other such verbal or physical misconduct. Sexual harassment means: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical misconduct of a sexual nature constitutes sexual

harassment when such conduct has the purpose or effect of unreasonably interfering with an individual's educational opportunities or creates an intimidating, hostile or offensive learning environment.

- c) A student who feels he or she has been sexually harassed should directly inform the offending student that the conduct or communication is offensive and must stop. If the student does not wish to communicate directly with the offending student, or if direct communication has been ineffective, the student should report the conduct or communication to the Title IX coordinator or to a teacher, principal or counselor with whom she or he feels comfortable.
- d) Retaliation against students who make good faith reports of sexual harassment is prohibited.

### 3) Disciplinary Decisions

- a) A decision to take disciplinary action under this policy may be based on the statements of a complaining student, statements, observations of educators, or any other credible evidence.
- b) All complaints against staff members will follow the investigation, decision, and appeal process established in the district's complaint policy.
- c) Any student who sexually harasses another student will be subject to discipline up to and including expulsion, depending on the severity of the misconduct, as established in the district's student discipline policy.

### **Smoking, Tobacco, and "E-cigarettes" (Policy 3016)**

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 Dogs (Policy 3045)**

The board of education finds that the possession of illegal drugs and other contraband on school grounds is unlawful, is disruptive of the educational process, is harmful to students and staff, and is contrary to the interests of the school district. Accordingly, to minimize the presence of these items on school grounds, the administration is authorized to use sniffer dogs according to the protocol set forth in this policy.

#### Protocol for Use of Sniffer Dog

1. The superintendent, or the building principal with the superintendent's permission, may initiate the use of specially trained sniffer dogs to conduct an inspection.
2. The administration will contact the canine provider and/or the appropriate law enforcement agency to schedule the use of a sniffer dog or dogs. The administration shall require an assurance from the provider that any sniffer dogs to be used in the school have been properly trained, and may request evidence of the training and/or certification of the dogs. In no event will the school district authorize a sniffer dog to sniff any person.
3. The superintendent or if designated by the superintendent, the building principal, and law enforcement representatives or canine provider will confer regarding the specific plan of areas to be inspected. The plan may involve any or all school building facilities, vehicles in the school parking lot, or other areas where student and staff vehicles are parked on school property during or after school hours.
4. If the inspection is scheduled for a day when school is in session, students and staff will be informed over the public address system, and will be directed to remain in their rooms until given further directions.

5. During the inspection, administrators may assign personnel to designated areas as deemed appropriate to assist in the smooth handling of the inspection.
6. After the inspection is finished, students and staff will be notified over the public address system, and will be thanked for their cooperation.
7. If the sniffer dog alerts, the alert will constitute reasonable cause for the administration to conduct a search of the property. If the sniffer dog alerts on a vehicle on school grounds, the owner will be required to unlock the vehicle doors and trunk for further inspection of the interior of the vehicle. If the owner refuses to unlock the vehicle, the matter will be turned over to law enforcement authorities. The owner will be subject to disciplinary action as specified in board policy and/or the student or staff handbook or as otherwise allowed by law. This may include discipline for the refusal to obey an administrative directive.
8. Any illegal drugs or contraband found on school grounds, whether in a desk, locker, vehicle, or any other place on school grounds, will be confiscated and turned over to law enforcement authorities. A student's parents will be contacted. The individual will be subject to disciplinary action as specified in board policy and/or the student or staff handbook or as otherwise allowed by law.
9. At the conclusion of the inspection, school officials will confer with the canine provider and/or any law enforcement authorities who were involved in the inspection to review the results of the inspection. The administration may authorize any follow-up inspections or other action deemed appropriate.

#### **Notice to Students and Staff**

Students and staff shall be informed of the District's policy regarding the use of sniffer dogs as soon as practicable after the adoption of this policy. Thereafter, students and staff shall be informed of the policy at the beginning of the school year. By this policy and/or via the provision in the student or staff handbook, 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.

#### **Solicitation**

No collection or solicitation of money from pupils of the District for non-school purposes, except projects that are approved by the Board, shall be permitted.

#### **Standardized Testing**

The Measure of Academic Progress (MAP) is administered annually in grades 2-10 to determine the students' achievement probability for individual success. Results are sent home.

#### **Student Assistance**

If your child has any learning, behavior, or emotional needs that you believe are not being addressed by the school district under existing circumstances, please contact your child's teacher. If appropriate, the teacher may convene the Student Assistance Team (SAT). The SAT can explore possibilities and strategies that will best meet the educational needs of the student.

#### **Student Fees (Policy 5045)**

The Board of Education of Lexington Public Schools adopts the following Student Fees Policy in accordance with the revised Public Elementary and Secondary Student Fees Authorization Act of the State of Nebraska.

It is the general policy of the District to provide for free instruction in school in accordance with the



Nebraska constitution. The general policy of the District is to provide free instruction for courses that are required by the District, state law or regulation, and for which credits or grades apply, and to provide the staff, facilities, equipment, and materials necessary for such instruction, without charge or fee to students.

The District does make available activities, programs and services to students that extend beyond the minimum level of constitutional required free instruction. Students and their parents have historically contributed to the District's efforts to provide such activities, programs, and services. The District's general policy is to continue to encourage to the extent permitted by law, such student and parent contributions to enhance the educational programs and experiences provided by the District. Under the Elementary and Secondary Student Fees Authorization Act, the District is required to set forth guidelines and policies for specific categories of student fees. The District does so by setting forth the following:

**Fees Authorized:** Except as provided otherwise herein, the District may collect fees or other funds from or on behalf of students, or request students to provide fees, supplies, specialized equipment, attire, or specialized materials:

1. For participation in extra-curricular activities.
2. For admission and transportation costs for spectators attending extra-curricular activities, including activity tickets for discounted admission to extra-curricular activities.
3. For post-secondary education costs.
4. For student transportation pursuant to Neb. Rev. Stat. 79-241, 79-605, 79-611.
5. For copies of student records or files pursuant to Neb. Rev. Stat. 79-2,104.
6. For reimbursement to the School District for property lost, damaged, or destroyed by student.
7. For before and after school or Pre-Kindergarten services offered pursuant to Neb. Rev. Stat. 79-1104.
8. For Summer School or Night School.
9. For Breakfast, Lunch, and Milk programs.
10. For voluntary provision by students of specialized equipment and attire for select performance groups, including musical instruments for participation in extra-curricular activities.
11. For costs related to optional (non-credit or graded) trips, excursions, or activities.

### **Definitions and Guidelines**

**Extra-curricular Activities:** This means student activities or organizations that are supervised or administered by the District, but do not count toward graduation, credits, or advancement between grades, and in which participation is voluntary and not otherwise required by the School District.

**Postsecondary Education Costs:** This means tuition and other fees associated in obtaining credit for a postsecondary educational institution. For a course in which students receive both high school and postsecondary education credit, or a course being taken as part of the approved school curriculum or part of an approved accelerated or differentiated curriculum pursuant to Neb. Rev. Stat. 79-1106, to 79-1108.03, the course shall be offered without charge for tuition, transportation, books, or other fees, except tuition or other fees associated with obtaining credits from the postsecondary institution.

**Extra fee for participation:** The District may enact and charge a minimal activity participation fee to students who participate in extra-curricular activities. The fees shall be used to offset the cost of equipment and replacement of necessary attire. Should such a fee be enacted, the District fee waiver policy shall be in effect for qualifying students and parents.

**Admissions to athletic events, activities, performances, etc.:** Students may be charged an admission fee for attendance at athletic events, performances, dances, and similar functions sponsored by schools that are optional and voluntary and that have no impact on any class or credits.

**Copies of student files or records:** Students shall be responsible for a reasonable cost, as established by the Superintendent, of copies of a student's transcripts, files, and records. A parent, guardian, or student requesting copies of records shall be responsible for the cost of reproduction or copying in accordance with such a fee schedule. The imposition of a fee shall not be used to prevent parents or students from their right to inspect and review a student's files or records, and no fee shall be charged to search for or retrieve any student's records. The fee schedule shall permit one copy of requested records or files to be provided without charge to the extent required by federal or state laws or regulations.

**Reimbursement for property lost or damaged, or for fines:** Students may be charged a fine, or for reimbursement for overdue library or similar materials, for excessive damage to school supplied materials, or for lost books or materials.

While the District will provide students with the use of facilities, equipment, materials, and supplies including books, the students are responsible for the appropriate and careful use of such property. Students and their parents will be held responsible for the reasonable replacement cost of school property which is placed in the care of and lost by the student.

When students are given school property of a significant value that may easily be damaged, parents will be given advance notice of student responsibility for the item and parents will be afforded an opportunity to ask that the student not be given the property.

**Penalties:** Students who fail to pay overdue student fees or fines may be subject to administrative penalties including but not limited to exclusion from graduation and commencement ceremonies or related activities, from participation in the prom, withholding of annual, participation in extra-curricular activities, etc. Students shall not be denied a diploma, transcript, or credit for course work for failure to pay overdue student fees or fines.

**Before and after school or Pre-Kindergarten services:** Students and their parents may be charged and are responsible for fees required for participation in before and after school programs sanctioned by the District if and when such charges are established. The District is not responsible for programs administered by other agencies, and charges for such programs are not subject to fee waivers.

**Participation in summer school or night school:** Students and their parents may be charged and are responsible for fees for participation in summer school or night school if and when such charges are established. Students are also responsible for correspondence courses, except those approved by the District as adopted curriculum or as approved for high school credit as part of an approved accelerated or differentiated program.

**School Stores:** School stores are allowed and may be established for purchases of food, beverages, and personal items. A school store need not have a permanent, physical presence and may consist of providing order forms for students to voluntarily purchase items from the school or another vendor.

**Clothing required for specified courses or activities:** Students have the responsibility to furnish and wear non-specialized attire meeting general District dress and grooming requirements and guidelines, as well as grooming and attire guidelines established by the school, building, or programs attended by the student or in which students participate. Students also have the responsibility to furnish and wear non-specialized attire reasonably related to the program, courses and activities in which the students participate where the required attire is specified by the administrator or teacher responsible for the program, course, or activity. (Gym clothing, shoes suitable to the gymnasium etc.)

The District shall provide or make available to students such safety equipment and attire as may be required by law, specifically including appropriate industrial-quality eye protective devices for courses of instruction in vocational, technical, industrial arts, chemical or chemical related classes which involve exposure to hot molten metals, milling, sawing, turning, shaping, butting, grinding, or stamping of any solid materials, heat treatment, tempering, or kiln firing of any metal or other materials, gas or electric arc welding, or other forms of welding processes, repair or servicing of any vehicle, caustic or explosive materials, hot liquids or solids, injurious radiations, or other similar hazards. Building administrators are directed to assure that such equipment is available in appropriate classes and locations, that teachers are directed to instruct students in the usage of such devices and to assure that students use the devices as required, and students have the responsibility to follow such instructions and use the devices as instructed.

**Materials required for course projects:** Students may be asked to donate or furnish materials required for course projects, where, upon completion, the project becomes the property of the student or which represent materials beyond that provided by the school for completion of requirements. Provision of such materials is not required and the District shall supply adequate and sufficient materials for completion of any project required for credit or a grade. The District is not required to provide a particular grade or standard of materials.

**Musical Instruments:** Students may be required to provide musical instruments for participation in optional music courses or activities that are not curricular or extra-curricular activities. Students may have the option of using a school district musical instrument. If the student elects to use a school district instrument they will be assessed an instrument cleaning fee. The District is not required to provide a particular type of musical instrument for any student.

Elementary students at appropriate grade levels may be asked to provide or donate, but are not required to donate musical instruments (recorder or beginning band instrument, etc.) and consumable music or lesson books.

**iPad Damage Protection** Students will be required to purchase school provided damage protection if the student is in a school with a 1:1 iPad initiative and if the student wishes to take the iPad home. If an iPad is damaged the student will be responsible for 15% of the cost of repairing the iPad. No waiver shall apply for iPad damage protection or repair costs.

**Specialized Attire and Equipment:** The District will generally provide and furnish students with specialized equipment and attire (uniforms, football pads, helmets, etc.) for participation in extra-curricular activities. The District is not required to provide for a particular type of equipment or attire, or for attire or equipment beyond that designated as the standard “home and away” team uniforms. Team members, Boosters, Parents, or others may wish to offer for sale or seek to purchase and provide related attire or gear; however the School District neither sanctions or requires apparel beyond the standard uniform and shall bear no financial responsibility for these optional purchases. Students who participate in extra-curricular activities and sports are expected to provide for their own appropriate athletic shoes, undergarments, mouthpieces where required, socks, towels, golf clubs, and gloves for golf, and softball. Students are expected to provide evidence of required insurance coverage. Students may be asked to provide for their own meals on out-of-town trips.

Students or parents who qualify under provision of the District waiver policy may apply for a waiver of any participation fees for the aforementioned items expected of students. Special attire, equipment, or uniforms provided by the District may be required to be returned to the District at the conclusion of the season or when the student is no longer participating in the sport or activity.

The District is not required to provide for special attire or equipment beyond the basic standard defined by the District, and shall not be required to provide a particular brand, style, or student preference.

**Vocal music and performance groups:** Students may be asked to provide or purchase special attire for performance groups, and may then keep the attire. Parents or students who qualify under provisions of the District waiver policy may apply for a waiver of the cost of such attire. Special attire or uniforms provided by the District may be required to be returned at the conclusion of the event, season, school year, or when the student is no longer involved in the activity. The District is not required to provide specialized attire beyond the one uniform or attire designated as the standard for the activity. Students, Parents, Boosters, or others may wish to provide for or offer for sale additional equipment, gear, or attire, but the District neither sanctions or requires attire beyond the standard and shall bear no financial responsibility for such.

**Cheerleaders, Flag Corps, Dance Teams, etc.:** Students may be asked to purchase or provide special attire for optional performance groups and then keep the attire. Parents and students who qualify under provisions of the District waiver policy may apply for a waiver of such costs. Special attire provided by the District may be required to be returned at the conclusion of the event, season, school year, or when the student is no longer involved in the activity.

The District is not required to provide for specialized attire beyond the one uniform or attire designated as standard for that group or activity. Students, parents, and Boosters may wish to provide for or offer for sale additional equipment or attire, but the District neither sanctions or requires attire beyond the standard uniform or attire and shall bear no financial responsibility for such.

**Student clubs and organizations:** Student clubs and organizations may expect students to pay dues, or to purchase optional shirts, etc. or participate in activities that require payment of admissions or fees. Students and parents who qualify under provisions of the District waiver policy may apply for a waiver from such participation fees, dues, or cost of required activities, shirts, etc. for school sanctioned clubs and organizations.

**Drivers Education:** Drivers education is an optional program offered by the District for the benefit of students and parents. A fee may be charged to offset the cost of Drivers Education during summer, or after-school night classes. No waiver shall apply to such driver's education costs.

**Graduation Expenses:** In order to participate in optional graduation or commencement activities or related activities, a cost may be incurred, including rental or purchase of caps and gowns that are required for participation in graduation exercises. Students and parents who qualify may apply for a waiver of the costs of graduation.

**Field Trips:** Approved Field Trips as per District Policy are considered extensions of classroom instruction. Parents and/or students may be asked to donate toward the cost of the trip, admissions related to the trips, etc., but are not required to do so.

**Optional testing:** Optional testing may be available or offered to students such as the PSAT, ACT, or similar tests related to college entrance or placement. These tests are optional and fees may be charged. No waiver shall apply to such testing costs.

**Optional Events or Activities and Activities by Outside Sponsors:** Students who choose to participate in optional events, activities, trips, or performances, that are sponsored by Booster Clubs, Parent groups, agencies, staff acting on their own and outside of school sanction, or people outside of the school system, may result in charges for fees, travel, admissions, meals, and other related expenses. It is the policy of the District that participation in such events or activities is optional and independent of the School District and District expectations or requirements. No school waiver of fees or charges shall apply for activities by

outside sponsors. No District responsibility exists for sponsorship, funding, accounting, or liability for such activities.

**Fund raising:** Student members of groups or activities, parents, and boosters may be asked to participate in fund raising activities to offset the cost of special attire. If students are expected to, and volunteer to, participate in fund raising activities, any student participating shall be expected to participate equally and share equally in whatever funds are raised.

**Student Fees Fund:** The District shall establish a Student Fee Fund. The Student Fee Fund shall be a separate School District Fund into which all money collect from students and subject to the Elementary and Secondary Student Fee Authorization Act shall be deposited and from which money shall be expended for the purposes for which it was collected from students. Funds subject to the Elementary and Secondary Student Fees Authorization Act consist of money collected from students for: (1) Postsecondary education costs, (2) Summer School or Night School.

**Waiver Policy:** It is the policy of the Lexington Public Schools to provide fees waivers in accordance with the Elementary and Secondary Student Fee Authorization Act. Students who qualify for free or reduced price school lunches under the United States Department of Agriculture Child Nutrition Programs shall upon request be provided a waiver for fees or costs, or be provided with necessary materials, equipment, or attire without charge as prescribed in adopted District policy. Participation in a free or reduced lunch program is not required to qualify for a waiver of fees. Students and their parents must request a fee waiver prior to participation in the activity for which the waiver is sought, and prior to purchase of materials, attire, or equipment.

**Distribution of Policy:** the Superintendent or designee shall provide access to the district's student fees policy through the district student/parent/activity handbook and on the district's website. The student/parent/activity handbook shall be provided to students electronically or in paper form, as requested by the parent, at no cost.

Annual public hearing and establishment of fees shall be conducted by the Board of Education and any changes or revisions made available as per policy provision.

**Lexington Public Schools Student Fees:**

| Program                                                                                | General Description of Fee or Materials                                                                                                                                                                                                                      | Anticipate Cost                                                                                                                          |
|----------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|
| Elementary School Supplies. Suggested and requested for parent donation. Not required. | Pencils, erasers, pens, glue, scissors, folders, notebooks, pencil box, markers, ruler, crayons, etc. Requested donations lists available from schools.                                                                                                      | ELA - \$25<br>Kindergarten - \$25<br>Grade one - \$35<br>Grade two - \$35<br>Grade three- \$45<br>Grade four - \$45<br>Grade five - \$50 |
| Middle School Supplies, Suggested and requested for parent donation. Not required      | Pencils, pens, erasers, glue, scissors, folders, notebooks, calculator, ruler, markers, highlighter, colored pencils, compass, paper, protractor, P.E. Shirt*, student agenda*, Requested donation lists available from school. (*may be purchased at school | Grade six- \$60<br>Grade seven- \$60<br>Grade eight - \$60                                                                               |
| 3 <sup>rd</sup> Grade                                                                  | Recorders                                                                                                                                                                                                                                                    | \$7 - \$15                                                                                                                               |
| 5 <sup>th</sup> – 8 <sup>th</sup> Grade                                                | Band Books<br>PE athletic shoes with rubber soles<br>Flash drive<br>Ear buds                                                                                                                                                                                 | \$10<br>\$25<br>\$10<br>\$10                                                                                                             |

|                                                                                                                   |                                                                                                                                       |                                                                                                  |
|-------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|
|                                                                                                                   | Admissions fees for school dances including homecoming and prom.                                                                      | \$3-30                                                                                           |
| High School supplies. Suggested and requested for parent donation. Not required Estimated expenses waiver applies | Pencils, pens, notebooks, calculator (depends on class), P.E. clothing, binders, etc. Requested donation lists available from school. | Grades 9-12 - \$150                                                                              |
|                                                                                                                   | Senior Trip                                                                                                                           | \$700                                                                                            |
|                                                                                                                   | Athletic Shoes or specialized equipment of garments for each sport or activity                                                        | \$300                                                                                            |
|                                                                                                                   | Special attire for performance groups related to classes                                                                              | \$400                                                                                            |
|                                                                                                                   | Graduation and related expenses                                                                                                       | \$200                                                                                            |
|                                                                                                                   | Field Trips                                                                                                                           | \$15                                                                                             |
|                                                                                                                   | Clubs, dues, shirts, for each Club                                                                                                    | \$50                                                                                             |
|                                                                                                                   | Reproduction of student records or files                                                                                              | One copy annually – no additional. \$.10 per page for black copy, \$1.00 per page for color copy |

|  |                                                                                                                                            |                                                                                                   |
|--|--------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|
|  | Overdue library materials                                                                                                                  | \$.05 per day with a \$5.00 maximum fee. Overdue reserved materials \$.24 per hour after 10:00 AM |
|  | Copies for student use                                                                                                                     | \$.25 per page color copy; \$.05 for black and white                                              |
|  | Post-secondary tuition or costs                                                                                                            | As established by the school or college to be paid directly to the college                        |
|  | Summer or night school                                                                                                                     | \$150.00 per course                                                                               |
|  | Elementary Lunch                                                                                                                           | \$1.70 daily                                                                                      |
|  | Secondary Lunch                                                                                                                            | \$1.90 daily                                                                                      |
|  | Elementary Breakfast                                                                                                                       | \$1.00 daily                                                                                      |
|  | Secondary Breakfast                                                                                                                        | \$1.10 daily                                                                                      |
|  | Reduced Lunch                                                                                                                              | \$.40 daily                                                                                       |
|  | Reduced Breakfast                                                                                                                          | \$.30 daily                                                                                       |
|  | Extra Milk                                                                                                                                 | \$.50/carton                                                                                      |
|  | Students may be asked to periodically donate one or two boxes of Kleenex or similar tissues. Not required                                  |                                                                                                   |
|  | iPad damage fee for 1 to 1 initiative                                                                                                      | \$25                                                                                              |
|  | Insurance co-pay for damaged computers                                                                                                     | 15% of damage                                                                                     |
|  | Instrument Cleaning Fee                                                                                                                    | \$40                                                                                              |
|  | Replacement of ID cards, lanyards, and/or holders                                                                                          | Maximum charge of \$8.00                                                                          |
|  | Graduation expenses related to Commencement exercises (cap, gown, tassel, etc. Does not include pictures, invitations, announcement, etc.) | \$50                                                                                              |
|  | Driver's Education-Lexington Student                                                                                                       | \$330                                                                                             |
|  | Driver's Education-Non-Lexington Student                                                                                                   | \$330                                                                                             |

|                                 |                                                   |                                                                                                                                                                   |
|---------------------------------|---------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Fees That May be Charged</b> | Replacement of lost or damaged books or equipment | Actual depreciated cost proportionate to the anticipated life of the item. Damage due to vandalism or malicious destruction of property at full replacement cost. |
|---------------------------------|---------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|

### **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 make arrangements 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 Insurance (Policy 5025)**

The school district is not an insurer of student safety, and parents are encouraged to secure insurance covering their students' healthcare needs, including catastrophic coverage for injuries which may be sustained while participating in athletics or other extracurricular activities. The school district may disseminate information about insurance plans available for purchase by parents for their students from third party vendors.

### **Student Internet and Computer Access (Policy 5037)**

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**

##### **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.
6. Students shall not erase, rename or make unusable anyone else's computer files, programs or disks.
7. 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.
8. 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.

### 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/mp4 sharing systems.
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 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.
9. Students shall not configure or troubleshoot computers, networks, printers or other associated equipment, except as directed by a teacher or the system administrator.
10. Students shall not take home technology equipment (hardware or software) without permission of the system administrator.
11. Students shall not forge electronic mail messages or web pages.

## II. Enforcement

### 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.

## III. Consequences for Violation of this Policy

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:

1. Loss of computer privileges;



2. Short-term suspension;
3. Long-term suspension or expulsion in accordance with the Nebraska Student Discipline Act; and
4. Other discipline as school administration and the school board deem appropriate.
5. Students who use school computer systems without permission and for non-school purposes may be guilty of a criminal violation and will be prosecuted.

#### Children's Online Privacy Protection Act (COPPA)

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.

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.

#### **Student Records (Policy 5016)**

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 (Policy 5017)

FERPA and the Nebraska Public Records Law authorize school districts to make "directory information" available for review at the request of non-school individuals. The school district shall disclose the following as routine directory information pertaining to any past, present or future student who is, has been, or will be regularly enrolled in the district.

- Name and grade
- Address
- E-mail address
- Date of birth
- Dates of attendance
- The image or likeness of students in pictures, videotape, film or other medium
- Name of parent and/or guardian
- Major field of study
- Participation in activities and sports
- Degrees and awards received
- Weight and height of members of athletic teams
- Certain class work which may be published onto the Internet
- 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 also 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 one week after receiving the handbook.

#### Non-Directory Information

All of the other personally identifiable information about students that is contained in this 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:

### **Tardiness**

A student who does not have a valid excuse for being tardy to any class may be required to serve detention. The student and parents may 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. Students are not permitted to use cellular telephones during school hours or on school property without the express permission of a member of the staff.

### **Threat Assessment and Response (Policy 3037)**

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.**

- a) 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

- a) The threat assessment team (team) shall consist of the superintendent, the building principal, guidance counselor, and local law enforcement. 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.
- b) 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

- a) 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.
- b) 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:
  - i) Review of the threatening behavior and/or communication;
  - ii) Interviews with the individuals involved including students, staff members, and family members as necessary and/or appropriate;
  - iii) Review of school and other records for any prior history or interventions with the students involved;
  - iv) Any other investigatory methods that the team determines to be reasonable and useful.
- c) 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

- a) 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

- a) 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.

## **Title I Parent and Family Engagement (Policy 5057)**

Lexington Public Schools intends to follow the Title I Parent and Family Engagement Policy guidelines in accordance with federal law, Section 1116(a -f) ESSA, (Every Student Succeeds Act) of 2015.

### **In General**

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

- Parents and family members of all students are welcomed and encouraged to become involved with their child's school and education; this includes parents and family members that have limited English proficiency, limited literacy, are economically disadvantaged, have disabilities, racial or ethnic minority background or are migratory children. Information related to school and parent programs, meetings, school reports and other activities are sent to the parents of participating children in a format, and to the extent practicable, in a language the parents can understand.
- Parents are involved in the planning, review, evaluation and improvement of the Title I program, Parent and Family Engagement Policy and the School-Parent Compact at an annual parent meeting scheduled at a convenient time. This would include the planning and implementation of effective parent and family involvement activities.
- Conduct, with meaningful parent and family involvement, an annual evaluation of the content and effectiveness of the Parent and Family Engagement Policy. Use the evaluation findings to design evidence-based strategies for more effective parental involvement, and to revise the Parent and Family Engagement Policy.
- Opportunities are provided for parents and family members to participate in decisions related to the education of their child/children. The school and local educational agency shall provide other reasonable support for parental involvement activities.
- Parents of participating children will be provided timely information about programs under this part, a description and explanation of the curriculum in use, the forms of academic assessment used to measure student progress and the achievement levels of the challenging State academic standards. The school will provide assistance, opportunities, and/or materials and training to help parents work with their children to improve their children's academic achievement in a format, and when feasible, in a language the parents and family members can understand.
- 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.
- Coordinate and integrate parental involvement programs and activities with other Federal, State and local programs, including preschool programs that encourage and support parents in more fully participating in the education of their children.

### **Title I School Compact**

The Lexington Public School District and the parents of students participating in activities, services, and programs funded by Title I have jointly developed this Compact which outlines how the parents, school staff, and students will share the responsibility for ~~45~~ improved student academic achievement and the

means by which the school and parents will build and develop a partnership to help children achieve the State's high standards.

#### School Responsibilities:

The faculty and staff of the District, will:

- Provide high quality curriculum and instruction in a supportive and effective learning environment to enable children to meet the challenging State academic standards.
- Consider the promises made in the Compact at parent-teacher conferences.
- Provide parents with frequent progress reports pursuant to district policy.
- Communicate and work with families to support students' learning.

#### Parent Responsibilities:

The parent(s) will support their child's learning in the following ways:

- Communicate and work with teachers and school staff on an ongoing basis to be involved and support my child's learning.
- Value and support my child's attendance at school.
- Ensure that homework is completed.
- Promote positive use of my child's extracurricular time.
- Participate in parent groups that support the district's students.
- Endeavor to stay informed about my student's progress and request updates as needed.
- Under the Every Student Succeeds Act, parents of students attending a Title 1 school may request, and the district will provide in a timely manner, information regarding the professional qualifications of the student's teachers and paraprofessionals.

#### Student Responsibilities:

The student will share the responsibility to improve his or her academic achievement in the following ways:

- Cooperate with my teachers in school and be responsible for my behavior.
- Complete all of my homework assignments on time.
- Participate to the best of my ability in all of my classes.
- Participate in extracurricular activities which will help me become a better student and stay active in my school and community.
- Let my teachers and family know when I need help.

### **Title IX Policy**

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. The district is required by Title IX (20 U.S.C. § 1681) and 34 C.F.R. part 106 to not discriminate in such a manner.

#### **1. Title IX Coordinator**

**1.1. Designation.** The district will designate and authorize at least one employee to coordinate its efforts to comply with its responsibilities under this policy, who will be referred to as the "**Title IX Coordinator.**" 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 name or title, office address, electronic mail address, and telephone number of the Title IX Coordinator. Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment). This report

may be made by any means, including but not limited to, in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time (including during non-business hours).

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

2.1. **Actual knowledge** means notice of sexual harassment or allegations of sexual harassment to any district employee. Imputation of knowledge based solely on vicarious liability or constructive notice is insufficient to constitute actual knowledge. This standard is not met when the only district employee with actual knowledge is the respondent (as that term is defined below). "Notice" as used in this paragraph includes, but is not limited to, a report of sexual harassment to the Title IX Coordinator as described in subsection 1.1 above.

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

2.3. **Formal complaint** means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the district investigate the allegation of sexual harassment. The only district official who is authorized to initiate the Grievance Process for Formal Complaints of Sexual Harassment against a respondent is the Title IX Coordinator (by signing a formal complaint). 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. A formal complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail, by using the contact information required to be listed for the Title IX Coordinator under subsection 1.1 above, and by any additional method designated by the district. As used in this paragraph, the phrase "document filed by a complainant" means a document or electronic submission (such as by electronic mail or through an online portal provided for this purpose by the district) that contains the complainant's physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint. Where the Title IX Coordinator signs a formal complaint, the Title IX Coordinator is not a complainant or otherwise a party under this policy or under 34 C.F.R. part 106, and will comply with the requirements of this policy and 34 C.F.R. part 106, including subsections 5.1.3–5.1.4 and 34 C.F.R. § 106.45(b)(1)(iii).

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

2.5. **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.

2.6. **Sexual harassment** means conduct on the basis of sex that satisfies one or more of the following:

2.6.1. An employee of the district conditioning the provision of an aid, benefit, or service of the district on an individual's participation in unwelcome sexual conduct;

2.6.2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the district's education program or activity;

**2.6.3. 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:

**2.6.3.1. 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.

**2.6.3.1.1. 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.

**2.6.3.1.2. 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

**2.6.3.1.3. 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

**2.6.3.1.4. 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

**2.6.3.2. Sex Offenses, Non-forcible**—(Except Prostitution Offenses) Unlawful, non-forcible sexual intercourse.

**2.6.3.2.1. Incest**—Non-Forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law

**2.6.3.2.2. Statutory Rape**—Non-Forcible sexual intercourse by a person at least nineteen years of age with a person who is under sixteen years of age

**2.6.4. Dating violence**, as defined in 34 U.S.C. § 12291(a)(10), which means violence committed by a person—

**2.6.4.1.** who is or has been in a social relationship of a romantic or intimate nature with the victim; and

**2.6.4.2.** where the existence of such a relationship shall be determined based on a consideration of the following factors:

**2.6.4.2.1.** The length of the relationship.

**2.6.4.2.2.** The type of relationship.

**2.6.4.2.3.** The frequency of interaction between the persons involved in the relationship.



**2.6.5. 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.

**2.6.6. 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—

**2.6.6.1.** fear for his or her safety or the safety of others; or

**2.6.6.2.** suffer substantial emotional distress.

**2.7. Supportive measures** means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the district's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the district's educational environment, or deter sexual harassment. 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. The district will maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the district to provide the supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

### **3. Discrimination Not Involving Sexual Harassment.**

**3.1. General Prohibition.** Except as provided elsewhere in Title IX, 34 C.F.R. part 106, or this policy, no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any academic, extracurricular, research, occupational training, or other education program or activity operated by the district.

**3.2. Specific Prohibitions.** Except as provided elsewhere in Title IX, 34 C.F.R. part 106, or this policy, in providing any aid, benefit, or service to a student, the district will not on the basis of sex:

**3.2.1.** Treat one person differently from another in determining whether such person satisfies any requirement or condition for the provision of such aid, benefit, or service;

**3.2.2.** Provide different aid, benefits, or services or provide aid, benefits, or services in a different manner;

**3.2.3.** Deny any person any such aid, benefit, or service;

**3.2.4.** Subject any person to separate or different rules of behavior, sanctions, or other treatment;

**3.2.5.** Apply any rule concerning the domicile or residence of a student or applicant;

3.2.6. Aid or perpetuate discrimination against any person by providing significant assistance to any agency, organization, or person which discriminates on the basis of sex in providing any aid, benefit or service to students or employees;

3.2.7. Otherwise limit any person in the enjoyment of any right, privilege, advantage, or opportunity.

**3.3. Complaint Procedure.** All complaints regarding any alleged discrimination on the basis of sex, including without limitation violations of this policy, 34 C.F.R. part 106, Title IX, Title VII, or other state or federal law—when the alleged discrimination does not arise from or relate to an allegation of sexual harassment as defined in subsection 2.6 above—shall be addressed pursuant to the district’s general complaint procedure.

#### **4. Response to Sexual Harassment**

**4.1. 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. No person will be retaliated against based on any report of suspected sexual harassment or retaliation. 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.

**4.2. General Response to Sexual Harassment.** 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. The district will be deemed to be deliberately indifferent only if its response to sexual harassment is clearly unreasonable in light of the known circumstances. 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 response will treat complainants and respondents equitably by offering supportive measures as defined in subsection 2.7 above to a complainant, and by following the grievance process described in section 5 below before the imposition of any disciplinary sanctions or other actions that are not supportive measures, against a respondent. The Title IX Coordinator will promptly contact the complainant to discuss the availability of supportive measures, consider the complainant’s wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint.

**4.3. Emergency Removal.** Nothing in this policy precludes the district from removing a respondent from the district’s education program or activity on an emergency basis, provided that the district undertakes an individualized safety and risk analysis, and determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal. In the event that the district so removes a respondent on an emergency basis, then the district will provide the respondent with notice and an opportunity to challenge the decision immediately following the removal. This provision may not be construed to modify any rights under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act.

**4.4. Administrative Leave.** Nothing in this policy precludes the district from placing a non-student employee respondent on administrative leave during the pendency of a grievance process that complies with section 5 below. This provision may not be construed to modify any rights under Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act.

**4.5. General Response Not Conditioned on Formal Complaint.** With or without a formal complaint, the district will comply with the obligations and procedures described in this section 4.

## **5. Grievance Process for Formal Complaints of Sexual Harassment.**

### **5.1. General Requirements.**

**5.1.1. Equitable Treatment.** The district will treat complainants and respondents equitably by providing remedies to a complainant where a determination of responsibility for sexual harassment has been made against the respondent, and by following the grievance process described in this section 5 before the imposition of any disciplinary sanctions or other actions that are not supportive measures against a respondent. Remedies will be designed to restore or preserve equal access to the district's education program or activity. Remedies may include the same individualized services described in subsection 2.7 as "supportive measures"; however, remedies need not be non-disciplinary or non-punitive and need not avoid burdening the respondent.

**5.1.2. Objective Evaluation.** This grievance process requires an objective evaluation of all relevant evidence—including both inculpatory and exculpatory evidence. Credibility determinations may not be based on a person's status as a complainant, respondent, or witness.

**5.1.3. Absence of Conflicts of Interest or Bias.** The district will require that any individual designated by a recipient as a Title IX Coordinator, investigator, decision-maker, or any person designated by a recipient to facilitate an informal resolution process, not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent.

**5.1.4. Training.** The district will ensure that all individuals or entities described in this Training section 5.1.4 receive training as provided below. Any materials used to train these individuals will not rely on sex stereotypes and will promote impartial investigations and adjudications of formal complaints of sexual harassment.

**5.1.4.1. All District Employees and Board Members.** All district employees and board members will be trained on how to identify and report sexual harassment.

**5.1.4.2. Title IX Coordinators, Investigators, Decision-Makers, or Informal Resolution Facilitators.** The district will ensure that Title IX Coordinators, investigators, decision-makers, or any person designated by the district to facilitate an informal resolution process receive training on:

**5.1.4.2.1.** The definition of sexual harassment in subsection 2.6;

**5.1.4.2.2.** The scope of the district's education program or activity;

**5.1.4.2.3.** How to conduct an investigation and grievance process including hearings, appeals, and informal resolution processes, as applicable; and

**5.1.4.2.4.** How to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias.

**5.1.4.3. Decision-Makers.** The district will ensure that decision-makers receive training on issues of relevance of questions and evidence, including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, as set forth in subsection 5.6.

**5.1.4.4. Investigators.** The district will also ensure that investigators receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence, as set forth in subsection 5.5.8.

**5.1.5. 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.

**5.1.6. Reasonably Prompt Time Frames.** This grievance process shall include reasonably prompt time frames for conclusion of the grievance process, including reasonably prompt time frames for filing and resolving appeals and informal resolution processes if the district offers informal resolution processes. The process shall also allow for the temporary delay of the grievance process or the limited extension of time frames for good cause with written notice to the complainant and the respondent of the delay or extension and the reasons for the action. Good cause 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.

**5.1.7. Range of Possible Sanctions and Remedies.** Following a determination of responsibility, 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.

**5.1.8. Range of Supportive Measures.** The range of supportive measures available to complainants and respondents include those listed in subsection 2.7.

**5.1.9. Respect for Privileged Information.** The district will not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

## **5.2. Notice of Allegations.**

**5.2.1. Initial Notice.** Upon receipt of a formal complaint, the district will provide the following written notice to the parties who are known:

**5.2.1.1.** A copy of this policy.

**5.2.1.2.** Notice of the allegations of sexual harassment potentially constituting sexual harassment as defined in subsection 2.6, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview. Sufficient details include the identities of the parties involved in the incident, if known, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident, if known. The written notice will include a statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process. The written notice will inform the parties that they may have an advisor of their choice, who may be, but is not required to be, an attorney, under subsection 5.5.5, and may inspect and review evidence under subsection 5.5.5. The written notice will inform the parties of any provision in the district's code of conduct that prohibits knowingly making false statements or knowingly submitting false information during the grievance process.

**5.2.2. Supplemental Notice.** If, in the course of an investigation, the district decides to investigate allegations about the complainant or respondent that are not included in the Initial Notice described above, the district will provide notice of the additional allegations to the parties whose identities are known.

### **5.3. Dismissal of Formal Complaint.**

5.3.1. The district will investigate the allegations in a formal complaint.

5.3.2. **Mandatory Dismissals.** The district **must** dismiss a formal complaint if the conduct alleged in the formal complaint:

5.3.2.1. Would not constitute sexual harassment as defined in subsection 2.6 even if proved;

5.3.2.2. Did not occur in the district's education program or activity; or

5.3.2.3. Did not occur against a person in the United States.

5.3.3. **Discretionary Dismissals.** The district **may** dismiss the formal complaint or any allegations therein, if at any time during the investigation or hearing:

5.3.3.1. The complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein;

5.3.3.2. The respondent is no longer enrolled in or employed by the district; or

5.3.3.3. Specific circumstances prevent the district from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

5.3.4. Upon a dismissal required or permitted pursuant to subsections 5.3.2 or 5.3.3 above, the district will promptly send written notice of the dismissal and an explanation of that action simultaneously to the parties.

5.3.5. 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.

5.4. **Consolidation of Formal Complaints.** The district may consolidate formal complaints as to allegations of sexual harassment against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances. Where a grievance process involves more than one complainant or more than one respondent, references in this policy to the singular "party," "complainant," or "respondent" include the plural, as applicable.

5.5. **Investigation of Formal Complaint.** When investigating a formal complaint and throughout the grievance process, the district will:

5.5.1. 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;

5.5.2. Ensure that the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rest on the district and not on the parties provided that the district cannot access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless the district obtains that

party's voluntary, written consent to do so for a grievance process under this section (if a party is not an "eligible student," as defined in 34 CFR 99.3, then the district will obtain the voluntary, written consent of a "parent," as defined in 34 CFR 99.3);

5.5.3. Provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence;

5.5.4. Not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence;

5.5.5. Provide the parties with the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney, and not limit the choice or presence of advisor for either the complainant or respondent in any meeting or grievance proceeding; however, 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;

5.5.6. Provide, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings, with sufficient time for the party to prepare to participate;

5.5.7. Provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint, including the evidence upon which the district does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to conclusion of the investigation. Prior to completion of the investigative report, the district will send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties will have at least 10 calendar days to submit a written response, which the investigator will consider prior to completion of the investigative report; and

5.5.8. Create an investigative report that fairly summarizes relevant evidence and, at least 10 calendar days prior to the time of determination regarding responsibility, send to each party and the party's advisor, if any, the investigative report in an electronic format or a hard copy, for their review and written response.

**5.6. Exchange of Written Questions.** After the district has sent the investigative report to the parties pursuant to subsection 5.5.8, but before reaching a determination regarding responsibility, the decision-maker(s) will afford each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness, 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 or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent. The decision-maker(s) will explain to the party proposing the questions any decision to exclude a question as not relevant.

**5.7. Determination Regarding Responsibility**

**5.7.1. Decision-Maker(s).** The decision-maker(s) cannot be the same person as the Title IX Coordinator or the investigator(s).

**5.7.2. Written Determination.** The decision-maker(s) will issue a written determination regarding responsibility. To reach this determination, the decision-maker(s) will apply the preponderance of the evidence standard. The written determination will include:

5.7.2.1. Identification of the allegations potentially constituting sexual harassment as defined in subsection 2.6;

5.7.2.2. 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, methods used to gather other evidence, and hearings held;

5.7.2.3. Findings of fact supporting the determination;

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

5.7.2.5. 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

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

5.7.3. The district will provide the written determination to the parties simultaneously. The determination regarding responsibility becomes final either on the date that the district provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

5.7.4. The Title IX Coordinator is responsible for effective implementation of any remedies.

**5.8. 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.

**5.8.1. Time for Appeal.** Appeals may only be initiated by submitting a written Notice of Appeal to the Office of the Superintendent of Schools within three calendar days of the date of the respective written determination of responsibility or dismissal from which the appeal is taken. 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 (from subsection 5.8.2 below) 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 under this policy, 34 C.F.R. part, 106, and Title IX.

**5.8.2. Grounds for Appeal.** Appeals from a determination regarding responsibility, and from the district's dismissal of a formal complaint or any allegations therein, are limited to the following grounds:

5.8.2.1. Procedural irregularity that affected the outcome of the matter;



5.8.2.2. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and

5.8.2.3. The Title IX Coordinator, investigator(s), or decision-maker(s) 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.

5.8.3. As to all appeals, the district will:

5.8.3.1. Notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties;

5.8.3.2. Ensure that the decision-maker(s) for the appeal is not the same person as the decision-maker(s) that reached the determination regarding responsibility or dismissal, the investigator(s), or the Title IX Coordinator;

5.8.3.3. Ensure that the decision-maker(s) for the appeal complies with the standards set forth in subsections 5.1.3–5.1.4.

5.8.3.4. Give both parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome;

5.8.3.5. Issue a written decision describing the result of the appeal and the rationale for the result; and

5.8.3.6. Provide the written decision simultaneously to both parties.

**5.9. Informal Resolution.** The district will not require as a condition of enrollment or continuing enrollment, or employment or continuing employment, or enjoyment of any other right, waiver of the right to an investigation and adjudication of formal complaints of sexual harassment consistent with this section. Similarly, the district will not require the parties to participate in an informal resolution process under this section and may not offer an informal resolution process unless a formal complaint is filed. However, at any time prior to reaching a determination regarding responsibility the district may facilitate an informal resolution process, such as mediation, that does not involve a full investigation and adjudication, provided that the district:

5.9.1. Provides to the parties a written notice disclosing:

5.9.1.1. The allegations;

5.9.1.2. 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;

5.9.1.3. 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

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

5.9.2. Obtains the parties' voluntary, written consent to the informal resolution process; and



5.9.3. Does not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student.

## **5.10. Recordkeeping.**

5.10.1. The district will maintain for a period of seven years records of:

5.10.1.1. Each sexual harassment investigation including any determination regarding responsibility, any disciplinary sanctions imposed on the respondent, and any remedies provided to the complainant designed to restore or preserve equal access to the district's education program or activity;

5.10.1.2. Any appeal and the result therefrom;

5.10.1.3. Any informal resolution and the result therefrom; and

5.10.1.4. 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.

5.10.2. For each response required under section 4, the district will create, and maintain for a period of seven years, records of 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.

**6. Superintendent Authorized to Contract.** The board authorizes the Superintendent to contract for, designate, and appoint individuals to serve in the roles of the district's investigator(s), decision-maker(s), informal resolution facilitator(s), or appellate decision-maker(s) as contemplated by this policy.

## **7. Access to Classes and Schools.**

**7.1. General Standard.** Except as provided in this section or otherwise in 34 C.F.R. part 106, the district will not provide or otherwise carry out any of its education programs or activities separately on the basis of sex, or require or refuse participation therein by any of its students on the basis of sex.

**7.1.1. Contact sports in physical education classes.** This section does not prohibit separation of students by sex within physical education classes or activities during participation in wrestling, boxing, rugby, ice hockey, football, basketball, and other sports the purpose or major activity of which involves bodily contact.

**7.1.2. Ability grouping in physical education classes.** This section does not prohibit grouping of students in physical education classes and activities by ability as assessed by objective standards of individual performance developed and applied without regard to sex.

**7.1.3. Human sexuality classes.** Classes or portions of classes that deal primarily with human sexuality may be conducted in separate sessions for boys and girls.

**7.1.4. Choruses.** The district may make requirements based on vocal range or quality that may result in a chorus or choruses of one or predominantly one sex.

**7.2. Classes and Extracurricular Activities.** The district may provide nonvocational single-sex classes or extracurricular activities as permitted by 34 C.F.R. part 106.

**8. Athletics.** 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, be treated differently from another person or otherwise be discriminated against in any interscholastic, club, or intramural athletics offered by the district, and that the district will not provide any such athletics separately on such basis.

**8.1. Separate Teams.** Notwithstanding the foregoing paragraph, the district may operate or sponsor separate teams for members of each sex where selection for such teams is based upon competitive skill or the activity involved is a contact sport.

**8.2. Equal opportunity.** The district will provide equal athletic opportunity for members of both sexes. Unequal aggregate expenditures for members of each sex or unequal expenditures for male and female teams will not constitute noncompliance with this section.

**9. Certain Different Treatment on the Basis of Sex Permitted.** Nothing herein shall be construed to prohibit the district from treating persons differently on the basis of sex as permitted by Title IX or 34 C.F.R. part 106. For example, and without limiting the foregoing, the district may provide separate toilet, locker room, and shower facilities on the basis of sex, but such facilities provided for students of one sex shall be comparable to such facilities provided for students of the other sex.

**10. 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).

#### **10.1. Specific Circumstances.**

**10.1.1.** The exercise of rights protected under the First Amendment does not constitute retaliation prohibited by this section.

**10.1.2.** 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, however, that a determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.

**11. 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.

**12. 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).

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

**14. 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.

### **Tornado Warning**

It is essential when these drills are held that everyone obey orders promptly. The staff in each classroom will give the students instructions. When the city of Lexington is warned of an approaching tornado, the children will be situated in safe places within the building. No child will be permitted to leave the school building until the danger is passed or unless the child's parents come to get him or her.

### **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 or designee 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.

#### **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.

### Consequences

Drivers must promptly report all student misconduct to the administration. These reports may be oral or written. Students who violate the Rules for Conduct will be referred to their building principal for discipline. Disciplinary consequences may include a note home to parents, suspension of bus riding privileges, exclusion from extracurricular activities, in-school suspension, short term or long term suspension from school, and/or expulsion.

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

### Records

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

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 (Policy 6029)**

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 which has been signed by that student's parent. In the event a student misses the bus, alternative transportation arrangements must be approved by the building principal.

### **Video Surveillance and Photographs (Policy 5063)**

The Board of Education has authorized the use of video cameras on school district property to ensure the health, welfare and safety of all staff, students and visitors, and to safeguard District facilities and equipment. Video cameras may be used in locations deemed appropriate by the Superintendent. If a video surveillance recording captures a student or other building user violating school policies or rules or local, state, or federal laws, it may be used in appropriate disciplinary proceedings against the student or other building user and may also be provided to law enforcement agencies.

Unless otherwise authorized by board policy or law, students are prohibited from making audio or video recordings during the school day on school grounds; when being transported to and from school activities or programs in a vehicle owned, leased, or contracted by a school being used for a school purpose by a

school employee or by his or her designee; or at a school-sponsored activity or athletic event, unless the recording is made in a manner permitted by the school for members of the public. In such an instance, the students remain subject to the district's appropriate use and student discipline policies. For example, students are not prohibited from making recordings of an athletic event for their personal use similar to a parent or other patron are permitted, subject to other applicable board policy. However, this policy generally prohibits students from using smart-speakers or other devices which actively or passively create or transmit audio or video recordings, including Google Home, Amazon Alexa, Apple HomePod, and AngelSense devices.

### **Weather-Related School Closing (Policy 3013)**

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 ordinarily announced on radio station 93.1 KRVN, radio and tv media that utilize WeatherThreat.com including KRVN, the district's website and Twitter/Facebook accounts, and through automated phone calls. 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, unless authorized by the administration and activity participation is voluntary.

### **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**

Please see handbook supplement for further academic information specific to your school.

### **Parent Access to Student Information System**

Parents and students may log on to the Student Information System (SIS) to access real-time information about grades, attendance, assignments, and more. Through a web-based management system, “PowerSchool”, parents will be issued a user identification and password to access their child’s current information.

Parents may use computers at the school to access their child’s information. Parents may call by phone to receive current homework information in either English or Spanish.

### **Promotion and Retention**

Judgments about promotion from grade level to grade level, completion of a class or course of study, accelerated placement, or retention of a student for a grade level or course of study, are the prerogative of the professional employees of the District. The parents or guardians of pupils who are to be retained shall be notified, and if requested by the parents or guardians, conferences will be held with the parents or guardians indicating the reasons for retention.

Decisions about promotion or retention of students shall be based on consideration of the academic achievement and/or attendance of the student and be directed toward the welfare and development of the student. Pupil progress and completion of prescribed requirements, including completion of prescribed courses of study for students enrolled in special needs programs, shall be the normal basis for decisions about promotion or retention. Retention of pupils for more than one additional year for a given grade is not recommended.

Any student or the parent or guardian of any student shall have the right to review any decisions made about promotion or retention; rights of review are governed by policies of the Board relative to complaints.

### **Report Cards**

Report cards are sent home no later than 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 (Policy 5035)**

### **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.

Rules and regulations relating to extracurricular activities including athletics, cheerleading, band, chorus, and club activities can be found in Sections Four and Five of this Handbook. Students who are involved in extra curricular activities may face consequences related to the activity in addition to the consequences addressed in this section.

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, other than those specifically provided in this policy and the Student Discipline Act, which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but need not be limited to, counseling of students, parent conferences, referral to restorative justice practices or services, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation. Disciplinary consequences may also include in-school suspension, Saturday School, and any other consequence authorized by law. District administrators may develop building-specific protocols for the imposition of student discipline.

In this policy, 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 policy shall be effectively given at the time written evidence thereof is delivered personally to or upon receipt of certified or registered mail or upon actual knowledge by a student or his or her parent or guardian.

Any student who is suspended or expelled from school pursuant to this policy may not participate in any school activity during the duration of that exclusion including adjacent school holidays and weekends.

The student activity eligibility of a student who is mandatorily reassigned shall be determined on a case-by-case basis by the principal of the building to which the student is reassigned.

### Short-Term Suspension

The Principal may exclude students from school or any school function for a period of up to five school days (short-term suspension) on the following grounds:

1. Conduct constituting grounds for expulsion as hereinafter set forth; or,
2. Other violations of rules and standards of behavior adopted by the Board of Education or the administrative or teaching staff of the school, that occur on or off school grounds, if such conduct interferes with school purposes or there is a connection between such conduct and school.

The following process applies to short-term suspension:

1. The Principal shall make a reasonable investigation of the facts and circumstances. Short-term suspension shall be imposed only after a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
2. Prior 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 or she is accused of having done, be given an explanation of the evidence the authorities have, and be given an opportunity to explain the student's version of the facts.
3. Within 24 hours or such additional time as is reasonably necessary following the suspension, the Principal 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.

### Emergency Exclusion

Students may be emergency excluded from school pursuant to the board's separate policy on emergency exclusion or state law.

### Weapons and/or Firearms

Students may be disciplined for the possession of weapons and/or firearms pursuant to the board's separate policy on weapons and firearms or state law.

### Long-Term Suspension

Students may be excluded by the Principal from school or any school function for a period of more than five school days but less than twenty school days (long-term suspension) for any conduct constituting grounds for expulsion as hereinafter set forth. The process for long-term suspension is set forth below.

### 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 either provide an alternative school, class or educational program for expelled students or shall follow the pre-expulsion procedures outlined in Neb. Rev. Stat. 79-266.

Grounds for Long-Term Suspension, Expulsion or Mandatory Reassignment:

The following conduct constitutes grounds for long-term suspension, expulsion, or mandatory reassignment, subject to the procedural provisions of the Student Discipline Act, Neb. Rev. Stat. § 79-254 through 79-296, when such activity occurs on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event:

- 1) Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes;
- 2) Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property;
- 3) Causing or attempting to cause personal injury to a school employee, to a school volunteer, or to any student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision;
- 4) Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student;
- 5) Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally

- considered a weapon (see also board policy on weapons and firearms);
- 6) Engaging in the unlawful possession, selling, dispensing, or use of a controlled substance or an imitation controlled substance, as defined in section 28-401, a substance represented to be a controlled substance, or alcoholic liquor as defined in section 53-103.02 or being under the influence of a controlled substance or alcoholic liquor (note: the term “under the influence” for school purposes has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant);
  - 7) Public indecency as defined in section 28-806, except that this prohibition shall apply only to students at least twelve years of age but less than nineteen years of age;
  - 8) Engaging in bullying as defined in section 79-2,137 and in these policies;
  - 9) Sexually assaulting or attempting to sexually assault any person if a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging that the student has sexually assaulted or attempted to sexually assault any person, including sexual assaults or attempted sexual assaults which occur off school grounds not at a school function, activity, or event. For purposes of this subdivision, sexual assault means sexual assault in the first degree as defined in section 28-319, sexual assault in the second degree as defined in section 28-320, sexual assault of a child in the second or third degree as defined in section 28-320.01, or sexual assault of a child in the first degree as defined in section 28-319.01, as such sections now provide or may hereafter from time to time be amended;
  - 10) Engaging in any other activity forbidden by the laws of the State of Nebraska which activity constitutes a danger to other students or interferes with school purposes; or
  - 11) A repeated violation of any of the following rules if such violations constitute a substantial interference with school purposes:
    - a) The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, national origin, or religion;
    - b) Dressing or grooming in a manner which violates the school district’s dress code and/or is dangerous to the student’s health and safety, a danger to the health and safety of others, or which is disruptive, distracting or indecent to the extent that it interferes with the learning and educational process;
    - c) Violating school bus rules as set by the school district or district staff;
    - d) Possessing, using, selling, or dispensing tobacco, drug paraphernalia, an electronic nicotine delivery system, or a tobacco imitation substance or packaging, regardless of form, including cigars, cigarettes, chewing tobacco, and any other form of tobacco, tobacco derivative product or imitation, or electronic cigarettes, vapor pens, etc.;
    - e) Possessing, using, selling, or dispensing any drug paraphernalia or imitation of a controlled substance regardless of whether the actual substance possessed is a controlled substance by Nebraska law;
    - f) Possession of pornography;
    - g) Sexting or the possession of sexting images (a combination of sex and texting - the act of sending sexually explicit messages or photos electronically);
    - h) Engaging in initiations, defined as any ritualistic expectations, requirements, or activities placed upon new members of a school organization for the purpose of admission into the organization, even if those activities do not rise to the level of “hazing” as defined below. Initiations are prohibited except by permission of the superintendent;
    - i) Engaging in hazing, defined as any activity expected of someone joining a group, team, or activity that humiliates, degrades or risks emotional and/or physical harm, regardless of the person’s willingness to participate. Hazing activities are generally considered to be: physically abusive,

hazardous, and/or sexually violating and include but are not limited to the following: personal servitude; sleep deprivation and restrictions on personal hygiene; yelling, swearing and insulting new members/rookies; being forced to wear embarrassing or humiliating attire in public; consumption of vile substances or smearing of such on one's skin; branding; physical beatings; binge drinking and drinking games; sexual simulation and sexual assault;

- 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; and
- 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.

#### 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) 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 for disciplinary purposes can be invoked, the student has a right to a hearing, upon request, on the specified charges;
  - 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.
- 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 no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the superintendent, 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 parents, guardian or representative from discussing and settling the matter with appropriate school personnel prior to the hearing stage.
  - 5) If a hearing is requested within five days after receipt of the notice, the Superintendent shall appoint a hearing officer who shall follow the "hearing procedures" outlined below.
  - 6) 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 officer who shall follow the "hearing procedures" outlined below, except that the time constraints set forth may differ as provided by law and this policy. The student shall be entitled to a hearing but the consequence imposed may continue in effect pending final determination.
  - 7) If a request for hearing is not received within thirty calendar days following the mailing or delivery of the written notice, the student shall not be entitled to a hearing.
  - 8) In the event 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). The school district will provide parents with copies of the relevant statutes upon request.

### 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 state law that the administration believes cannot be adequately addressed solely by discipline from the school district;
- 4) It is a violation of state law that endangers the health and welfare of staff or students;
- 5) It is a violation of state law that interferes with school purposes;
- 6) The report is required or requested by law enforcement or the county attorney.

## **SECTION FOUR: ACTIVITY PROGRAMS AND EVENTS**

Students in “good standing” at Lexington Public Schools are invited to participate in activities. Whether students are active in leadership, clubs, arts activities, athletics, or academic endeavors, they are playing an important role in building school spirit and representing our school and state in a positive manner. LPS activities and events include, but are not limited to attendance and participation in [1] athletic events, [2] cheerleading and dance team, [3] band, chorus, speech, and drama performances, [4] all clubs and organizations, [5] dances, [6] homecoming festivities, [7] and prom. A complete list of LPS clubs, organizations, and activities can be found on the district website.

The Senior Trip to Washington D.C. is considered a non-school activity with its own rules and requirements.

### **Absence from School (Policy 6014)**

All students are expected to be in regular attendance throughout the school year. When school is in session, the student must be in attendance at least  $\frac{1}{2}$  of the school day (four class periods on a regular school day or adjusted for abbreviated schedules) in order to be eligible to practice, rehearse, or perform on that same day. Any student who participates in an activity when not in attendance at for at least  $\frac{1}{2}$  the school day will not be allowed to participate in the next school activity that is of a similar nature. (Note: If the aforementioned violation involves a practice, the student cannot take part in the next practice. If the violation involves a contest, the athlete will not be allowed to participate in the next contest). The activities director or principal may waive this requirement for funerals, medical appointments, and other extenuating circumstances.

### **Accountability Lists**

See LMS and LHS Handbook Supplements.

### **Activities on Wednesday Nights and Sundays (Policy 3015)**

As it is important for students to have some nights free from school activities, school activities will not be scheduled on Wednesday nights or on Sundays without the approval of the superintendent. Practices on Wednesdays shall not go later than 6:30 PM.

### **Adding or Dropping Organizations**

New organizations may be formed during the school year providing: (1) there is sufficient interest among the students; (2) a certificated staff member is available to sponsor the organization; (3) the purpose and objectives of the organization are part of the overall philosophy of the school. Organizations may also be deleted from the co-curriculum based upon the preceding three requirements. All additions/deletions for the co-curriculum activity must be approved by the school administration. New activities requiring the expenditure of district funds must also be approved by the Board of Education.

### **Appearance**

Participants in the activities program will dress appropriately for the activity in which they are involved and will at all times maintain a neat, clean and well-groomed appearance.

### **Attendance at Activities**

Students attending a school activity may not leave and reenter the activity. This includes school dances and all athletic events except when athletic contests are being held in multiple sites on the same date.

### **Concussion Information and Medical Release**

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

and managed.”

The School District will:

- a. Require all coaches and trainers to complete one of the following on-line courses on how to recognize the symptoms of a concussion or brain injury and how to seek proper medical treatment for a concussion or brain injury:
  - Heads UP Concussions in Youth Sports
  - Concussion in Sports—What You Need to Know
  - Sports Safety International
  - ConcussionWise
  - ACTive™ Athletic Concussion Training for Coaches; and
- b. On an annual basis provide concussion and brain injury information to students and their parents or guardians prior to such students initiating practice or competition. This information will include:
  - The signs and symptoms of a concussion;
  - The risks posed by sustaining a concussion; and
  - 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.

Please see Parent/Athlete Concussion Information form below concerning concussions:

## PARENT/ATHLETE CONCUSSION INFORMATION FORM

### What is a Concussion?

A concussion is a type of traumatic brain injury that changes the way the brain normally works. It causes a disruption of normal brain function due to either a direct or indirect blow to the head, face, neck or other body part that causes the brain to move back and forth rapidly. This rapid movement causes damage to the brain at a microscopic level.

### Concussion Signs & Symptoms

| SIGNS OBSERVED BY PARENTS OR COACHES                    | SYMPTOMS REPORTED BY ATHLETES            |
|---------------------------------------------------------|------------------------------------------|
| Appears Dazed or Stunned                                | Headache                                 |
| Confused about what to do or forgets instructions/plays | Nausea or vomiting                       |
| Is unsure of game, score, or opponent                   | Dizziness/Balance Problems               |
| Answers questions slowly                                | Blurred/Double Vision                    |
| Shows mood, behavior or personality changes             | Difficulty Concentrating/Memory Problems |
| Can't recall events prior to or after the hit           | Sensitivity to Light &/or Noise          |

### Concussion Danger Signs

Be alert for symptoms that worsen over time. This can be in a matter of hours or in a matter days. Your athlete should receive immediate medical attention if he or she has:

- One pupil larger than the other
- Is drowsy or cannot be awakened
- A headache that gets worse or does not go away
- Weakness, numbness, or decreased coordination
- Repeated vomiting or nausea
- Slurred speech
- Convulsions or seizures
- Cannot recognize people or places
- Increasing confusion, restlessness or agitation
- Unusual behavior
- Loss of consciousness (even a brief loss of consciousness should be taken seriously)



## **Why Should An Athlete Report Their Symptoms?**

An athlete's brain needs time to heal following a concussion. While the athlete's brain is still healing, the athlete is much more likely to have another concussion. Repeat concussions can increase the amount of time it takes to recover. In rare cases, repeat concussions in young athletes can result in brain swelling known as "Second Impact Syndrome" which can even be fatal or cause permanent damage to the brain.

## **What Should You Do If You Think Your Athlete Has a Concussion?**

If you suspect your athlete has a concussion, he or she should be removed immediately from play. The athlete should report any symptoms to their coaches and/or athletic trainer immediately. Continuing to participate in physical activity after a concussion can lead to worsening concussion symptoms, increased risk for further injury, and even death. The athlete should not be allowed to return to activity until a health care professional, experienced in evaluating for concussions has evaluated the athlete for a concussion.



## **What Can YOU Do to Help Recover from a Concussion?**

Rest is key to helping an athlete recover from a concussion. There are no medications that can speed up the recovery from a concussion. Exercise and activities that require a lot of concentration appear to cause concussion symptoms to worsen and/or last longer. Examples of activities to refrain from while recovering from a concussion include: exposure to loud noises, bright lights, computers, playing video games, television & phones (including text messaging). Resting as much as possible in the days following a concussion is the best treatment. Returning to sports following a concussion must be carefully managed by a health care professional.

## **Interesting Facts About Concussions**

- An athlete does not have to lose consciousness to suffer a concussion
- Concussion symptoms may last a few days to several months
- Concussion symptoms can interfere with school, work & social life
- Athletes who have had a previous concussion are at increased risk for another concussion
- Teens are more likely to get a concussion and take longer to recover than adults

### **Cutting Athletic Squads**

We try to carry as large as possible athletic squads in order to give everyone a chance to play. Times a squad might be cut are: NSAA regulations, insufficient facility space and equipment, insufficient transportation, insufficient number of coaches or sponsors, misconduct by a player, and the unlikelihood of playing time.

### **Dances (LHS)**

1. Generally, there will be a limit of 1 dance per semester.
2. Music shall be in good taste, with school-appropriate lyrics.
3. Attire is less restrictive than for the academic climate, but must be in good taste. Attire that is see-through or too revealing isn't permitted.
4. Breathalyzers may be administered to attendees.
5. No one below 9th grade and no one over age 20 is permitted to attend LHS dances.
6. All non-LHS guests must be registered in the office by 3:30 p.m. on the date of the dance.
7. All non-LHS guests must arrive and leave with their LHS date.
8. Student must register in advance their outside dates and have them approved by the principal.

### **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.

### **Eligibility--NSAA Rules**

Eligibility requirements are established by the NSAA in its Constitution and its Bylaws and Approved Rulings. These documents can be found online at <https://nsaahome.org/constitution-bylaws/>.

### **Eligibility for College**

The following link provides information about NCAA college eligibility rules:  
<http://www.ncaa.org/student-athletes/future/eligibility-center>.

### **Equipment**

The school tries to furnish the student with as much of the equipment needed for activities as is feasible. All equipment will be checked out to individuals at the beginning of the season by the coach/sponsor in charge. The student will be responsible for this equipment and shall be responsible for the cost of replacement if it is not checked in at the end of the season in reasonable condition. (What item costs when purchased for replacement may be double the original cost in many cases because of ordering a single item.) It is the responsibility of the student to check in the equipment at the end of the season or immediately should he/she quit a sport. If a student fails to check in his/her equipment at the designated time should he/she quit an activity, he/she will be expected to pay for the cost of replacement.

### **Intramural Activities**

Intramural activities will be organized providing, (1) there is an acceptable sponsor available; (2) there is sufficient student interest; and (3) facilities are available. A student may not participate in the intramural program if he/she is participating in NSAA interscholastic athletics in the same season.

### **Lettering Guidelines**

Students of Lexington High School may earn the right to be letter winners in certain extra-curricular activities. The activities that offer lettering and their specific lettering requirements may be found on the

district website: <https://www.lexschools.org/activities/lettering-requirements/>

General lettering requirements include the following:

1. LHS student managers/assistants are eligible to be awarded letters.
2. All students must finish the season in good standing in order to receive a letter.
3. Letters will be awarded by the school, not an outside organization.
4. Each time an individual letters, he or she will be awarded a letter certificate by the coach/sponsor of that activity. The first time, and only the first time, that an individual letters in any activity, he/she will be awarded the standard chenille letter by the coach/sponsor representative of that activity.

### **Level of Competition for Team Sports (Football, Volleyball, and Basketball)**

The decision as to whether a freshman will be "moved up" to sophomore, reserve and/or varsity competition will be made by the respective coaching staff with the consent of the parents/guardians. All moves may be subject to change during the season. Athletes will be placed according to their athletic abilities/attitude at that given time.

### **Locker Rooms**

All students will be under the direct supervision of the coach/sponsor in charge while dressing. A student must not linger in the dressing room, be rowdy or endanger the safety of others. All cases of misconduct while dressing will be dealt with by the coach/sponsor in charge. Students are to always respect all equipment and supplies in the locker room. Coach's/sponsor's offices and equipment rooms are off-limits to all students unless expressly permitted by the coach or sponsor (e.g. for a conference).

### **Meals**

If requested by the activity coach/sponsor, the district shall provide a student meal allowance for events when the travel time from Lexington exceeds 8 hours.

### **Medical Treatment**

Plum Creek Medical Group and Lexington Regional Health Center will provide a volunteer health care provider to come and assess athletes that have been injured at the request of Lexington Public School Athletic Trainers. The health care provider will come on Wednesdays between 4:00 to 5:00 P.M.

The treatment will include history of the injury, focused exam of the injured athlete, discussion for the need for further assessment and plan of care. No monetary charge for this visit at Lexington High School. If there is further need for more testing (example: x-rays, MRI, CT scans or orthopedic consults) the provider will recommend this. The athlete will be given the option to see whomever they wish for their healthcare at this point. If further workup is needed and are seen at another facility the athlete's parents will be billed at that time.

All billing will initially go through their private insurance. Parents will be notified prior to the assessment so that they may have the opportunity to come to the healthcare provider's exam. If the parent(s) cannot be present the health care provider will send the notes from visit home with athlete.

Parents have the choice to take their athlete to their primary care provider for further evaluation if they so choose.

By signing this handbook, the parent gives permission for their son/daughter to be examined at Lexington High School by a voluntary health care provider for the current school year.

### **Open Gym and Other Off-Season Conditioning Programs**

Open Gyms and other like conditioning programs for athletes that are not involved in in-season athletic programs are encouraged for all student-athletes, grades 9-12.

### **Overnight Stays**

If the distance to an event requires a departure time earlier than 6 a.m., student groups shall be allowed to stay overnight at the event location. Exceptions to this rule may be made for state competitions or weather-related contingencies.

### **Parent Communication With Coaches/Activity Sponsors**

Note: This is the model that parents are instructed to follow. This is a binding agreement between the school (and its coaches/sponsors) and parent(s).

When there is a need to contact a coach/sponsor of a sport/activity during the school year, LPS has established the following protocol:

Level 1. Each Head Coach/Sponsor will have a parent meeting during the preseason to establish guidelines and expectations for their student-athletes. Parents are invited to ask questions at this time.

Level 2. During the season, please contact your son/daughter's head coach/sponsor if you have questions or concerns. Please wait 24 hours AFTER a contest to contact your son/daughter's coach/sponsor. Teachable Moment: Have your son/daughter have an initial visit with their head coach. We are preparing student-athletes for adulthood and learning to advocate for themselves is a part of their education.

If the issue is still not resolved to your satisfaction, the decision may be appealed to the Activities Director and up the chain-of-command as described in the district's Complaint Procedure.

### **Participation Conflicts**

In the event a student participates in more than one activity and there is a scheduling conflict between programs, students are encouraged to follow these priorities: 1. State events; 2. District events; 3. Conference events; 4. Regular Season events. When there is a conflict between two activity events having the same priority status, the student shall be allowed to choose which one to attend.

### **Pep Rallies**

In order to support participants in school activities, as well as promote school spirit, pep rallies are occasionally held. Pep rallies must be scheduled through and approved by the building principal.

### **Practice Regulations**

Please visit the NSAA website for the most up-to-date practice/conditioning guidelines.

### **Pre-Practice/Meeting Requirements**

All students who participate in an activity must return the following to the Activities Office before they start practice:

1. Completed and signed physical card
2. Parental/Guardian permission – signature of approvals and agreements
3. Student signature of approvals and agreements

When completed, these are to be turned in to the Activities Office. Only one form per year per participant needs to be completed. This form must be on file in the Activities Office for student participation in all school activities. Upon completion of the before mentioned pre-practice requirements, the office will issue clearance of the student to the coach/sponsor in charge.

### **Senior “Giant” Photo Requirements**

Requirements of inclusion in the “Giant Senior Letter Winner” photo - In order to be included in “Giant” senior photo, athletes must:

- a) Be able to fulfill all requirements for graduation upon completion of the present school year and be a letter winner.
- b) Have been active in a sport during their junior year (unless prohibited by serious injury documented by a medical doctor)

### **Sportsmanship**

LPS abides by the sportsmanship guidelines of the NSAA which can be found at <http://www.nsaahome.org/nsaaforms/pdf/manualsp.pdf>.

### **Training Room Rules and Procedures**

For training room rules and procedures, see guidelines at <http://lexstrength.weebly.com/>.

### **Traveling to Practice Field, Courts or Buildings**

In some school activities including, but not limited to, soccer, softball, and golf, parents may be asked to arrange for transportation of their child to the practice/game location.

### **Travel To and From Activity Events (Policies 5044, 6029)**

To promote team unity, LPS staff members and activity groups shall normally travel together to and from all contests/events by school bus or school vehicle. Travel by private vehicle is discouraged, but when necessary, must comply with Board Policy 6029 concerning activity travel. All members of an activity group will ordinarily return from a contest/event by the same means of transportation provided in taking them to the contest/event. The following exceptions may be granted:

1. A participant may continue on a trip with his/her parents or remain at the site when their parents are visiting friends, relatives, etc.
2. If returning to Lexington causes a hardship upon the family, such as if the participant lives between the site and Lexington.
3. If a participant must return home early because of another obligation or emergency situation.

Students shall follow all transportation rules described in Board Policy 5044 and this Handbook.

The policy of the school district is for activity buses to return from any regular season, conference, or district contest on the same day of the contest, or the last day the LHS team or other activity group competes if the contest spans more than one day, e.g. a tournament. (Length of stay for state competitions will be made on a case-by-case basis.) The activities director may make exceptions to this rule given extraordinary circumstances that threaten the safety of the driver or passengers including, but not limited to, treacherous road conditions, poor visibility, and bus breakdowns. Parents and students are advised that in some cases, buses will arrive home late at night. Students are expected to be on time to school the day following activities regardless of bus arrival times. (Parents have the prerogative to keep students home, but missed school time will still count toward total absences.)

### **Use of Facilities including Weight Room**

No student will work out or use school facilities unless he or she is under the supervision of a coach or sponsor. For further information, visit <http://lexstrength.weebly.com/>.

## SECTION FIVE: ACTIVITIES CODE OF CONDUCT

### **Purpose**

School activities are considered an extension of, but separate from, the regular curricular program. Participating in the extracurricular programs is a privilege, not a right, and carries certain expectations beyond those of the regular curricular program. Goals of the LPS Activities Program are to give students: [1] direction in developing healthful living habits, [2] discipline, [3] leadership, [4] teamwork, [5] respect for rules and regulations, [6] personal responsibility, and [7] provide positive opportunities for students as an incentive and alternative to destructive activities or action.

Lexington Middle and High School students involved in extra-curricular activities shall abide by the rules and expectations of the Activities Code of Conduct.

### **Period of Enforcement**

These rules and regulations shall be enforced from August 1 through June 1 of each school year. Additionally, rules shall be enforced any time school-sponsored activity events (e.g. practices, camps, clinics, performances) are conducted including during summer break.

### **Prohibited Conduct**

- Receipt of a criminal citation by law enforcement for any reason.
- Conviction of a crime in adult court or the adjudication of a criminal charge in juvenile court.
- 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.
- Any conduct that substantially interferes with the educational process or disrupts the activity or event.
- 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.

\*Presence at wedding receptions, graduation parties, quinceañeras, family reunions, and other gatherings or events potentially having these substances are not included as long as the purpose of the gathering is not to consume alcohol or use tobacco, illicit drugs, or controlled substances.

\*\*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. This includes the use or possession of any tobacco product, including the use of vapor products, alternative nicotine products, or any other such look- alike product.

- Engaging in hazing as defined by state law and district policy. See Section III of this handbook.
- 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.

- 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.
- Violating any school policy or a coach's or activity sponsor's training rules or rules of conduct.
- 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.
- Failing to report for an activity at the beginning of a season unless excused by the coach or activity sponsor.
- Failing to attend scheduled practices and meetings unless excused by the coach or activity sponsor.
- Submission of a false statement or accusation by any student that results in an activities code investigation may result in disciplinary action if such reports are determined to be malicious in intent.

### **Discipline Procedures**

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

1. The activities director 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 student and his/her parent or guardian shall be given oral or written notice of the information obtained as a result of the investigation and provided an opportunity to confer with the coach or sponsor and activities director regarding the incident and any resulting disciplinary action.
3. The activities director shall make a decision regarding disciplinary action after steps 1 and 2 have been followed.
4. The student or the student's parents will be given written notice of the disciplinary action taken within a reasonable amount of time by the activities director.

### **Consequences for Violations**

Consequences are subject to the discretion of the activities director in consultation with coaches/sponsors. When determining appropriate discipline, the activities director may consider such factors as any prior or additional misconduct; whether the student self-reported the offense; the nature and seriousness of the offense; the motivation for the offense; the amount of violence involved, if applicable; the student's demeanor and attitude regarding the violation; the actual, threatened, or potential risk to the student and others due to the student's behavior; whether the student has compensated or will compensate the victim in the event of property damage or personal injury; whether the circumstances of the violation are likely to recur; the student's willingness to participate in evaluations, counseling, or other programs; any mitigating factors; and any other relevant factors. 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.

Consequences for substance violations (possession, use, distribution, proximity): First Violation:

Alcohol/controlled substances/illicit drugs: Suspension from 20%\* of competition days

Tobacco/e-cigarettes/electronic nicotine delivery system/tobacco imitation substance or packaging:

Suspension from 10%\* of competition days

Second Violation:

Alcohol/controlled substances/illicit drugs: Suspension from 40%\* of competition days and required drug/alcohol counseling as assigned by the Activities Director

Tobacco/e-cigarettes/ electronic nicotine delivery system/tobacco imitation substance or packaging:

Suspension from 20%\* of competition days (includes succeeding violations)

Third and Succeeding Violations:

Alcohol/controlled substances/illicit drugs: Suspension from all competition days for one calendar year and required drug/alcohol counseling as assigned by the Activities Director

\*Students who self-report in a timely manner may have suspension reduced by half.

- A “competition day” is defined as a day when the student is scheduled to participate in a game, contest, or other performance. Tournaments with more than one game held on the same day are counted as one competition day. Students participating concurrently in more than one school activity (e.g. a sport and one-acts) shall face suspension in both activities.
- The student will be suspended from all activities currently in season, or the next extra-curricular activity if the student is not involved in an activity when the violation occurs. Any suspension can carry over to the following school year in the event a student does not participate in any other extra- curricular activity in the year the suspension was assigned.
- When/if the student goes out for a sport/activity, the suspension will begin at the start of that season. However, if a student quits, is suspended, or is “cut” from participation for any reason during the aforementioned season, s/he will be required to face the same suspension in the next sport/activity in which s/he chooses to participate.
- If a student quits or is suspended from one sport/activity, s/he will not be allowed to participate in another activity during the same season.
- For middle school students, violations are cumulative over the course of a student’s middle school career; for high school students, over his/her high school career.
- If suspended, the student must continue to participate in practices, rehearsals and/or conditioning during the suspension if required by the coach or activity sponsor. The failure to comply with the practice/rehearsal/conditioning requirement will make the student ineligible for reinstatement to the activity.
- Non-activity related school consequences supercede the Activities Code of Conduct when the violation carries a stiffer penalty. Students assigned out-of-school suspensions are prohibited from participating in or attending school activities including rehearsals/practices until the school suspension has been served.
- 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.

NSAA requirements and by-laws are subject to change.

**Please visit [www.nsaahome.org](http://www.nsaahome.org) for the most current information, or visit your Activities Director if you have questions.**

# SECTION SIX: DISTRICT CALENDAR

## 2021-2022 School Year Calendar



...to develop capable and responsible  
lifelong learners

|                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                      |                                                                                                                                                                              |                                                                                                                                                                                                                                |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Single under line-Professional Development/Work Day<br>Double under line-1st/last day, semester/quarter<br>Shaded square - Parent/Teacher Conferences<br>* - Early Release, 1:30pm<br>H - Holiday, No School<br>School Hours - Grades K-12, 8:00am - 3:25pm<br>ELA - 7:40am-11:10am & 12:00pm - 3:30pm | Quarter 1- 46 student days/49-54* staff<br>Quarter 2- 43 student days/45 staff<br>Quarter 3- 48 student days/51-52* staff<br>Quarter 4- 47 student days/48 staff<br>184 Student days/198 Staff days<br>*Up to 5 vol. PD days between Aug and Jan<br>Calendar Approved - May 10, 2021 | Lexington Public Schools<br>300 S Washington St.<br>PO Box 890<br>Lexington, NE 68850<br>(308) 324-4681<br><a href="http://www.lexschools.org">http://www.lexschools.org</a> | Early Learning Academy 324-1841<br>Bryan Elementary 324-3762<br>Morton Elementary 324-3764<br>Pershing Elementary 324-6765<br>Sandoz Elementary 324-5540<br>Lexington Middle School 324-2349<br>Lexington High School 324-4691 |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

| JULY           |    |    |    |    |    |    |
|----------------|----|----|----|----|----|----|
| S              | M  | T  | W  | T  | F  | S  |
|                |    |    |    | 1  | 2  | 3  |
| 4 <sup>H</sup> | 5  | 6  | 7  | 8  | 9  | 10 |
| 11             | 12 | 13 | 14 | 15 | 16 | 17 |
| 17             | 18 | 19 | 20 | 22 | 23 | 24 |
| 25             | 26 | 27 | 28 | 29 | 30 | 31 |

4 - Independence Day  
26-30 - New Teacher Orientation

| AUGUST |    |    |    |    |    |    |
|--------|----|----|----|----|----|----|
| S      | M  | T  | W  | T  | F  | S  |
| 1      | 2  | 3  | 4  | 5  | 6  | 7  |
| 8      | 9  | 10 | 11 | 12 | 13 | 14 |
| 15     | 16 | 17 | 18 | 19 | 20 | 21 |
| 22     | 23 | 24 | 25 | 26 | 27 | 28 |
| 29     | 30 | 31 |    |    |    |    |

2-6 - Voluntary PD days  
9/10 - Mandatory PD/Work days  
11/12 - First days of school  
11 - Grades PK, 1, 3, 5, 7, 8, 11, 12  
12 - Grades K, 2, 4, 6, 9, 10

| SEPTEMBER |                |    |    |    |    |    |
|-----------|----------------|----|----|----|----|----|
| S         | M              | T  | W  | T  | F  | S  |
|           |                |    | 1  | 2  | 3  | 4  |
| 5         | 6 <sup>H</sup> | 7  | 8  | 9  | 10 | 11 |
| 12        | 13             | 14 | 15 | 16 | 17 | 18 |
| 19        | 20             | 21 | 22 | 23 | 24 | 25 |
| 26        | 27             | 28 | 29 | 30 |    |    |

6 - Labor Day, No School  
7 - No School, Mandatory PD day

| OCTOBER |    |    |    |    |                 |    |
|---------|----|----|----|----|-----------------|----|
| S       | M  | T  | W  | T  | F               | S  |
|         |    |    |    |    | 1               | 2  |
| 3       | 4  | 5  | 6  | 7  | 8               | 9  |
| 10      | 11 | 12 | 13 | 14 | 15              | 16 |
| 17      | 18 | 19 | 20 | 21 | 22 <sup>H</sup> | 23 |
| 24      | 25 | 26 | 27 | 28 | 29              | 30 |
| 31      |    |    |    |    |                 |    |

15 - End of first quarter  
20 - P/T conferences PM  
21 - No School, P/T conferences AM  
22 - No School, Fall break  
25 - No School, Mandatory PD day

| NOVEMBER |    |    |     |                 |                 |    |
|----------|----|----|-----|-----------------|-----------------|----|
| S        | M  | T  | W   | T               | F               | S  |
|          | 1  | 2  | 3   | 4               | 5               | 6  |
| 7        | 8  | 9  | 10  | 11              | 12              | 13 |
| 14       | 15 | 16 | 17  | 18              | 19              | 20 |
| 21       | 22 | 23 | 24* | 25 <sup>H</sup> | 26 <sup>H</sup> | 27 |
| 28       | 29 | 30 |     |                 |                 |    |

24 - Early Release, 1:30pm  
25/26 - No School, Thanksgiving Holiday

| DECEMBER |                 |                 |                 |                 |                 |                 |
|----------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| S        | M               | T               | W               | T               | F               | S               |
|          |                 |                 | 1               | 2               | 3               | 4               |
| 5        | 6               | 7               | 8               | 9               | 10              | 11              |
| 12       | 13              | 14              | 15              | 16              | 17              | 18              |
| 19       | 20              | 21              | 22*             | 23 <sup>H</sup> | 24 <sup>H</sup> | 25 <sup>H</sup> |
| 26       | 27 <sup>H</sup> | 28 <sup>H</sup> | 29 <sup>H</sup> | 30 <sup>H</sup> | 31 <sup>H</sup> |                 |

22 - End of 2nd quarter  
22 - Early release, 1:30pm  
23-31 - No School, Christmas break

| JANUARY |                |    |    |    |    |                |
|---------|----------------|----|----|----|----|----------------|
| S       | M              | T  | W  | T  | F  | S              |
|         |                |    |    |    |    | 1 <sup>H</sup> |
| 2       | 3 <sup>H</sup> | 4  | 5  | 6  | 7  | 8              |
| 9       | 10             | 11 | 12 | 13 | 14 | 15             |
| 16      | 17             | 18 | 19 | 20 | 21 | 22             |
| 23      | 24             | 25 | 26 | 27 | 28 | 29             |
| 30      | 31             |    |    |    |    |                |

3 - No School, Christmas break  
4 - Voluntary PD Day  
17 - Mandatory PD Day

| FEBRUARY |    |    |    |    |                 |    |
|----------|----|----|----|----|-----------------|----|
| S        | M  | T  | W  | T  | F               | S  |
|          |    | 1  | 2  | 3  | 4               | 5  |
| 6        | 7  | 8  | 9  | 10 | 11              | 12 |
| 13       | 14 | 15 | 16 | 17 | 18 <sup>H</sup> | 19 |
| 20       | 21 | 22 | 23 | 24 | 25              | 26 |
| 27       | 28 |    |    |    |                 |    |

16 - P/T conferences PM  
17 - No School, P/T conferences AM  
18 - No School, Winter break  
21 - No School, Mandatory PD day

| MARCH |    |    |    |    |                 |    |
|-------|----|----|----|----|-----------------|----|
| S     | M  | T  | W  | T  | F               | S  |
|       |    | 1  | 2  | 3  | 4               | 5  |
| 6     | 7  | 8  | 9  | 10 | 11 <sup>H</sup> | 12 |
| 13    | 14 | 15 | 16 | 17 | 18              | 19 |
| 20    | 21 | 22 | 23 | 24 | 25              | 26 |
| 27    | 28 | 29 | 30 | 31 |                 |    |

11 - No School, Spring break  
18 - End of 3rd quarter

| APRIL |                 |    |    |    |                 |    |
|-------|-----------------|----|----|----|-----------------|----|
| S     | M               | T  | W  | T  | F               | S  |
|       |                 |    |    |    | 1               | 2  |
| 3     | 4               | 5  | 6  | 7  | 8               | 9  |
| 10    | 11              | 12 | 13 | 14 | 15 <sup>H</sup> | 16 |
| 17    | 18 <sup>H</sup> | 19 | 20 | 21 | 22              | 23 |
| 24    | 25              | 26 | 27 | 28 | 29              | 30 |

15-18 - No School, Easter break

| MAY |                 |    |    |     |    |    |
|-----|-----------------|----|----|-----|----|----|
| S   | M               | T  | W  | T   | F  | S  |
| 1   | 2               | 3  | 4  | 5   | 6  | 7  |
| 8   | 9               | 10 | 11 | 12  | 13 | 14 |
| 15  | 16              | 17 | 18 | 19  | 20 | 21 |
| 22  | 23              | 24 | 25 | 26* | 27 | 28 |
| 29  | 30 <sup>H</sup> | 31 |    |     |    |    |

15 - Graduation  
26 - Last Day of school, 1:30pm dismissal  
26 - End of 4th quarter  
27 - Mandatory Staff Work Day  
30 - Memorial Day

| JUNE |    |    |    |    |    |    |
|------|----|----|----|----|----|----|
| S    | M  | T  | W  | T  | F  | S  |
|      |    |    | 1  | 2  | 3  | 4  |
| 5    | 6  | 7  | 8  | 9  | 10 | 11 |
| 12   | 13 | 14 | 15 | 16 | 17 | 18 |
| 19   | 20 | 21 | 22 | 23 | 24 | 25 |
| 26   | 27 | 28 | 29 | 30 |    |    |

For the most up to date  
information on  
LHS & LMS ACTIVITIES,  
scan the QR code



\*198 staff days and 184 student days shown. The calendar will be shortened by three days if there are no canceled days, two days if there is one canceled day, and by one day if there are two canceled days.

# IN AN EMERGENCY TAKE ACTION



## **HOLD! In your room or area. Clear the halls.**

### **STUDENTS**

Clear the hallways and remain in room or area until the "All Clear" is announced  
Do business as usual

### **ADULTS**

Close and lock the door  
Account for students and adults  
Do business as usual



## **SECURE!**

### **Get inside. Lock outside doors.**

#### **STUDENTS**

Return to inside of building  
Do business as usual

#### **ADULTS**

Bring everyone indoors  
Lock outside doors  
Increase situational awareness  
Account for students and adults  
Do business as usual



## **LOCKDOWN! Locks, lights, out of sight.**

### **STUDENTS**

Move away from sight  
Maintain silence  
Do not open the door

### **ADULTS**

Recover students from hallway if possible  
Lock the classroom door  
Turn out the lights  
Move away from sight  
Maintain silence  
Do not open the door  
Prepare to evade or defend



## **EVACUATE! (A location may be specified)**

### **STUDENTS**

Leave stuff behind if required to  
If possible, bring your phone  
Follow instructions

### **ADULTS**

Lead students to Evacuation location  
Account for students and adults  
Notify if missing, extra or injured students or adults



## **SHELTER! Hazard and safety strategy.**

### **STUDENTS**

Use appropriate safety strategy for the hazard

#### **Hazard**

Tornado  
Hazmat  
Earthquake  
Tsunami

#### **Safety Strategy**

Evacuate to shelter area  
Seal the room  
Drop, cover and hold  
Get to high ground

### **ADULTS**

Lead safety strategy  
Account for students and adults  
Notify if missing, extra or injured students or adults



## STANDARD™ REUNIFICATION METHOD

### STUDENT/PARENT REUNIFICATION

Circumstances may occur at the school that require parents to pick up their students in a formalized, controlled release. This process is called a Reunification and may be necessary due to weather, a power outage, hazmat or if a crisis occurs at the school. The Standard Reunification Method is a protocol that makes this process more predictable and less chaotic for all involved.

Because a reunification is not a typical end of school day event, a reunification may occur at a different location than the school a student attends. If this location is another school, then those students may be subject to a controlled release as well.

### NOTIFICATION

Parents may be notified in a number of ways. The school or district may use its broadcast phone or text message system. In some cases, students may be asked to send a text message to their parents. A reunification text message from a student may look something like this: *"The school has closed, please pick me up at 3:25 at the main entrance. Bring your ID."*

### PARENT/GUARDIAN EXPECTATIONS

If a parent or guardian is notified that a reunification is needed, there are some expectations that parents or guardians should be aware of. First, bring identification. That will streamline things during reunification. Second, be patient. Reunification is a process that protects both the safety of the student and provides for an accountable change of custody from the school to a recognized custodial parent or guardian.

### WHAT IF A PARENT CAN'T PICK-UP THEIR STUDENT?

When a parent can't immediately go to the reunification site, students will only be released to individuals previously identified as a student's emergency contact. Otherwise, the school will hold students until parents can pick up their student.

### WHAT IF THE STUDENT DROVE TO SCHOOL?

There may be instances where a student may not be allowed to remove a vehicle from the parking lot. In this case, parents are advised to recover the student. In some circumstances, high school students may be released on their own.

|  <b>Reunification Information</b> <small>(PLEASE PRINT CLEARLY)</small><br>Have photo identification out and ready to show school district personnel. |                                 |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|
| Student Name _____                                                                                                                                                                                                                     | Student Cell Phone Number _____ |
| Student Grade _____                                                                                                                                                                                                                    |                                 |
| Name of person picking up student _____                                                                                                                                                                                                |                                 |
| Signature _____                                                                                                                                                                                                                        |                                 |
| Phone number of person picking up student _____                                                                                                                                                                                        |                                 |
| Relationship to student being picked up _____                                                                                                                                                                                          |                                 |
| Photo identification matches name of person picking up student? Y or N _____                                                                                                                                                           |                                 |

| Parent completes:              |                                                    |
|--------------------------------|----------------------------------------------------|
| Print Student Name Again _____ | School personnel completes upon release of student |
| Student Grade _____            |                                                    |
| Student Birthday _____         | TIME INITIALS OTHER                                |

### HOW IT WORKS

For students, the school asks that students be orderly and quiet while waiting. Students may be asked to text a message to their parents or guardians. Students are also asked not to send other text messages either in or out of the school or reunification area. Keeping the cellular network usage at a minimum may be important during a reunification.

### REUNIFICATION CARDS

For parents, there are a couple of steps. If a parent is driving to the school, greater awareness of traffic and emergency vehicles is advised. Parents should park where indicated and not abandon vehicles. Parents are asked to go to the Reunification "Check In" area and form lines based on the first letter of their student's last name. While in line, parents are asked to fill out a reunification card. This card is perforated and will be separated during the process. Some of the same information is repeated on both the top and separated bottom of the card. Parents are asked to complete all parts of the card.

In the case of multiple students being reunified, a separate card for each student needs to be completed.

### BRING ID TO CHECK IN

During check in, identification and custody rights are confirmed. The card is separated and the bottom half given back to the parent.

From the "Check In" area parents are directed to the "Reunification" area. There, a runner will take the bottom half of the card and take it to the Student Assembly Area to recover the student or students.

Parents should be aware that in some cases, they may be invited into the building for further information.

### INTERVIEWS AND COUNSELING

In some cases, parents may be advised that a law enforcement investigation is underway and may be advised that interviews are necessary. In extreme cases, parents may be pulled aside for emergency or medical information.



## **SECTION EIGHT: DISENROLLMENT AND ATTENDANCE FORMS**

This section contains forms referenced under the Attendance section of this Handbook.

Collaborative Plan. This document used to address barriers to attendance in a student attendance hearing.

Disenrollment forms. These documents are used to disenroll a student from school based on age and other criteria. Disenrollment from school is a serious decision with significant legal ramifications. Nebraska Statutes § 79-201 to 79-209 cover compulsory attendance at public school, exceptions, and the ways that a parent or a student who has reached 18 years of age may disenroll. The forms in this packet will help parents and students complete the legally required steps.

The disenrollment process is different for students of different ages. Multiple forms are contained in this packet. You only need to complete one of the disenrollment forms. When selecting the correct form for disenrollment, please note that the forms ask about your student's current age AND what age your student will be on January 1 of the current school year.

Depending on the age of your student at disenrollment, an exit interview may be required by state law.

## Collaborative Plan Addressing Barriers to Attendance

Student Name: Click here to enter text. Student Grade: Click here to enter text.

Building: Click here to enter text. Classroom/Homeroom Teacher: Click here to enter text.

Date of Meeting: Click here to enter a date. Number of absences at time of meeting: Click here to enter text.

What are the primary reasons the student has been absent: Click here to enter text.

Based on that information, meeting participants considered the following issues (check all that apply):

- ☐ Illness related to physical or behavioral health of the child
- ☐ Educational Counseling
- ☐ Referral to community agencies for economic services
- ☐ Family or individual counseling
- ☐ Assisting the family in working with other community services
- ☐ Referral to student assistance team for possible Section 504 or IDEA eligibility
- ☐ Other: Click here to enter text.

### Attendance Plan

Based on the above considerations, this attendance plan will be put into place: Steps to be taken by school staff: Click here to enter text.

Steps to be taken by student: Click here to enter text.

Steps to be taken by parent/guardian: Click here to enter text. Steps to be taken by third parties: Click here to enter text.

Signatures of Meeting Attendees:

Parent/Guardian \_\_\_\_\_

Student \_\_\_\_\_

Attendance Officer: \_\_\_\_\_

Counselor or School Administrator \_\_\_\_\_

Other (indicate title): \_\_\_\_\_

If parents/guardians are not present at the meeting, please attach documentation showing that the school made reasonable efforts to invite the parents.

Notice to family: Nebraska law requires students to be in attendance at school each day that such school is open and in session, except when excused by school authorities or when illness or severe weather conditions make attendance impossible or impracticable. Nebraska law also requires school officials to investigate any possible violation of this requirement. Please note that if your student accrues more than 20 absences, the school district may refer the child to the county attorney for action under Neb. Rev. Stat. § 43-247(3)(a) and (b).

I have received a copy of this Plan, including the above notice:

Parent/Guardian:

Student:

If parents/guardians are not present at the meeting, please attach documentation showing that the school made reasonable efforts to invite the parents.

## Disenrollment of Five-Year-Old Child Attendance Affidavit of Parent/Guardian and Student

I, \_\_\_\_\_, am the parent or legal guardian of \_\_\_\_\_, and have legal authority to make education decisions regarding the student. My child resides in the Lexington Public School District but will not be enrolled in and regularly attend a public, private, denominational, or parochial day school which meets the requirements for legal operation in Chapter 79 of the Nebraska statutes.

I certify that the child was born on (date) \_\_\_\_\_, is five years old, and will not reach the age of six years old prior to January 1 of the \_\_\_\_-\_\_\_\_ school year. I am disenrolling my child pursuant to section 79-201 of the Nebraska statutes and district policy. I understand that my student whose enrollment is discontinued using this form shall not be eligible to reenroll in this school district until the beginning of the following school year unless otherwise required by law.

Printed Name of parent or guardian: \_\_\_\_\_

Relationship to Student: \_\_\_\_\_

Address: \_\_\_\_\_ Phone Number: (\_\_\_\_) \_\_\_\_\_

Signature of parent or guardian: \_\_\_\_\_

Signature of student: \_\_\_\_\_

(not required if the student is too ill to attend)

COUNTY OF \_\_\_\_\_)

) ss.

STATE OF NEBRASKA )

Signed in my presence and sworn to this \_\_\_\_ day of \_\_\_\_\_, 201\_\_.

\_\_\_\_\_  
Notary Public



**Alternative Educational Arrangements for Six-Year-Old Child Affidavit of  
Parent/Guardian and Student**

I, \_\_\_\_\_ am the parent or legal guardian of \_\_\_\_\_, and have legal authority to make education decisions regarding the student. My child resides in the Lexington Public School District but will not be enrolled in and regularly attend a public, private, denominational, or parochial day school which meets the requirements for legal operation in Chapter 79 of the Nebraska statutes.

I certify that the child was born on (date) \_\_\_\_\_, is six years old, and will not reach the age of seven years old prior to January 1 of the \_\_\_\_-\_\_\_\_ school year. I am not enrolling my child this school year because:

Please check one of the following:

\_\_\_\_ The child is participating in an education program that I believe will prepare the child to enter grade one for the following school year.

\_\_\_\_ I intend the child to participate in a school which has elected or will elect, pursuant to section 79-1601 of the Nebraska statutes, not to meet accreditation or approval requirements; and I intend to provide the Commissioner of Education with the required statement to that effect on or before the child's seventh birthday.

Printed Name of parent or guardian: \_\_\_\_\_

Relationship to Student: \_\_\_\_\_

Address: \_\_\_\_\_ Phone Number: (\_\_\_\_) \_\_\_\_\_

Signature of parent or guardian: \_\_\_\_\_

Signature of student: \_\_\_\_\_

(not required if the student is too ill to attend)

COUNTY OF \_\_\_\_\_ )

) ss.

STATE OF NEBRASKA )

Signed in my presence and sworn to this \_ day of \_\_\_\_\_, 201\_\_.

\_\_\_\_\_ Notary Public

**Disenrollment of Child Between 16 and 18 Years of Age Attendance Affidavit of  
Parent/Guardian and Student**

I, \_\_\_\_\_ am the parent or legal guardian of \_\_\_\_\_, and have legal authority to make education decisions regarding the student. My child resides in the \_\_\_\_\_ School District but will not be enrolled in and regularly attend a public, private, denominational, or parochial day school which meets the requirements for legal operation in Chapter 79 of the Nebraska statutes because illness makes attendance impossible or impracticable, or because financial hardships make it necessary for the child to be employed to support the child's family.

I certify that the child was born on (date) \_ \_\_\_\_\_, and is 16 or 17 years old. I authorize and direct the school district to discontinue the child's enrollment pursuant to section 79-202 of the Nebraska statutes. I understand that state law requires an exit interview as part of the disenrollment process. I agree to attend an exit interview scheduled by the superintendent's office at a date to be determined. My child will attend the exit interview unless unable to do so due to illness.

Printed Name of parent or guardian: \_\_\_\_\_

Relationship to Student: \_\_\_\_\_

Address: \_\_\_\_\_ Phone Number: (\_\_\_\_) \_\_\_\_\_

Signature of parent or guardian: \_\_\_\_\_

Signature of student: \_\_\_\_\_

(not required if the student is too ill to attend)

COUNTY OF \_\_\_\_\_ )

) ss.

STATE OF NEBRASKA )

Signed in my presence and sworn to this \_\_\_\_ day of \_\_\_\_\_, 201\_\_.

\_\_\_\_\_ Notary Public

### Disenrollment of Student 18 Years of Age

I, (print name) \_\_\_\_\_, certify that I am at least 18 years of age and no longer wish to attend Lexington Public Schools. I am authorized to disenroll from school because I am not of mandatory attendance age pursuant to section 79-201(1)(b) of the Nebraska statutes.

Printed Name of student: \_\_\_\_\_

Signature of student: \_\_\_\_\_  
(not required if the student is too ill to attend)

COUNTY OF \_\_\_\_\_ )

) ss.

STATE OF NEBRASKA )

Signed in my presence and sworn to this \_ day of \_\_\_\_\_, 201\_\_.

\_\_\_\_\_ Notary Public

### **Superintendent Verification of Exit Interview**

I, \_\_\_\_\_, am Superintendent of Lexington Public Schools. Principal \_\_\_\_\_ and I attended the exit interview with the parent and child on \_\_\_\_\_, 20\_\_. The parent and child presented the information that is required by statute. In my opinion, the parent has legal and actual charge of the child and the child's illness makes attendance impossible or impracticable, or the child is experiencing financial hardship which necessitates employment to support the family.

\_\_\_\_\_  
Superintendent

## **SECTION NINE: REQUIRED DISTRICT FORMS**

This section contains forms which students and their parents must complete and return to the school office no later than September 1 or one week from the time you received the handbook.

## **HANDBOOK RECEIPT**

This Student/Parent/Activities 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...". This Handbook and building-specific Handbook Supplements can be accessed on the district's website at <http://www.lexschools.org/district-information/policies>.

Parents/Guardians and students are required to sign and return the receipt form below before September 1 or no later than one week after receiving this handbook.

### **Parent/Student Agreement**

I acknowledge I have either been provided a copy of or have been provided access on the district's website (<http://www.lexschools.org/district-information/policies>) to the Student/Parent/Activities Handbook and all relevant Handbook Supplement(s) including those for the Early Learning Academy (pre-K), Elementary (K-5), Middle School (6-8), and/or High School (9-12). I have read said Handbook and relevant Handbook Supplements that describe the Lexington Public School District's discipline, attendance, and activities policies; regulations; rules; and expectations to be followed by students enrolled in the Lexington Public Schools, including the Drug Free School Policy. My child and I have discussed these policies and understand that we must comply with them.

**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 which 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.

### **Recognition of Potential Amendments or Supplements**

In light of the unique challenges and circumstances posed by the outbreak of the novel coronavirus and the recent promulgation of expansive federal regulations, the rules and information provided in this handbook may be supplemented or amended by the School District's administration at any time, consistent with applicable law and board policy. All parents shall be provided notice of any such changes by the district's regular means of contact. By signing below, you agree that you will read any such information and communications, discuss them with your child, and recognize that you must comply with all rules, procedures, and requirements as they apply at that time.

---

Student's Signature

Date

---

Parent/Guardian's Signature

Date

---

Student's Printed Name

Date

---

Parent/Guardian's Printed  
Name

Date

**Emergency Information Form**

|                                                                 |                                    |
|-----------------------------------------------------------------|------------------------------------|
| _____<br>Student's Name                                         | _____<br>Parent/Guardian's Name(s) |
| _____<br>Mailing Address                                        | _____<br>Home Phone                |
| _____<br>Father's Employer                                      | _____<br>Business Phone            |
| _____<br>Mother's Employer                                      | _____<br>Business Phone            |
| _____<br>Other Person Who May Be Contacted in Case of Emergency | _____<br>Phone                     |
| _____<br>Choice of Doctor                                       | _____<br>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

**Physician's Request for Administration of Prescription Medications by School Personnel**

DATE \_\_\_\_\_

CHILD'S FULL NAME \_\_\_\_\_ is under my care and must take medication which I have prescribed during the school day.

Name of medication (as it appears on container in which the drug is stored)

\_\_\_\_\_

Dosage and time \_\_\_\_\_

Date administration of drug is to begin \_\_\_\_\_

Possible adverse reactions to be reported to physician

\_\_\_\_\_

Special instructions for the administration and storage of the drug

\_\_\_\_\_

I or my designee(s) have trained school personnel or approved alternative training as adequate to administer the medication, have evaluated the situation, the general administration plan and if applicable, the self administration plan or emergency care plan, and deemed each to be safe and appropriate, and if applicable authorize the use of hypodermic syringes and needles or similar medical terms.

Name of Physician and Designee

\_\_\_\_\_ Print or Type

\_\_\_\_\_ Primary Phone Number

\_\_\_\_\_ Secondary Phone Number

\_\_\_\_\_ Signature of Physician

## **Record of Self-Administered Medicine**

Parent's Phone \_\_\_\_\_

Student Name \_\_\_\_\_ Grade \_\_\_\_\_

Date to Begin \_\_\_\_\_ Date to End \_\_\_\_\_

Name of Medication \_\_\_\_\_

Dosage of Medication \_\_\_\_\_ Time \_\_\_\_\_

Doctor \_\_\_\_\_ Phone #1 \_\_\_\_\_ Phone #2 \_\_\_\_\_

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 physicians' 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.

\_\_\_\_\_ Medical Provider's Signature

**Permission for Participation in Field Trips/Health Form**

Student Name: \_\_\_\_\_

Class: \_\_\_\_\_

DOB: \_\_\_\_\_

PLEASE COMPLETE ALL THE FOLLOWING HEALTH RELATED INFORMATION:

Name of Parents/Guardians: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Father's cellphone #: \_\_\_\_\_

Mother's cellphone#: \_\_\_\_\_

Father's Business Name & Telephone: \_\_\_\_\_

Mother's Business Name & Telephone \_\_\_\_\_

In the event of an emergency injury or illness, I wish the following persons to be notified in case the parent cannot be contacted:

Name: \_\_\_\_\_ Phone#: \_\_\_\_\_

Name: \_\_\_\_\_ Phone#: \_\_\_\_\_

Family Physician Name: \_\_\_\_\_ Phone#: \_\_\_\_\_

Health Ins. Co. \_\_\_\_\_ Policy #: \_\_\_\_\_

My child has the following medical/health concerns: \_\_\_\_\_

Is this student allergic to any drugs? Yes\_\_\_ No\_\_\_

Please list if Yes \_\_\_\_\_

Does this student have a history of diabetes or epilepsy? Yes\_\_\_ No\_\_\_ Please list if

Yes\_\_\_\_\_

Does this student wear contact lens? Yes\_\_\_ No\_\_\_

List any medications and dosage that the student needs to take and time of dosage.

\_\_\_\_\_

## ILLNESSES

I \_\_\_\_\_ give permission for any relevant health information of my child, necessary for educational planning and/or student safety, to be shared among appropriate school personnel who serve the student (for example: doctors, nurses, teachers, coaches, or, staff member administering medication.)

Transportation for activities may be provided by: district vehicle, walking, \*\*private vehicle/staff or volunteers, or other means.

\*\* I understand that if my child is being transported via private vehicle that the vehicle's owner's insurance is primary and that the district's liability, if any, would only be in excess of the limits carried by the owner of the vehicle.

\*\* By my signature below, as parent or legal guardian, I authorize the school to obtain a qualified physician to examine the above named student in the event of injury, and to administer emergency care and to arrange for consultation by a specialist, if deemed necessary, to insure proper care of any injury, in the course of such activities or such travel or during the normal school day. Every effort will be made to contact the parent or guardian to explain the nature of the problem prior to any such treatment.

++ I understand that if my child is to be taking medications, that additional forms need to be filled out prior to a school activity, trip, or for any medication to be administered by the school. I understand that I must provide a correctly labeled pharmaceutical container for any medication.

++ I understand that the school district will make every reasonable effort to provide a safe environment. I am fully aware of risks inherent in participation in the type of proposed activities, including physical injury, or other consequences which might arise. If I have questions, I understand that I can call the school.

++ Having read all of the above, I hereby give permission for the above named student to participate in "Field Trips" that are approved field trips of the school throughout the school year. I understand that any "over-night or out-of-state field trips" the school will provide a separate form for my permission for this student to participate.

Parent(s) Signature \_\_\_\_\_

Date \_\_\_\_\_

# LHS STUDENT HANDBOOK

**“One of America’s greatest strengths is its diversity. People come here from all over the world, bringing new energy and new dreams. Each person has a story to tell, and every story enriches and invigorates us.”**

## **– Mission of Lexington Public Schools –**

At LPS, our mission is to develop capable and responsible lifelong learners...with the cooperation of family, school, and community, students will be prepared for the global challenges of the future. In order to develop capable, responsible, lifelong learners, we realize the importance of all aspects of our school: academic and co-curricular programs, as well as school climate and student services. In order to develop capable, responsible, lifelong learners who are prepared for global changes, all of our school community members must be welcomed as well as comfortable and resilient when things change. In order to develop the full potential of capable, responsible, lifelong learners, we students, staff, families, and community — law enforcement, social services, medical services and private business — need to cooperate fully.

## **Academics (Evaluating and Communicating Student Progress)**

Students will be evaluated weekly in all classes and their progress recorded. Parents are welcome to meet with teachers to review student progress at any time. This includes students who may be having difficulty with their schoolwork, as well as those who have shown to be doing excellent work in relationship to their ability. Parents of students who are in need of extra help should make appointments to meet with their child’s teachers. Parent/Teacher Conferences will be held at least twice per school year. At this time, parents will be given a chance to visit with their son or daughter’s teachers to discuss their academic progress. However, parents are urged to meet with their child’s teachers anytime the need arises. Parents are welcome to ask for weekly communication if needed.

## **Academic Distinction**

Recognition for academic distinction requires a student to successfully complete all requirements for graduation, attain a minimum 3.70 grade point average at the end of seven (7) semesters of coursework, and earn the following credits. Students who receive an “F” in any class are ineligible for academic distinction.

- **English:** 40 (must include intensive reading and writing experiences)
- **Mathematics:** 40 (must include Algebra I and II, Geometry and an Algebra-based course)
- **Science:** 40 (must include 20 credits selected from Biology, Chemistry, Physics and Physical Sciences)
- **Social Studies:** 30 (must include 5 hours of Am. Gov’t)
- **Foreign Language:** 20 (in one language)

## **Accountability List**

1. An “Accountability List” will be published every Friday, before 1:30 p.m. Teachers are required to update all grades before 8:00 a.m. Friday.
2. “Failing” are those whose present SEMESTER grade average is below 70%.

3. A student failing two or more subjects for two or more consecutive weeks is considered ineligible.
4. Starting Monday after the list is published, a student is ineligible until failing less than two classes.
5. Students will not be allowed to participate in contests while they are ineligible.
6. Each student has the right to have his eligibility reviewed.
7. Eligibility will cover all extra curricular activities under the jurisdiction of Lexington High School.
8. Failure to make up assignments because of a school event shall result in the teacher calling the parent to inform them that their student shall be in after school to make up the work. Make-up time can be served the next day. It is the student's responsibility to acquire and complete all course work prior to participating in the school activity.
9. As soon as the student is no longer failing two classes, he/she will immediately become eligible.
10. Students who are reassigned to a credit recovery class due to disciplinary reasons or excessive absences will receive a "failing" grade for the class the remainder of the semester and will be placed on the student's permanent record, regardless of current academic status in the class. This will be counted as an "F" regarding eligibility - barring special circumstance(s) - pursuant to the LHS principal's discretion.
11. Teachers should inform parents when they feel a student is either not working up to his/her ability, as well as when the student is exhibiting academic, activity, social, and behavioral progress. This action should always be documented in the teacher's Parent-Teacher Communication Log.

### **Attendance Policy (Policy 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.

**Discontinuing Enrollment – 18-Year-Old Students** - Only children who are at least 18 years of age may be disenrolled from the district. The person seeking to discontinue the child's enrollment shall submit a signed, written request and submit it to the superintendent using the form which is attached to this policy. The district will follow the procedures outlined on the attached form in considering requests to disenroll. Only children disenrolling to attend a non-accredited school may be exempt from this policy. The person with legal or actual charge or control of the child must provide the superintendent with a copy of the signed request submitted to the State Department of Education for attending non-accredited schools. The superintendent may confirm the validity of the submission with the State Department of Education.

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

### **Absences\***

1. Students are expected to attend every class, every day.
2. High School: Students must not acquire more than 10 absences from any course in any given semester in order to earn academic credit for that course for that semester. Mandatory attendance at summer school is required for students who have acquired more than 10 absences in a semester in any course. Students who acquire more than 1 day of absence of mandatory summer school may lose credit for the class and may be referred to the county attorney. Students who face a loss of credit in any given course due to absences may appeal the loss to his/her building principal. The principal shall have discretion in determining the educational placement of a student who has lost credit in a class including, but not limited to, assignment to the class on a non-credit basis or removal from the class with reassignment to a credit recovery program.
3. Elementary and Middle School: Students must not acquire more than the equivalent of 20 school day absences in a school year. Mandatory attendance at summer school is required for students who have

acquired more than the equivalent of 20 school day absences in a school year. Students who acquire more than the equivalent of 3 school day absences in mandatory summer school may be referred to the county attorney. Students may appeal assignment to mandatory summer school to his/her building principal.

4. Students in grades preK-12 who are absent for 10 or more consecutive days will be dropped from the district's enrollment. If they should subsequently return, they will be required to re-enroll. Unless a student provides evidence s/he had been enrolled in another school district during the period of absence or was otherwise excused from attendance at LPS, her/his absences up to the time of re-enrollment will be counted in the determination of loss of academic credit (if applicable), assignment to mandatory summer school, and compliance with compulsory attendance laws.

5. Interventions to Reduce Absenteeism

- 1<sup>st</sup>-4<sup>th</sup> absences: The parent/guardian will be contacted.
- 5<sup>th</sup> absence: The parent/guardian will be contacted and the student will meet with his/her counselor and/or a member of the administration to discuss the reasons behind the student's absence(s) and possible solutions.
- An attendance hearing may be required at the discretion of the principal at any time. At a hearing, the parent, student, and school official and/or designated hearing officer will develop a collaborative plan to reduce barriers to regular attendance (form attached to this policy).
- The county attorney will be contacted by an administrator or hearing officer after the 20<sup>th</sup> cumulative day-equivalent absence (i.e. partial day absences will be added together in calculating cumulative days of absence) in a school year for possible violation of compulsory attendance laws.

6. \*Absences caused by the following circumstances shall not be counted against a student:

- a) when a licensed health care provider (including a school nurse) has confirmed on the district's illness-related absence form, in his/her professional medical opinion and within his/her scope of practice, the student or a child whom the student is parenting is so physically or mentally ill that attendance is impracticable or impossible
- b) due to weather conditions that have made the roads impassable so that the student's attendance is impracticable or impossible;
- c) student attendance at a school-sponsored activity;
- d) student has been suspended or expelled from school by the school district; and
- e) an absence caused by and required of law enforcement, child protective services or a court of competent jurisdiction, confirmed in writing to the school district.
- f) up to two college visits (one day each) when accompanied by a parent or guardian; additional visits may be allowed at the discretion of the principal.

7. Upon return from every absence or partial-day absence, students shall confer with their teachers about missed classwork. Please see student/parent handbooks for additional information on making up assignments.



**Bell Schedule – 2 Lunches**

|                                 |                                                                |
|---------------------------------|----------------------------------------------------------------|
| Period 0                        | 7:10 - 7:56am                                                  |
| Period 1                        | 8:00 - 8:48am                                                  |
| <b>Period 2 (FOL/FOCUS)</b>     | <b>8:52 - 9:40am (Grab &amp; Go Breakfast — 8:48 - 8:52am)</b> |
| Period 3                        | 9:44 - 10:32am                                                 |
| Period 4                        | 10:36 - 11:24am                                                |
| <b>Period 5 (Lunch A Group)</b> | <b>11:28 - 11:58am (Lunch) / 12:01 - 12:49pm (Class)</b>       |
| <b>Period 5 (Lunch B Group)</b> | <b>11:28am - 12:16pm (Class) / 12:19 - 12:49pm (Lunch)</b>     |
| Period 6                        | 12:53 - 1:41pm                                                 |
| Period 7                        | 1:45 - 2:33pm                                                  |
| Period 8                        | 2:37 - 3:25pm                                                  |

**COURSE CREDITS** –Semester BLOCK classes = 10 credits. Yearlong BLOCK classes = 20 credits.

**STAFF DUTY DAILY EXPECTATIONS** – “Regular Schedule” Teachers are on duty from 7:45am - 3:45pm (no change from last year). CTE “0 Period BLOCK” Teachers (Skills Armory) will be on duty from 7:00am - 3:45pm (this includes duty-free 2<sup>nd</sup> Period - Focus Period). All other “0 PERIOD” Teachers in the high school building will be on duty from 7:00am - 3:00pm.

**Bell Schedule – 3 Lunches**

|                                  |                                                                            |
|----------------------------------|----------------------------------------------------------------------------|
| Period 0                         | 7:10 - 7:56am                                                              |
| Period 1                         | 8:00 - 8:45am                                                              |
| <b>“Grab &amp; Go” Breakfast</b> | <b>8:45 – 8:50 am</b>                                                      |
| <b>Period 2 (FOL/FOCUS)</b>      | <b>8:54- 9:39 am</b>                                                       |
| Period 3                         | 9:43 - 10:28 am                                                            |
| Period 4                         | 10:32 - 11:17 am                                                           |
| <b>Period 5 (Lunch A Group)</b>  | <b>11:21 - 11:51am (Lunch) 11:55-12:58 (Class)</b>                         |
| <b>Period 5 (Lunch B Group)</b>  | <b>11:21am–11:51am (Class) / 11:55-12:25pm (Lunch) 12:29-12:58 (Class)</b> |
| <b>Period 5 (Lunch C Group)</b>  | <b>11:21-12:24 (Class) – 12:28 – 12:58 pm (Lunch)</b>                      |
| Period 6                         | 1:02 – 1:47 pm                                                             |
| Period 7                         | 1:51 - 2:36 pm                                                             |
| Period 8                         | 2:40 - 3:25pm                                                              |

**COURSE CREDITS** –Semester BLOCK classes = 10 credits. Yearlong BLOCK classes = 20 credits.

**STAFF DUTY DAILY EXPECTATIONS** – “Regular Schedule” Teachers are on duty from 7:45am - 3:45pm (no change from last year). CTE “0 Period BLOCK” Teachers (Skills Armory) will be on duty from 7:00am - 3:45pm (this includes duty-free 2<sup>nd</sup> Period - Focus Period). All other “0 PERIOD” Teachers in the high school building will be on duty from 7:00am - 3:00pm.

**Cafeteria Rules**

1. All food is to be eaten by the student or left on the tray when returned to the dishwasher. 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.
2. Forks and spoons should be placed in the pan with water, NOT THROWN AWAY!
3. Students are to use proper manners.
4. There will be no throwing of food or other items.
5. Students should treat lunch personnel with respect.
6. No electronic devices (iPads, gaming devices, etc.) should be used at tables while eating/drinking during lunch.
7. Students who violate the above rules will be disciplined.

Payment for Meals - Students are encouraged to pay for meals several weeks in advance.

### **Campus School Building Climate**

The Lexington High School community includes students, staff, parents, and the greater community outside our building. It is an inviting place, founded on the following building blocks:

Security: Everyone feels safe.

Respect: People value themselves and each other.

Belonging: Everyone is accepted and feels connected to the school and its mission.

Mission: Everyone has goals and believes they are achievable.

Success: Everyone is successful every day.

Responsibility: Everyone is expected to learn and to support others in learning.

Note: Students, staff, parents, and citizens will develop the climate of our school community. As part of this climate, community members and parents are encouraged to observe and to participate in our school programs. The following tools are important to creating a school climate that is open and inviting:

1. Open Communication is encouraged between staff and parents in a spirit of cooperation and partnership. This includes home visits, letters, telephone calls and/or other forms of contact with the parents and/or guardians by the Focus Period and Foundations of Leadership (FOL) teachers. This communication will also include home/school dialogue about attendance, academic performance and school planning.
2. Focus and FOL classes are guided by teachers who advocate for and assist students in assuming responsibility for their educational goals, including transcripts, college applications and career interests.

### **Cell Phone and Other Electronic Device Policy (Policy 6025)**

No electronic devices, text watches (any device capable of texting), earbuds, headphones, cell phones, MP3, laser lights, personal computers, etc. are allowed for student use during the school day. Such devices may be used if they are necessary for a class assignment and should only be used in the classroom in these rare, special cases. LHS is not responsible for lost/stolen personal electronic devices brought onto school property. Students are prohibited from using cellular phones or other electronic devices while at school, except as defined in this policy. An "electronic device" includes cell phones, smart watches, earbuds, headphones, MP3, laser lights, personal computers, iPods, and any other device capable of texting and/or storing and communicating data by electronic means. Students may use cell phones and/or other electronic devices on the school sidewalks and in the school common areas before and after school as long they do not create a distraction or a disruption. By bringing cell phones and other electronic communication devices to school, students consent to the search of said devices by school staff when determined that such a search is reasonable or necessary. Students may not have cell phones or electronic devices while they are in locker rooms, classrooms or restrooms. Students may use specific electronic devices in classrooms with the express permission of a school administrator. Students are strictly prohibited from sending, sharing, viewing, or possessing pictures, text messages, e-mails or other material of a sexual nature or anything else that is prohibited by the student handbook in electronic or any other form on a computer, cell phone or other electronic device while at school. Students who possess prohibited material on their cell phone or other electronic device while at school shall be subject to disciplinary consequences as noted in the student handbook. Students may not use cell phones or electronic communication devices while riding in school vehicles unless they have express permission to do so from the driver of the vehicle. Students may listen to iPods and other mp-3 players with the permission of the driver or other adult sponsor. Students shall be personally and solely responsible for the security of their cell phones and pagers. The district is not responsible for theft, loss or damage of a cell phone or any calls made on a cell phone. Students who violate this policy will have their cells or electronic devices confiscated immediately. The administration will return confiscated devices to the parent/guardian of the offending student after meeting with the parent/guardian to discuss the rule 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. Students will turn off their cell phones before 8:00 a.m. and adhere to the "no use" policy until the end of the school day. Students whose cell phones are seen or heard by teachers, support staff, or principals during school time (8:00am–3:25pm) will be in violation of

the LHS Cell Phone Policy. Students whose cell phones are confiscated may lose their right to privacy. When a cell phone infraction has occurred, the teacher will complete an online LHS Cell Phone Violation Form and forward to Administration after the 3<sup>rd</sup> offense. Phones will also be forwarded to Administration after the 3<sup>rd</sup> Offense. Cell Phone Accountability:

- ✓ 1<sup>st</sup> - 3<sup>rd</sup> Offenses – Detention with Teacher (Teacher confiscates phone – phone returned after detention has been served). Teachers should also log each offense on the “Cell Phone Violation” GoogleDoc
- ✓ 4<sup>th</sup> and Succeeding Offenses - Detention in the Administration Office (Phone will be turned over to the PARENT after the detention has been served)
- ✓ Additional information about cell phones is provided in board policy

### **Change of Status (Residence, Telephone Number, Withdrawal, or Drop Out)**

Students who change their address or telephone number should report this fact to the office immediately. Those who choose to move to another city or transfer to another school must obtain a withdrawal form from the office. The form must be signed by each of the student's teachers, counselor, librarian and an office designee. All textbooks, computer and other materials belonging to the school must be checked in before a student will be given a transfer slip for admission to the new school. Student records will be sent to the student's new school upon request of the principal at the school the student will be attending. If a student leaves the school without officially dropping, it will be more difficult to reenter either Lexington High School or another school, as requests for transcripts from other schools may be denied until the student has officially dropped.

### **Class Rank**

Class rank will be determined by the order of academic grade point averages for students in each class. The “percentage grades” received in courses will be averaged by points each semester to determine the cumulative grade point average of each student. The cumulative grade point averages in each class will be ranked, and the student with the highest grade point average will be ranked number one. Grade Point Average (GPA) is determined by four years of high school academic work. All courses will be included in the grade point average. Students who transfer into the school district will have their grades evaluated on the district's grading system.

**Closed Campus (Policy 5032)** Once students have entered school grounds they must remain on school grounds. Our lunch break is closed. Students are not allowed to leave the school building during the school day unless permission is granted through the office. Exceptions to the rule: special classroom assignments and use of the front (west) patio and yard (grass area) immediately west of the front entry to the building for recreation and leisure during lunch period. The patio area is defined as the concrete area directly in front of, and north, of the west doors). Students may not go around the corner out of view of the high school office – this includes the parking lot. If a student wishes to leave campus for lunch, he/she must be personally checked out of school by a parent/guardian at the main office. The parking lot (including any/all cars parked therein, as well as all cars parked in the off-street parking areas are off limits to all students. The “permit to leave the building or the aforementioned campus” can be obtained at the main office.

### **College Credit and High School GPA Calculations**

Books and materials will be paid for by the Lexington School District for Dual Credit classes offered regularly through Lexington High School. Tuition and fees for these classes are the responsibility of the high school student. The grades for these dual credit classes appear on the student's high school transcript and are calculated into the student's GPA.

Students may also enroll in college courses outside of the dual credit classes offered through LHS. The student is responsible for the tuition, fees, materials, and books for these classes. Because colleges vary in their grading scales and instructor teaching credentials, these non-dual college classes will not appear on the student's transcript and their grade will not be calculated in their GPA. Administration approval is needed if a class is needed for graduation purposes.

### **College Visits**

The counseling office will schedule formal group college visitations for various grade levels and classes. Individual visitations by students and their parents are the responsibility of the student and his/her parent(s). Students are allowed two (2) excused individual college visits their Junior & Senior year with documentation from the college. Students are also encouraged to take advantage of college visitations during the summer.

### **Counseling and Guidance**

The school employs personnel who have been specially trained to work with students as they make academic and personal decisions. Counselors will devote time to students who ask for help. Space is provided for private and confidential discussion about any subject the student wishes to address. Before making an appointment with a counselor during class time, it is the responsibility of the student to receive permission (in writing) from both the counselor and the classroom teacher at least 24 hours prior to the appointment in order to make a plan for making up missed assignments. It is recommended that Focus Period be used whenever possible in these cases. Emergencies will take precedence over other regulations.

### **Curricular and Co-Curricular Activities**

The teacher, coach, or advisor will publish a list of students who will miss school for school-sponsored activities. The list will be distributed to teachers, administrators and the school secretary at least two (2) school days in advance of the activity. The administration office will communicate with activities' coaches and sponsors by posting daily absences in the teachers' e-mail or PowerSchool program. Coaches will be expected to enforce the policy regarding practice and performance. If a teacher requests, students will be responsible for securing the teacher's approval for the absence. A student not following this procedure will be regarded as truant.

### **Detentions**

Teachers are required by law to maintain a suitable learning environment and students are responsible to respect the rights of their fellow classmates. Positive discipline will be used to correct inappropriate behavior in school and during school activities. Violation of school rules (i.e. disruptive behavior, failure to cooperate with school personnel, etc.) could result in detention time — either before (7:15-7:45am) or after school (3:30-4:00pm). Detentions issued by classroom teachers should not exceed 30 minutes; however, 30 minutes will be added each time a student goes 24 hours without serving the assigned detention. Faculty members who assign a student detention are responsible for supervising the detention. If the student accumulates two hours of detention time, the student will be referred to the office. In-school suspension (ISS), out-of-school suspension (OSS), and expulsion are also options for repeated rule violations.

### **Dress and Grooming**

All students are expected to take pride in their personal appearance. Good personal appearance is conducive to a positive learning atmosphere. It is each student's responsibility to come to school clean, neat, and appropriately dressed. Apparel must meet with health and safety codes, be in good repair, and not interfere with the educational process. Clothing that refers to drugs, alcohol, tobacco, sexual activities or that is disrespectful to a person or group of people is intolerable. Clothing must be opaque and modest. Clothes shall be sufficient to conceal undergarments at all times. See-through or fishnet fabrics, halter tops, off-the-shoulder or low-cut tops, bare midriffs (top and bottom garments will touch when student's arms are at his/her side), and skirts or shorts shorter than mid-thigh are prohibited. Saggy and baggy pants must not touch the floor because of safety issues. Outerwear is prohibited except when entering the building. No dark glasses, hats, or headgear (such as hair nets or bandannas) except as prescribed in specific classes for safety will be worn in the building. Students will be sent to the principal to change into appropriate clothing and additional discipline will be assigned. Appropriate clothing will be provided for the student on a loan basis and a student's inappropriate clothes will be kept until the student

returns the school-issued replacement clothing, properly laundered. It is at this time that the student's inappropriate clothing will be returned to the student's parent.

### **Driving and Parking Personal Vehicles (Policy 5033)**

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.

### **Fire Drills**

Throughout the school year we will have several fire drills. Students will receive instructions from their respective teachers as to where he/she should proceed in the event of a fire drill. After alarm has sounded, the following general regulations apply:

1. Windows should be secured before leaving room.
2. Teacher should turn off lights/close door.
3. Everyone should move toward the nearest exit in silence and continue moving to designated areas outside the building.

### **Flagrant Violation of Respect and Responsibility**

Limits shall be set on activities that are flagrant violations of respect and responsibility toward people and property that we expect of the members in our school community. The flagrant violations outlined below, as well as any other acts that jeopardize the health, safety, and educational progress of any/all Lexington High School students and/or staff while:

- (1) on school property, (2) being transported in vehicles dispatched by the school district, or (3) while attending any school-sponsored or school-related activities (on or off school property), will be cause for the consequences outlined below. In such cases, a student may be removed from class, expelled, moved to our Alternative Education Program (AE), etc.
- (1) Students selling, giving, or exchanging alcohol, tobacco, controlled substances, or "look-alikes."
- (2) Possession or use of a weapon or possession of fireworks: Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon.
- (3) Physical Violence and Intimidation: Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes. Causing or attempting to cause physical injury to a school employee or to any student. (Physical 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). Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student. Sexual assault as defined in section 79-4, 180. In accordance with Nebraska School Law 79-4, 204, Section 42, all fights and physical assaults that occur at LHS will result in notification of legal authorities. This includes spontaneous as well as premeditated or planned fights.
- (4) Damaging or Stealing Property: Willfully causing or attempting to cause substantial damage to private or school property of substantial value, or repeated damage or theft involving private or school property of small value. Students should be responsible for their actions directed toward other individuals and property. Students are expected to show respect for persons and property. Students also have responsibility neither to take nor damage the property of other students, school personnel or the District. Tampering with report cards, passes, or any other school records is considered a severe offense.
- (5) Harassment based on gender, ethnicity, group membership, race, religion, or ability will not be tolerated.

- (6) Public Indecency: As defined in section 28-806, except that this sub-division shall apply only to students at least twelve years of age but less than nineteen years of age.
- (7) Engagements 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; a repeated violation of any rules and standards validly established pursuant to section 79-4.176 if such violations constitute a substantial interference with school purposes. (Laws 1976; 1983; 1988.)

### **Focus Period (Destination: Graduation Homeroom)**

Each day, students will have a homeroom with a diverse group of students and a teacher-advisor. Under most circumstances, students will keep the same homeroom during their years at Lexington High School. This structure is provided to promote personal support, guidance and communication with individual students and their families. Discussions and activities in homeroom will focus on the building blocks of the invitational foundation of our school.

### **Fundraising Activities**

Students will be permitted to solicit funds for and to contribute to school-approved projects that are consistent with educational programs offered by the school or within the community. The Activities Director has the authority to approve any/all drives or campaigns for funds. There shall be no solicitation of funds from students on school premises except when the solicitation is an approved activity. There shall be no solicitation of students on school premises by sales persons or agents while school is in session.

### **Gang Wear**

Display of anything that suggests, implies, or is associated with gangs will not be tolerated. This includes hand signs, words, graphics, headgear, tattoos, clothing, graffiti notebooks, lockers, books, or any other item suggestive of gangs, including the "gang," and names/symbols of specific gangs.

### **General Building Care**

Each student will pay for any unnecessary and/or deliberate or defacing damage to school equipment or property caused by the student. Tables and desktops are not chairs. No one is to sit or stand on the desks or tables. Violators will be subject to disciplinary action and/or compensation for damages.

### **Gifts**

Due to disruptions of office procedure, educational process and equity, gifts shall not be delivered to the office for students. This includes - but is not limited to - flowers, balloons, cakes and candy.

### **Grades**

The following letter grades and numerical calculations will be used at Lexington High School.

| <u>Letter Grade</u> | <u>Percentage Grade</u> | <u>Computer Grade</u> | <u>Honors Grade</u> |
|---------------------|-------------------------|-----------------------|---------------------|
| A+                  | 98-100                  | 4.33                  | 5.33                |
| A                   | 93-97                   | 4.0                   | 5.0                 |
| B+                  | 90-92                   | 3.33                  | 4.33                |
| B                   | 85-89                   | 3.0                   | 4.0                 |
| C+                  | 82-84                   | 2.33                  | 2.33                |
| C                   | 77-81                   | 2.0                   | 2.0                 |
| D+                  | 74-76                   | 1.33                  | 1.33                |
| D                   | 70-73                   | 1.0                   | 1.0                 |
| F                   | Below 70                | 0                     | 0                   |

**Grading Procedures** - Grades for classes will be maintained on Power Grade. Prior principal approval must be obtained for "Incompletes" and "NC" (no credit) grades. No student can "fail" a class without prior parental contact by the teacher of that class, informing the parent of the student's status. Students who miss school for any reason will be required to make-up tests, quizzes, assignments or activities for the classes they miss. Students who miss class for school-related activities will not be required to make up

“missed time” unless the missed time is an integral part of the assignment. They will, however, be required to make up course work prior to the date of the school activity. It is the student’s responsibility to acquire and complete all course work prior to participating in the school activity.

***Incomplete and Failing Grades*** - ALL INCOMPLETE grades must be completed within two weeks of the end of each quarter unless circumstances necessitate a longer period of time. The teachers and the individual student, with approval of the principal, will arrange this extended time. If the incomplete is not made up by the specified time, the teacher will finalize the student’s grades.

## **Graduation - Commencement Ceremony and Early Graduation (Policy 6006)**

### **Commencement Ceremony**

The district shall conduct a commencement ceremony for students who have met all graduation requirements at the end of the school year, including students graduating as juniors or mid-term seniors. Participation in the ceremony is a privilege, not a right, and the superintendent or his/her designee may prohibit students who have violated conduct rules from participating in the ceremony as a consequence for the misconduct. Only those students who have completed all graduation requirements (i.e., completed the required coursework or achieved the goals set in the student’s individual education plan) will be allowed to participate in commencement exercises. Students are additionally required to adhere to the district attendance policy their final semester. Students who are dropped from membership due to poor attendance will not participate in the commencement ceremony.

### **Early Graduation**

Students are generally required to attend four years of high school (eight semesters of coursework) to be eligible to receive a diploma from the school district. The following sections address rare and extraordinary circumstances that may necessitate a student graduating early.

#### ***Early Graduation - Junior Year (after six semesters of coursework)***

To be considered for “Early Graduation” from high school at the conclusion of the junior year, the student and his/her parents or guardian are required to complete and submit to the principal a “Request to Graduate Early” form by December 1 of the junior year. To be eligible for consideration, students must meet all district graduation course requirements. If course requirements have been met, reasons for graduating early are restricted to the following rare and extraordinary circumstances:

1. A serious illness or medical condition exists that makes attending school the senior year impossible or impracticable. Written verification of the illness or condition and a written recommendation from a physician are required.
2. The student will “age out” meaning he or she will turn age 22 before his/her senior year. Verification of the student’s age via birth certificate or other valid identification is required.
3. Other extraordinary circumstances, as approved by the principal, that make attending the senior year impossible or impracticable. These situations are expected to be rare and extraordinary. The student and his/her parent/guardian are required to submit a written explanation of the extraordinary circumstance to the principal.

The principal, in consultation with the superintendent, shall approve or deny all requests. The decision of the principal will be final, and no appeal will be allowed. Subsequent applications for early graduation submitted on behalf of the same student will only be considered if they present additional facts or circumstances and otherwise meet the criteria of this policy.

#### ***Early Graduation – Mid-Term Senior Year (after seven semesters of coursework)***

To be considered for “Early Graduation” from high school after the first semester of the senior year (mid-term; minimum of 7 semesters completed), the student and his/her parents or guardian are required to complete and submit to the principal a “Request to Graduate Early” form by November 1 of the senior year. To be eligible for consideration, students must meet all district graduation course requirements. If course requirements have been met, reasons for graduating early are restricted to the following

circumstances:

1. A serious illness or medical condition exists that makes attending school the second semester of the senior year impossible or impracticable. Written verification of the illness or condition and a written recommendation from a physician are required.
2. Other extraordinary circumstances, as approved by the principal, that make attending the second semester of the senior year impossible or impracticable. The student and his/her parent/guardian are required to submit a written explanation of the extraordinary circumstances to the principal.
3. If a mid-term senior has not met either of the prior two criteria but has satisfied all graduation course requirements, he or she may graduate early by showing evidence of reading and writing competency via the successful completion of a senior-level English course or other evidence of literary mastery (including, but not limited to college readiness standards through ACT, MAP, or other approved assessments). Mid-term seniors who do not meet this standard will be required to enroll in at least one English, Reading, Speech, or other literacy competency course in their final (8<sup>th</sup>) semester of coursework. Mid-term seniors who have completed the course requirements for graduation, but have not met the literacy competency standard may choose to complete an approved school-to-community work-study course in conjunction with their required literacy coursework until either the *Lexington High School Literacy Standard* has been met or the student's 8<sup>th</sup> semester has been successfully completed.

The principal, in consultation with the superintendent, shall approve or deny all requests. The decision of the principal will be final, and no appeal will be allowed. Subsequent applications for early graduation submitted on behalf of the same student will only be considered if they present additional facts or circumstances and otherwise meet the criteria of this policy.

***“Early Graduation” Activity/Event Inclusions*** - All students who meet the aforementioned “Early Graduation” eligibility requirements will be allowed to participate in the current year’s spring commencement exercises and apply for scholarships for which they are eligible.

***“Early Graduation” Activity/Event Exclusions*** - “Early Graduates” are not eligible to compete in senior class rankings, be considered for academic distinction, graduate with honors, speak at commencement, take part in the Senior Walk, be eligible for the Destination: Graduation Academic Team senior laptop competition, or participate in any other activity or honor considered exclusive to seniors. Only seniors who are in their 4<sup>th</sup> year of coursework (have completed at least seven semesters of coursework) may attend the Senior Tribute and Senior Honors Night events.

#### **Graduation Requirements (Policy 6005)**

220 total credits required

English (40 Credits)

Mathematics (30 Credits)

Science (30 Credits)

Social Studies: 30 (must include 5 hours of Am. Gov’t)

Health/ Physical Education (10 Credits)

Foundations of Leadership\* (10 Credits)

Electives (70 Credits)\*\*

*\* Foundations of Leadership is required for freshmen. Students who transfer to LHS after 9<sup>th</sup> Grade are not required to take FOL. \*\* The elective course requirement of 70 credits increases to 80 credits for students who do not complete FOL.*

***NEW: COHORT CLASS OF 2025 (225 Credits Required for Graduation) will be required to have 30 Social Studies credits plus 5 credits for American Govt***

#### **Honors Course Content**

Students will be placed using the previous years teacher recommendation and MAP scores. The course content of Honors courses will be broader in scope, greater in depth and more intellectually rigorous than that typically found in other classes. Honors courses will stress analytical skills and higher order thinking



in addition to the mastery of basic skills, and will typically take five hours in out-of-class preparation per week. It is recommended that students maintain an 85 (B) percent average or above. Students with a grade of 84% (C) or below will not receive honors points and may be reassigned to another class.

### **Honors Curriculum**

Students may enroll in any Honors Class for which they've met the prerequisites and in which there is space. Students must also meet two of the following requirements for acceptance in an Honors Class:

1. Previous year teacher recommendation
2. MAP Assessment (80%)
3. Specific department requirements

### **Honor Roll Requirements**

1. Minimum semester 3.5 GPA
2. A's and B's only
3. Must be in regular education classes, regardless of the level or cohort
4. Students must have been enrolled at LHS a full semester
5. Students can be enrolled in Co-taught classes and Pre-Algebra and Applied Science
6. Students in these classes will not be included:
  - Life Skills classes
  - Students enrolled in one or more DLP classes
  - Students enrolled in ELL and ECT classes

### **Inappropriate Display of Affection**

At LHS we are a community of learners. Everyone respects and values the members of the school community as individuals with unique qualities and gifts. We are preparing to enter the world of higher education and work. The following parameters should guide us in our behavior at school, on school grounds (including parking lots and outside areas) and at school activities:

1. Kissing, groping, molesting, lap sitting, or touching private parts is inappropriate.
2. Touching (excluding private parts)—for example, a pat on the back, linked hands (with both hands visible), nonromantic hugs, or an occasional arm around the shoulder while conversing, encouraging, showing solidarity or support is appropriate.
3. Dances are social events. Partners can hold each other in romantic, non-provocative embraces.
4. Visible, open handholding is permissible.
5. No act should take away any portion of a person's dignity, but rather add to it.

### **Interfering With the Education of Others**

Interfering with the education of others is defined as students who engage in disruptive, disrespectful, or insubordinate behavior. Any school employee may send or bring a student to the principal's office in order to maintain effective discipline in the classroom, halls, at a school activity, or on school grounds.

### **Insubordination (Repeated Refusal To Follow Class Rules)**

A teacher may send a student to the office that has been documented by the teacher to repeatedly interfere with the teacher's ability to communicate effectively with other students in the class. No later than the third class day after the day in which the student is removed from the class, the principal shall attempt to schedule a conference that includes the principal or the principal's designee, a parent/guardian of the student, the teacher and the student. Following the conference, the principal shall exercise - but not be limited to - any of the following actions:

1. Suspension (via in-school or out-of-school suspension) of the student for a period consistent with local policy, not to exceed five school days;
2. Place the student in an out-of-class program, (alternative education);
3. Place the student back in class with restrictions and/or consequences.

Note: Non-compliance by student or parent to attend the meeting – after attempts have been made to require student and parent attendance at the aforementioned meeting, failure of a student/parent to attend the meeting will force the school to make a decision without a formal meeting.

**Lockers and Hall Traffic** No students will be allowed in the hallways during class time. Under special circumstances, students in the halls during class time must have a pass that shows their destination and the classroom from which they came. Students must use only the lockers assigned to them. Lockers are subject to inspection at anytime by school administrators. Students will be held accountable for all contents in their assigned lockers at all times.

### **Lunch**

A hot school lunch is provided for each student. Free/reduced-price lunches are available by applying through the office. Menus are posted both daily and monthly on the school's website. Some students may wish to bring a lunch instead of buying one. No students will be allowed to bring food or drink on the school grounds unless the food or drink is for their school lunch and is brought in by 2<sup>nd</sup> period. Students will not be allowed to order fast food by delivery during the lunch break. All lunches are to be served and eaten in the cafeteria. Parents who bring food for their students must bring the food to the office to be distributed to students by office personnel. After a student has eaten his/her meal, the grass area west of Door #15 may be used for relaxation/recreation. During the lunch period, bells will ring that indicate the start of each lunch period. A bell will not sound to indicate the end of each lunch shift. Students are responsible for returning on time to their 5<sup>th</sup> hour class from lunch. The State School Food Service Staff program regulation forbids any competitive food or beverage service to be in operation ½ hour before and after school hours. Therefore, the vending machines are inoperable during this time. The same regulation forbids the sale of food or beverage items by other school organizations during the lunch hour. Students are to remain in the assigned areas during their scheduled lunch period.

### **Masks**

Mask requirement: Students may be directed by administration to wear cloth or multi-layer disposable face masks, or another approved face covering to help prevent the spread of COVID-19 in school. Students are expected to bring and wear their masks each day as directed. If they do not have a mask, one will be provided for them. An appropriate fitting mask must fully cover the students' nose, mouth and chin tightly. Mask fabric must be appropriate and bandanas may not be used as a mask. Exceptions may be granted based on a student's IEP or 504 plan or other relevant factors as determined by administration. Failure to wear a face mask will result in disciplinary consequences as follows: **1st offense: warning and directive to wear the mask at all times -- 2nd offense: In-school suspension or other appropriate discipline -- 3rd and succeeding offenses: up to and including emergency exclusion or out of school suspension or expulsion.**

### **Medication**

When a student must take medication during school hours, the medicine should be brought to and left in the nurse's office. Students must give the medication to the school nurse in the morning upon arrival to school. A signed and dated permission form that includes information regarding the medication date, time, and amount must be provided for the school nurse before medication can be given. Purpose and dosage directions of the medicine (in the original container from the pharmacy with the directions intact) must be provided. The permission form is available in the nurse's office.

### **Notifying the School**

If a student must be absent, the school urges parents to contact the school on the morning of an absence for an illness and before a planned absence (i.e. funeral, doctor's appointment, etc.). This not only keeps communication open between the school and parents, it also enables the school to assist the student to obtain make-up work. If a phone call is impossible, students are asked to bring a note upon returning to school, signed by a parent or guardian that states the time, date and reason for an absence. If a student is absent without previously notifying the school, parents should expect a phone call from the principal's office. If a student wishes to leave during the day, he/she will only be allowed to do so through the office and with the consent of his/her parent(s), via note or phone call. If a student wishes to leave campus for lunch, parent(s) will need to personally check out the student from the office. **All notes (i.e. parent,**

**doctor, etc.) should be forwarded to the administration office within two (2) days after returning from the absence.**

### **Nurse**

A school nurse is employed by the Lexington High School and is “on duty” daily at the high school to assist with illnesses, school injuries and health education. A health record card is on file for each student in the nurse’s office. Students are requested to keep this card up to date by reporting to the nurse any booster shots or other pertinent health information. All students must carry their own insurance if they wish to do so. The school does not sponsor an insurance program. The Lexington public schools are not liable for injuries to pupils and will not pay the medical costs for accidents that occur in athletic contests, on school premises, or on the way to and from school.

### **Posters and Signs**

Areas are provided in which students can display signs that are positive in supporting individuals, educational goals and school climate. Thumbtacks may be used to fasten posters to bulletin boards. An LHS administrator must approve any/all posters and signs before they can be displayed in the school building.

### **Schedule Changes**

Should a schedule or a class not meet a student’s needs, he/she may be allowed to arrange for a change of schedule during the designated days set up by the counseling department each semester. To initiate this process, the student should begin by discussing his/her problems or concerns with his/her homeroom advisor who may refer the student to the guidance office. Each of the following criteria must be satisfied before a schedule change is implemented:

1. The requested change is consistent with the student’s four-year educational plan.
2. The change is recommended/approved by the homeroom teacher.
3. Changes made in the schedule at the end of the semester may be made with the permission of the principal, the parent, and the counselor.

### **School Day**

The school day typically begins at 8:00 a.m. and ends at 3:25 p.m. Students are to leave the school grounds after dismissal. School staff will provide supervision for students on school grounds 15 minutes before the school day begins and 20 minutes after the school day ends. Supervision by LPS personnel is not guaranteed either before or after these times. Parents must make arrangements for their children to leave school promptly at the end of the day

**School-Issued Lanyards**In order to maintain the safety and security of all students and staff, LHS has established a mandatory “Student I.D. Card and Lanyard Policy.” All students are required to wear their I.D. card on a school-approved lanyard at ALL times while in the school building and on all school property. Lanyards will be scanned upon entry to the building. It is the student’s responsibility to ensure that they have their I.D. cards visible at all times. Students who forget or lose their lanyards will be required to purchase a replacement (**Temporary Sticker \$1.00 - ID Card - \$5.00 - Lanyards- \$1.00 - Sleeve-\$2.00**). Attendance and an I.D./lanyard check WILL take place at the BEGINNING of 1<sup>st</sup> period each day. Students who do not have their I.D. cards/lanyards will face the following consequences:

Consequences –

- ✓ 1<sup>st</sup> and 2<sup>nd</sup> Offenses – Warning
- ✓ 3<sup>rd</sup> Offense – 30-minute after-school detention
- ✓ 4<sup>th</sup> Offense – 60-minute after-school detention
- ✓ 5<sup>th</sup> Offense – 1 day of ISS (parent notification)
- ✓ 6<sup>th</sup> Offense – 2 days of ISS (parent notification)
- ✓ 7<sup>th</sup> Offense – Parent meeting (possible OSS) (Note: Sticker from the office; Monday–RED, Tuesday–PINK, Wednesday–GREEN, Thursday–YELLOW, Friday–ORANGE)

### **School Library**

Students must check out materials from the librarian on duty. Each borrower is responsible for all books checked out in his/her name. Each student is responsible for any fine that has accumulated on a book checked out to him/her. If a book is lost and not found by the end of the semester, the student must pay for the replacement cost of the book plus processing fees. Students must also pay for any damage they cause to library books.

### **Security of Student Property**

Students participating in physical education and/or athletics may deposit their valuables with the coaches for safekeeping. The school and its staff will not be responsible for lost, stolen, or any student's property, which has not been entrusted to a school personnel.

### **Snacks**

No open containers of drinks are to be brought into the classrooms and hallways after 8 AM other than water. Consumption of pop, candy, or snacks in classes will be at the discretion of the principal, only after receiving special permission on special occasions. No food or drink may be consumed in the hallways at any time. These items are restricted to the cafeteria before school begins each day.

**Student and Parent Civil Rights** (POLICY: LEXINGTON PUBLIC SCHOOLS; UNITED STATES CIVIL RIGHTS ACT, TITLE IX, TITLE VI, SECTION 504): No person, including students, may be treated in a manner which discriminates based on sex, race, color, creed, religion, age (40-70), national origin, handicap or marital status. Any grievance shall follow procedures included in the Board of Education Policy Manual under Students: Civil & Legal Rights. STEP I - The grievance shall be presented to the building principal. STEP II - If a satisfactory adjustment of such grievance shall not thereby be reached within three school days thereafter, it may be presented in writing to the building principal that will within five school days thereafter, present a decision in writing to the grievance. STEP III - If a satisfactory adjustment of such grievance shall not thereby be reached, it may be presented in writing to Grievance Coordinator Angie Kovarik, who will, within five days thereafter, present a decision in writing to the grievance. STEP IV - If a satisfactory adjustment of such grievance shall not thereby be reached, it may be presented in writing to the superintendent of schools who will within five days present a decision in writing to the grievance. STEP V - If a satisfactory adjustment of such grievance is not thereby reached, it may be presented in writing to the Lexington Board of Education who will provide for a hearing of such grievance within thirty days, and within ten days following the hearing, present a written decision to the grievance. Additional State and Federal Guidelines are available in school offices, library, and district website.

### **Student Conduct (Alcohol, Tobacco, and Drug Violations)**

Lexington High School intends to create a safe, secure environment in which its community of learners can work successfully and develop responsible, healthy behaviors. Prevention is the primary concern of all school and community personnel. Since alcohol, tobacco and other drug use is illegal and interferes with both effective learning and a healthy development of the student, Lexington Public Schools has a fundamental legal and ethical obligation to prevent drug use and to maintain a drug-free educational environment. Because of the extensive use and abuse of alcohol, tobacco, and other drugs and their continuous promotion in society, the Lexington Public Schools shall provide drug education units that are age-appropriate at all grade levels. These units are necessary to prepare students for decision-making against drug and alcohol use and the physiological, psychological and sociological aspects of drug use, misuse and abuse. Illegal drug activity on school premises or at any school-sponsored activity or event shall include engaging in the unlawful possession, selling, dispensing of look-alike drugs, controlled substances, tobacco, or alcoholic liquor. If the administration has reason to believe that a student has consumed alcohol at a school activity, or on school premises, or at a time previous to entering school premises or activity, such that there would be ascertainable blood alcohol content - and upon request from school personnel - that student shall submit to a breathalyzer exam. Refusal of a student to submit to the Breathalyzer exam could be considered "Failure to Cooperate with School Personnel," which could lead to suspension. Any school employee who believes a student at school has a controlled substance without a

prescription for it; tobacco, alcohol, a look-alike drug or other substance prohibited by school rule or state law, must report the matter immediately to the administration. The administration shall investigate the matter. If the administrator determines there is reasonable cause to believe that a student at school has a drug prohibited by school rule or state law, the administrator shall have the authority to conduct a search that shall include, but is not limited to, the student's locker, possessions, vehicle if on school property, and person. Any item discovered in the search that is unlawful or constitutes a violation of a school rule will be confiscated. Those items that are unlawful to possess shall be turned over to an appropriate law enforcement agency. As an alternative to searching the student's person, the administration may contact an appropriate law enforcement agency regarding the search.

### **Student Government (Policy 5041)**

Students are encouraged to formulate and participate in elective and representative student government activities. The organization, operation and scope of student government will be administered by the superintendent or designee.

### **Tardiness**

1. First Period Tardy – Everything before 8:10am is a “tardy”; anything after 8:10 am will be considered an “absence” and will not be admitted to their 1<sup>st</sup> period class. (Exception: special circumstances deemed “unavoidable” by the administration). Students who are tardy 1<sup>st</sup> period should go directly to class after signing in at the office. Students tardy to 1<sup>st</sup> period will be assigned an office detention that same day. After 8:00 am, students must get a pass from the office to be admitted to class.
  - ✓ 1<sup>st</sup> Offense – Verbal Warning By The Teacher
  - ✓ 2<sup>nd</sup> Offense - 30-Minute Office Detention After School That Same Day (or 7am the next morning)
  - ✓ 3<sup>rd</sup> - 5<sup>th</sup> Offenses – Admin Referral to Administration (office assigns detention & contacts parent)
  - ✓ 6<sup>th</sup> And Succeeding Offenses – Admin referral – student will not be admitted to class without a parental/guardian presence at the school – parent/guardian must bring student to the office and meet with an administrator/or designee before the student will be admitted class. If the parent/guardian does not show up at the time of the tardy, an administrator/or designee will schedule a meeting with the parent/guardian. The student will not be admitted to 1<sup>st</sup> Period the following day and will be assigned to ISS until the meeting takes place.
2. Periods 2-8 – Teachers will assign/supervise detentions for students who are tardy to their classes.
  - ✓ 1<sup>st</sup> Offense – Verbal Warning By The Teacher
  - ✓ 2<sup>nd</sup> Offense – 30-Minute Detention With Teacher
  - ✓ 3<sup>rd</sup> - 5<sup>th</sup> Offenses – 30-Min. Detention With Teacher -- teacher will also contact the student's counselor who will make contact with both the student and parent the same day of the infraction.
  - ✓ 6<sup>th</sup> and Succeeding Offenses – Admin Referral (AP will meet with parent)

### **Telephone Calls**

Students will not be called to the telephone during class time except in the case of an emergency. Messages will be taken and delivered to students. All phone calls will be limited to three minutes. The school telephone is primarily for school business and should not be used for personal calls. No long distance calls, regardless of its urgency, is to be made from the office telephone at any time without the specific approval of the office. Use of the free local telephone by students during class periods will be approved for emergency situations. The building principal - or his designee - will either grant/deny permission before a call is placed. No students will place or receive phone calls from classrooms unless there is an emergency. Students should be directed to the nurse's office for non-emergency type medical issues. Students should not answer phone calls to classrooms – the classroom teacher should handle this.

### **Tornado Drills**

Tornado drills will be held periodically during the year. The alarm for a tornado drill will be given by an announcement over the intercom. Students will go directly to the designated area, get down on their knees, bend down and put their hands over their heads.

### **Transfer Students**

Students transferring from other school districts 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.

**Grade Placement and Academic Credits of Transfer Students (Policy 6009)** - Subject to a determination on grade placement based on the criteria set forth below, a student transferring from an accredited school generally will be placed at the grade level that is comparable to the placement in the school from which the student is transferring. Temporary placement may be made until a student's records are received to verify the placement. The appropriate level of placement for secondary students may be determined by, but not limited to, consideration of the following information:

- Chronological age
- Previous public or private school experience and transcript
- Standardized achievement test data
  - Criterion-referenced test data
  - Final examination test data
  - Diagnostic test data

The district will accept credits toward graduation that were awarded by an accredited school district and which, in the professional judgment of the administrative team, are sufficiently rigorous and comparable to the district's offered courses of study. A student transferring into the school district in grades 9-12 will be responsible for meeting all graduation requirements in order to be awarded a diploma from the district. Students who transfer from an exempt (home) school and/or a non-accredited school may be awarded credits to be counted toward high school graduation requirements at the discretion of the building principal in consultation with the superintendent of schools. The principal will consider all of the factors listed above and will also consider the student's performance on the district's internal benchmark tests.

### **Transportation**

Transportation to and from school is the responsibility of the individual student. High School students should be aware of the following expectations:

1. Observe all traffic and safety laws related to the various modes of transportation.
2. The driveway in front (west) of the school is one way.
3. Maximum speed limit on school property is ten miles per hour. Careless or reckless driving can result in suspension and/or law enforcement intervention.
4. A parking area for student vehicles is located on the east side of the football stadium. The parking lots north of the building and east of the crosswalk include "permit parking" for LHS staff members. Other restricted areas include the islands in the student parking lot and the driveway on the south side of the building. Those who park in restricted areas will be subject to disciplinary consequences.
5. Do not loiter in the parking lot before or after school.
6. A bicycle rack is located directly in front of the building or on the south patio.
7. Everyone is reminded that a zone painted yellow means NO PARKING.

**Visitors** We welcome and urge visitation by parents. In order to ensure the safety and well being of our school community, all visitors must check into the high school office upon arrival in the building. A valid driver's license must be presented in order to gain access to the interior of the building (anywhere beyond the administration offices).

**Weapons Possession (see next page for additional information)**

Students may not be in possession of weapons of any type. If at any time a student discovers that he or she has possession of a weapon other than a firearm/gun, the student must immediately turn the weapon in to the nearest teacher, counselor, school resource officer, administrator or other school staff person. If the student immediately turns in a weapon, the student will not face consequences for weapon possession. If, however, the student continues to possess the weapon, to go on to further classes, to display the weapon to other students, or otherwise does not take the immediate action of reporting, the student will be subject to expulsion as defined in the Student Code of Conduct. In addition to the regulations outlined in the Student Code of Conduct, District Student/Parent Handbook, please also see the "Consequences For Disruptive Acts" chart included in this handbook.

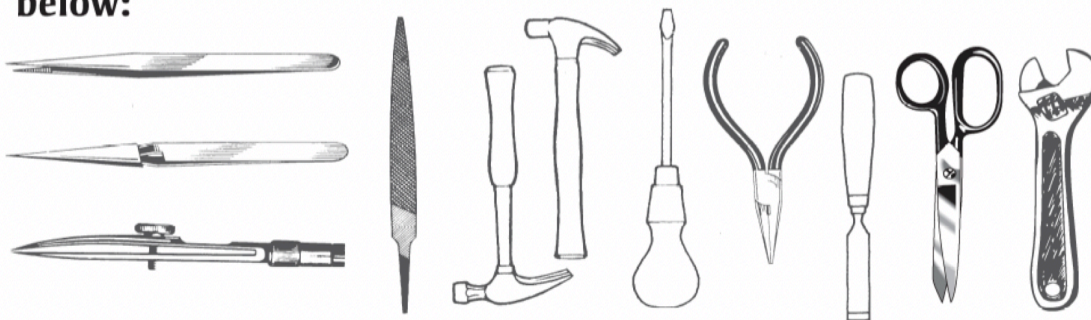
# Notice To All Students

**The items below are used as tools  
in some of your classes:**

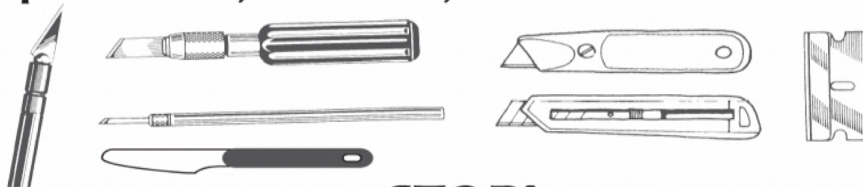
*exacto knives, art knives, any item having a blade, blades of any kind, scissors, kitchen knives, awls, screwdrivers, punches, hammers, vise grips, and any other tool that may be used in a class.*

**Take the tools out of class or bring them from home and they become weapons. Possession of these items may result in expulsion for two semesters for knives and one semester for unauthorized tools.**

**Examples of some, but not all, unauthorized tools are shown below:**



**Examples of some, but not all, knives are shown below:**



**STOP!**

***Leave Them In Class! Don't Bring Them!***

# **CONSEQUENCES FOR DISRUPTIVE ACTS**

The below-listed consequences are guidelines to be used for dealing with disruptive acts. The consequences may change depending on circumstances. Other consequences such as in-school suspension may be utilized at the discretion of the LHS administration. In some situations, the Extracurricular Policy may also be in force.

| OFFENSE                                                                                                                                                          | 1 <sup>ST</sup> OFFENSE                                                                                                | 2 <sup>ND</sup> OFFENSE                                                                             | 3 <sup>RD</sup> OFFENSE                                                                               |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|
| <b>Academic Misconduct</b><br>(includes cheating, plagiarism, etc.)                                                                                              | Detention; "0" credit for assignment (student may redo assignment for 69% credit or less); Parent Contact              | ISS; "0" credit for assignment (student may redo assignment for 69% credit or less); Parent Contact | S-OSS; "0" credit for assignment (student may redo assignment for 69% credit or less); Parent Contact |
| <b>Activities Misconduct (Includes Derogatory Comments to Participants; Unruly Behavior; Disrespect to Officials; Failure to Follow Rules or Requests, etc.)</b> | Warning, Detention, ISS, or S-OSS; Possible directive to leave event and/or ban from future activities; Parent Contact | Detention, ISS or S-OSS; Directive to leave event; Ban from future activities; Parent Contact       | N/A                                                                                                   |
| <b>Alcohol* (use and/or possession)</b><br>[+ Extracurricular Policy Consequence]                                                                                | Minimum 5 days OSS or<br>***See below                                                                                  | ***See below                                                                                        | ***See below                                                                                          |
| <b>Arson***</b>                                                                                                                                                  | ***See below                                                                                                           |                                                                                                     |                                                                                                       |
| <b>Assault</b>                                                                                                                                                   |                                                                                                                        |                                                                                                     |                                                                                                       |
| ▪ <b>Against a student*</b>                                                                                                                                      | Minimum of 5 days OSS and see below (*)                                                                                | Long-term suspension or expulsion                                                                   | Expulsion                                                                                             |
| ▪ <b>Against school staff*</b>                                                                                                                                   | Expulsion                                                                                                              | Expulsion                                                                                           | Expulsion                                                                                             |
| ▪ <b>Mutual consent/equal participation*</b>                                                                                                                     | Minimum 5 days OSS                                                                                                     | Long-term suspension or expulsion                                                                   | Expulsion                                                                                             |
| • <b>Bullying, Threats, Harassment*</b>                                                                                                                          | ISS or OSS                                                                                                             | ***See below                                                                                        | ***See below                                                                                          |
| <b>Bomb Incident* (includes threat)</b>                                                                                                                          | ***See below                                                                                                           | ***See below                                                                                        | N/A                                                                                                   |
| <b>Bus/School Vehicle Violation</b><br>(includes horseplay, failure to follow directions, littering, throwing objects out of the windows, etc.)                  | Warning; Possible Detention, ISS, S-OSS and suspension from bus route; Parent Contact                                  | Warning; Possible Detention, ISS, S-OSS and suspension from bus route; Parent Contact               | Suspension from bus service; Parent Contact                                                           |
| <b>Class Disturbance</b>                                                                                                                                         | Consequences to be handled by the classroom teacher. Excessive disturbances will be reported to the administration.    |                                                                                                     |                                                                                                       |
| <b>Dress Code Violations</b>                                                                                                                                     | Warning and Change Attire                                                                                              | Detention or ISS; Change Attire; Parent Contact                                                     | Detention, ISS or S-OSS; Change Attire; Parent Contact                                                |



|                                                                                                                                                |                                                                                                                         |                                         |                                         |
|------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|-----------------------------------------|
| <b>Disrespect/Insubordination</b>                                                                                                              | Detention, ISS, OSS and/or reassignment                                                                                 | Min. 5-Day OSS and/or reassignment      | ***See below                            |
| <b>Drug Offenses* [includes actual/imitation controlled substance and paraphernalia]</b>                                                       |                                                                                                                         |                                         |                                         |
| <b>Possession/Use</b>                                                                                                                          | Min. 5 days OSS /***See below                                                                                           | ***See below                            | ***See below                            |
| <b>Sale/Distribution</b>                                                                                                                       | ***See below                                                                                                            | ***See below                            | ***See below                            |
| <b>Fire Alarms/Fire Extinguishers*</b>                                                                                                         | 5 days OSS and **See below                                                                                              |                                         |                                         |
| <b>Fire Paraphernalia [Lighters, matches, etc.]</b>                                                                                            |                                                                                                                         |                                         |                                         |
| <b>Possession</b>                                                                                                                              | Confiscate; Detention or ISS                                                                                            | Confiscate and OSS 3-5 Days             | Confiscate & ***See below               |
| <b>Unauthorized Use</b>                                                                                                                        | OSS                                                                                                                     | OSS and Restitution                     | ***See below                            |
| <b>Fireworks*</b>                                                                                                                              |                                                                                                                         |                                         |                                         |
| <b>Possession</b>                                                                                                                              | Minimum 5 days OSS                                                                                                      | Confiscate and OSS 3-5 days             | Confiscate & ***See below               |
| <b>Use</b>                                                                                                                                     | 5 days OSS or ***See below                                                                                              | OSS and Restitution                     | ***See below                            |
| <b>Gang Involvement* (includes graffiti, notes, symbols, hand signs, colors, speech, etc.)</b>                                                 | OSS for balance of the day; Minimum 5 days OSS<br>1-5 days OSS                                                          | Long-Term Suspension                    | Expulsion                               |
| <b>Larceny/Theft**</b>                                                                                                                         |                                                                                                                         |                                         |                                         |
| <b>Less than \$50</b>                                                                                                                          | 1-5 Days OSS                                                                                                            | ***See below                            | ***See below                            |
| <b>Greater than \$50</b>                                                                                                                       | 5 Days OSS or ***See below                                                                                              | ***See below                            | ***See below                            |
| <b>Littering on School Premises</b>                                                                                                            | Warning                                                                                                                 | Detention; Parent Contact               | ISS; Parent Contact                     |
| <b>Parking Violations</b>                                                                                                                      | Vehicles parked in a teacher/visitor lot or illegally parked will be ticketed, booted, and/or towed at owner's expense. |                                         |                                         |
| <b>Public Display of Affection (P.D.A.)</b>                                                                                                    | Warning                                                                                                                 | Detention and Parent Contact            | ISS and Parent Contact                  |
| <b>Sex Offenses* (includes possession and/or distribution of sexually-related material (including via electronic devices; "sexting," etc.)</b> | ***See below                                                                                                            |                                         |                                         |
| <b>Tardiness, Truancy, and Unexcused Absences</b>                                                                                              | *See "Attendance" section of Lexington HS Student Handbook                                                              |                                         |                                         |
| <b>Tobacco* (use and/or possession) – includes E-cigarettes</b>                                                                                | * Confiscate and 1 day OSS                                                                                              | * Confiscate and 2 day OSS              | * Confiscate and 3 day OSS              |
| <b>Trespassing* (non-students)</b>                                                                                                             | Warning and/or *Police notification                                                                                     | *Police notification; Charges requested | *Police notification; Charges requested |
| <b>Vandalism** (Includes property loss/damage, graffiti, abuse of school property, etc.)</b>                                                   |                                                                                                                         |                                         |                                         |
| <b>Less than \$50</b>                                                                                                                          | 1-5 days OSS and restitution                                                                                            | ***See below                            | ***See below                            |
| <b>Greater than \$50</b>                                                                                                                       | 5 days OSS and ***See below                                                                                             | ***See below                            | ***See below                            |
| <b>Weapons/Firearms*</b>                                                                                                                       |                                                                                                                         |                                         |                                         |
| <b>Possession and/or Use</b>                                                                                                                   | *See "Weapons/Firearms" section of Nebraska Student Discipline Act                                                      |                                         |                                         |

|                             |                         |
|-----------------------------|-------------------------|
| Any Other Felony Violations | OSS and/or ***See below |
|                             |                         |

### **CLARIFICATIONS:**

1. Students under recommendation for expulsion will be suspended pending the expulsion decision.
2. A parent conference may be necessary prior to a suspended student's return to school.
3. Students suspended from school will be allowed to complete missed assignments, homework, and tests.
4. Administration will deal with each infraction individually and determine the best, most appropriate action (this may deviate from the stated policy in special situations)

### **DEFINITIONS:**

- **ISS = In-School Suspension [Short term = 1 day; Long term = 3 days]**
- **OSS = Out-of-School Suspension [S-OSS > Short term=1-5 days; L-OSS > Long term=6-19 days]**
- **Expulsion = Suspension for more than 19 days to the end of the semester or up to one year.**

### **INDICATORS:**

- \* LAW ENFORCEMENT NOTIFICATION
- \*\* LAW ENFORCEMENT NOTIFICATION AND RESTITUTION
- \*\*\* LONG-TERM SUSPENSION, EXPULSION OR MANDATORY REASSIGNMENT -
  - In accordance with state statutes
  - Could also include law enforcement notification and/or restitution

**NOTE: IF AT ANY TIME IT BECOMES NECESSARY TO ADD OR ALTER THE RULES AND/OR GUIDELINES OUTLINED IN THIS HANDBOOK, SUCH A DECISION WILL BE MADE BY THE ADMINISTRATION. THESE CHANGES WILL BE "IN EFFECT" IMMEDIATELY, AS AUTHORIZED. PLEASE REFER ALSO TO THE LHS HANDBOOK SUPPLEMENT (PRINTED ON THE LPS WEBSITE) FOR PERIODIC UPDATES.**

# WAYS TO GET INVOLVED AT LHS

| Fall Activities & Sports                                                                                              | Year Round Activities                                                                                                                                                                                                                                                                                                                           |
|-----------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Cheerleading<br>Cross Country<br>Football<br>Girl's Golf<br>Softball<br>Boy's Tennis<br>Unified Bowling<br>Volleyball | Academic Decathlon<br>Band<br>Chamber Choir<br>Choir<br>Circle of Friend<br>Flag Corps<br>Future Farmers of America<br>Interact<br>Jazz Band<br>L Club<br>Majestic Volunteering<br>Mock Trial<br>Musical<br>National Honor Society<br>One Act<br>Quill & Scroll<br>SPEAC<br>Speech<br>Skills U.S.A.<br>Student Council<br>Teammates<br>Yearbook |
| Winter Activities & Sports                                                                                            |                                                                                                                                                                                                                                                                                                                                                 |
| Cheerleading<br>Basketball<br>Bowling<br>Liberty Belles<br>Wrestling<br>Powerlifting                                  |                                                                                                                                                                                                                                                                                                                                                 |
| Spring Activities & Sports                                                                                            |                                                                                                                                                                                                                                                                                                                                                 |
| Boy's Golf<br>Girl's Tennis<br>Soccer<br>Track & Field                                                                |                                                                                                                                                                                                                                                                                                                                                 |

## **Middle School Handbook Supplement**

***This Handbook provides information unique to Lexington Middle School and is supplemental to the District Student/Parent/Activities Handbook.***

### **Absences and Homework**

Upon return from every absence or partial-day absence, students shall confer with their teachers about missed classwork:

(a) students who are pre-excused from school should have all of their schoolwork completed and turned in to the teacher before leaving school unless special arrangements have been made by the teacher and/or administrator;

(b) students who miss school due to an illness or other unforeseen circumstance will be allowed two (2) days for each day absent – up to five days total – to turn in missed homework given during the absence; additional days may be allowed by the teacher and/or administrator for special circumstances;

(c) suspended students must have all homework completed upon returning to school and shall be assigned in-school suspension if otherwise.

### **Eligibility List**

1. An “Eligibility List” will be published every Monday morning by 8:30 AM.
2. “Failing” are those whose present QUARTER grade average is below 70%.
3. A student on the failing list for two or more consecutive weeks in one or more subjects is considered ineligible.
4. A student is ineligible - starting Monday after the list is published - until the following Monday. If the student is passing the subject(s) that caused the ineligibility, s/he shall be eligible that following Monday.
5. Students will not be allowed to participate in contests while they are ineligible.
6. Each student has the right to have his eligibility reviewed.
7. Eligibility will cover all extra-curricular activities under the jurisdiction of the school.

### **Behavioral Expectations**

Please see chart contained in this document for typical disciplinary responses to various rule infractions.

### **Cafeteria Rules**

1. All food is to be eaten by the student or left on the tray when returned to the dishwasher. 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.

2. 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. There will be no throwing of food or other items.
5. Students should remain at their tables until they are dismissed. Students are expected to eat lunch at school. For a student to eat at home, parents must provide written authorization and transportation.
6. Students must treat lunch personnel with respect.
7. Students who violate the above rules will be disciplined.

#### Payment for Meals

Students are encouraged to pay for meals several weeks in advance. Payment should be made to the bookkeeper in the office.

#### **Cell Phones and Other Electronic Devices (Policy 6025)**

Students may not use cellular (cell) phones or other electronic devices (e.g. beepers, ear buds, cellular telephones, MP3/CD players, radio headphones, laser lights, personal computers, etc.) while at school, except as permitted in this handbook.

Students may use cell phones or other electronic devices outside the building before and after school. Students may not have cell phones or other electronic devices while they are in locker rooms, classrooms or restrooms. During school hours students must keep their cell phones or other electronic devices in lockers or a personal vehicle.

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.

Additional information about cell phones is provided in board policy.

#### **Coats and Boots**

Middle School students must wear coats outdoors when the weather makes it advisable. The staff will decide when coats are required for recess.

Middle School 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.

### **Face Coverings**

Students may be directed by the administration to wear cloth or multi-layer disposable face masks, or another approved face covering, to help prevent the spread of COVID-19 in school. Students are expected to wear their masks each day as directed. If they do not have a mask, one will be provided for them. An appropriate fitting mask must fully cover the students' nose, mouth and chin. Mask fabric must be appropriate and bandanas may not be used as a mask. Exceptions may be granted based on a student's IEP or 504 plan or other relevant factors as determined by the principal. Failure to wear a face mask will result in disciplinary consequences as follows: 1st offense: warning and directive to wear the masks at all times -- 2nd offense: In-school suspension or other appropriate discipline -- 3rd and succeeding offenses: up to and including emergency exclusion or out of school suspension or expulsion.

### **Grades**

Students will receive letter grades for their academic classes.

The middle school grading system is as follows:

| <u>Letter Grade</u> | <u>Percentage Grade</u> | <u>Computer Grade</u> |
|---------------------|-------------------------|-----------------------|
| A+                  | 98-100                  | 4.33                  |
| A                   | 93-97                   | 4.0                   |
| B+                  | 90-92                   | 3.33                  |
| B                   | 85-89                   | 3.0                   |
| C+                  | 82-84                   | 2.33                  |
| C                   | 77-81                   | 2.0                   |
| D+                  | 74-76                   | 1.33                  |
| D                   | 70-73                   | 1.0                   |
| F                   | Below 70                | 0.0                   |

### **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.

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 3.5 or higher will qualify for the honor roll.

### **Playground Rules**

Students must follow these rules to keep the playground safe:

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.

School staff supervise the playground during school hours. However, it is not supervised after school, and students should not play on the equipment without adult supervision.

### **School Day**

The school day typically begins at 8:00 a.m. and ends at 3:25 p.m. Students are to leave the school grounds after dismissal. School staff will provide supervision for students on school grounds 15 minutes before the school day begins and 20 minutes after the school day ends. There will be no supervision provided by the school before or after these times. Parents must make arrangements for their children to leave school promptly at the end of the day.

### **Student Government ([Policy 5041](#))**

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.

### **Visitors (Policy 5064)**

We welcome and urge visitation by parents. However, in order to ensure the safety and well-being of our school community, all visitors must check into the office upon arrival in the building.

### **Weapons**

In addition to the regulations outlined in the District Student/Parent Handbook, please comply with the terms contained in the following notice.

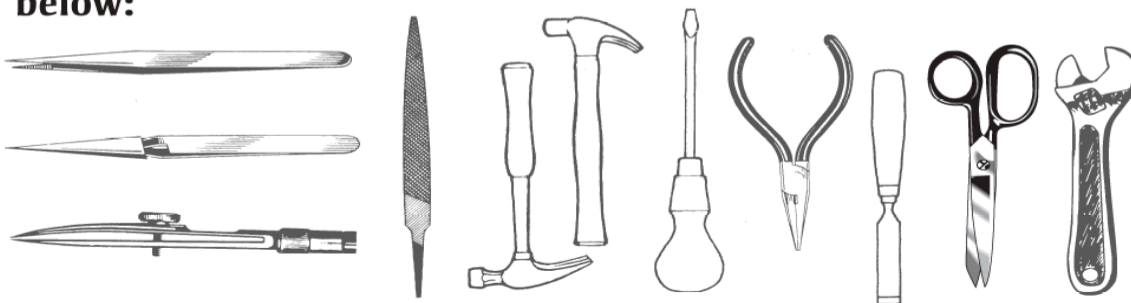
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**The items below are used as tools  
in some of your classes:**

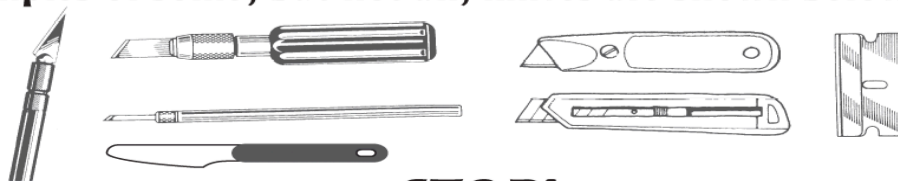
*exacto knives, art knives, any item having a blade, blades of any kind, scissors, kitchen knives, awls, screwdrivers, punches, hammers, vise grips, and any other tool that may be used in a class.*

**Take the tools out of class or bring them from home and they become weapons. Possession of these items may result in expulsion for two semesters for knives and one semester for unauthorized tools.**

**Examples of some, but not all, unauthorized tools are shown below:**



**Examples of some, but not all, knives are shown below:**



**STOP!**

***Leave Them In Class! Don't Bring Them!***



# CONSEQUENCES FOR DISRUPTIVE ACTS

The below-listed consequences are guidelines to be used for dealing with disruptive acts. The consequences may change depending on circumstances. Other consequences such as in-school suspension may be utilized at the discretion of the LHS administration. In some situations, the Extracurricular Policy may also be in force.

| DISRUPTIVE ACT                                                                                                                                            | 1 <sup>ST</sup> OFFENSE                                                                                                | 2 <sup>ND</sup> OFFENSE                                                                             | 3 <sup>RD</sup> OFFENSE                                                                               |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|
| Academic Misconduct; (includes cheating, plagiarism, etc.)                                                                                                | Detention; "0" credit for assignment (student may redo assignment for 69% credit or less); Parent Contact              | ISS; "0" credit for assignment (student may redo assignment for 69% credit or less); Parent Contact | S-OSS; "0" credit for assignment (student may redo assignment for 69% credit or less); Parent Contact |
| Activities Misconduct (Includes Derogatory Comments to Participants; Unruly Behavior; Disrespect to Officials; Failure to Follow Rules or Requests, etc.) | Warning, Detention, ISS, or S-OSS; Possible directive to leave event and/or ban from future activities; Parent Contact | Detention, ISS or S-OSS; Directive to leave event; Ban from future activities; Parent Contact       | N/A                                                                                                   |
| Alcohol* (use and/or possession) [+ Extracurricular Policy Consequence]                                                                                   | Minimum 5 days OSS or ***See below                                                                                     | ***See below                                                                                        | ***See below                                                                                          |
| Arson***                                                                                                                                                  | ***See below                                                                                                           |                                                                                                     |                                                                                                       |
| Assault                                                                                                                                                   |                                                                                                                        |                                                                                                     |                                                                                                       |
| ▪ Against a student*                                                                                                                                      | OSS for balance of the day; Min. 5 days OSS & *See below.                                                              | Long-term suspension or expulsion.                                                                  | Expulsion                                                                                             |
| ▪ Against school staff*                                                                                                                                   | Expulsion                                                                                                              | Expulsion                                                                                           | Expulsion                                                                                             |
| ▪ Mutual consent/equal participation*                                                                                                                     | OSS for balance of the day; Minimum 5 days OSS                                                                         | Long-term suspension or expulsion.                                                                  | Expulsion                                                                                             |
| Bullying, Threats, Harassment*                                                                                                                            | ISS or OSS                                                                                                             | ***See below                                                                                        | ***See below                                                                                          |
| Bomb Incident* (includes threat)                                                                                                                          | ***See below                                                                                                           | ***See below                                                                                        | N/A                                                                                                   |
| Bus/School Vehicle Violation (includes horseplay, failure to follow directions, littering, throwing objects out of the windows, etc.)                     | Warning; Possible Detention, ISS, S-OSS and suspension from bus route; Parent Contact                                  | Warning; Possible Detention, ISS, S-OSS and suspension from bus route; Parent Contact               | Suspension from bus service; Parent Contact                                                           |
| Class Disturbance                                                                                                                                         | Consequences to be handled by the classroom teacher. Excessive disturbances will be reported to the administration.    |                                                                                                     |                                                                                                       |
| Dress Code Violations                                                                                                                                     | Warning and Change Attire                                                                                              | Detention or ISS; Change Attire; Parent Contact                                                     | Detention, ISS or S-OSS; Change Attire; Parent Contact                                                |
| Disrespect/Insubordination                                                                                                                                | Detention, ISS, OSS and/or reassignment                                                                                | Min.5-Day OSS and/or reassignment                                                                   | ***See below                                                                                          |
| Drug Offenses* [includes actual/imitation controlled substance and paraphernalia]                                                                         |                                                                                                                        |                                                                                                     |                                                                                                       |
| ▪ Possession/Use                                                                                                                                          | Min. 5 days OSS / ***See below                                                                                         | ***See below                                                                                        | ***See below                                                                                          |
| ▪ Sale/Distribution                                                                                                                                       | ***See below                                                                                                           | ***See below                                                                                        | ***See below                                                                                          |
| Fire Alarms/Fire Extinguishers*                                                                                                                           | 5 days OSS and **See below                                                                                             |                                                                                                     |                                                                                                       |
| Fire Paraphernalia (Lighters, matches, etc.)                                                                                                              |                                                                                                                        |                                                                                                     |                                                                                                       |
| ▪ Possession                                                                                                                                              | Confiscate; Detention or ISS                                                                                           | Confiscate and OSS 3-5 Days                                                                         | Confiscate & ***See below                                                                             |
| ▪ Unauthorized Use                                                                                                                                        | OSS                                                                                                                    | OSS and Restitution                                                                                 | ***See below                                                                                          |
| Fireworks*                                                                                                                                                |                                                                                                                        |                                                                                                     |                                                                                                       |
| ▪ Possession                                                                                                                                              | Minimum 5 days OSS                                                                                                     | Confiscate and OSS 3-5 days                                                                         | Confiscate & ***See below                                                                             |
| ▪ Use                                                                                                                                                     | 5 days OSS or ***See below                                                                                             | OSS and Restitution                                                                                 | ***See below                                                                                          |
| Gang Involvement* (includes graffiti, notes, symbols, hand signs, colors, speech, etc.)                                                                   | OSS for balance of the day; Minimum 5 days OSS<br>1-5 days OSS                                                         | Long-Term Suspension                                                                                | Expulsion                                                                                             |

|                                                                                                                                                |                                                                                                                         |                                         |                                         |
|------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|-----------------------------------------|
| <b>Larceny/Theft**</b><br>▪ Less than \$50<br>▪ Greater than \$50                                                                              | 1-5 Days OSS                                                                                                            | ***See below                            | ***See below                            |
|                                                                                                                                                | 5 Days OSS or ***See below                                                                                              | ***See below                            | ***See below                            |
| <b>Littering on School Premises</b>                                                                                                            | Warning                                                                                                                 | Detention; Parent Contact               | ISS; Parent Contact                     |
| <b>Parking Violations</b>                                                                                                                      | Vehicles parked in a teacher/visitor lot or illegally parked will be ticketed, booted, and/or towed at owner's expense. |                                         |                                         |
| <b>Public Display of Affection (P.D.A.)</b>                                                                                                    | Warning                                                                                                                 | Detention and Parent Contact            | ISS and Parent Contact                  |
| <b>Sex Offenses*</b> (includes possession and/or distribution of sexually-related material (including via electronic devices; "sexting," etc.) | ***See below                                                                                                            |                                         |                                         |
| <b>Tardiness, Truancy, and Unexcused Absences</b>                                                                                              | *See "Attendance" section of Lexington HS Student Handbook                                                              |                                         |                                         |
| <b>Tobacco*</b> (use and/or possession) –includes E-cigarettes                                                                                 | * Confiscate and 1 day OSS                                                                                              | * Confiscate and 2 day OSS              | * Confiscate and 3 day OSS              |
| <b>Trespassing*</b> (non-students)                                                                                                             | Warning and/or *Police notification                                                                                     | *Police notification; charges requested | *Police notification; charges requested |
| <b>Vandalism**</b> (Includes property loss/damage, graffiti, abuse of school property, etc.)<br>▪ Less than \$50<br>▪ Greater than \$50        | 1-5 days OSS and restitution                                                                                            | ***See below                            | ***See below                            |
|                                                                                                                                                | 5 days OSS and ***See below                                                                                             | ***See below                            | ***See below                            |
| <b>Weapons/Firearms*</b><br>▪ Possession and/or Use                                                                                            | *See "Weapons/Firearms" section of Nebraska Student Discipline Act                                                      |                                         |                                         |
| <b>Any Other Felony Violations</b>                                                                                                             | OSS and/or ***See below                                                                                                 |                                         |                                         |

## CLARIFICATIONS:

- *Students under recommendation for expulsion will be suspended pending the expulsion decision.*
- *A parent conference may be necessary prior to a suspended student's return to school.*
- *Students suspended from school will be allowed to complete missed assignments, homework, and tests.*
- *Administration will deal with each infraction individually and determine the best, most appropriate action (this may deviate from the stated policy in special situations)*

## DEFINITIONS:

**ISS** = In-School Suspension [Short term = 1 day; Long term = 3 days]

**OSS** = Out-of-School Suspension [S-OSS > Short term = 1-5 days; L-OSS > Long term = 6-19 days]

**Expulsion** = Suspension for more than 19 days to the end of the semester or up to one year.

## INDICATORS:

\* **LAW ENFORCEMENT NOTIFICATION**

\*\* **LAW ENFORCEMENT NOTIFICATION AND RESTITUTION**

\*\*\* **LONG-TERM SUSPENSION, EXPULSION OR MANDATORY REASSIGNMENT -**

- *In accordance with state statutes*

- *Could also include law enforcement notification and/or restitution*

## **Elementary Handbook Supplement**

***This Handbook provides information unique to the Lexington elementary schools and is supplemental to the District Student/Parent/Activities Handbook.***

### **Bicycles**

Bikes are to be parked and locked in the racks until dismissal. Students are to stay away from the bike area during recess and lunchtime. The school is not responsible for damage or theft of parts while bicycles are on school property.

### **Cafeteria Rules**

1. All food is to be eaten by the student or left on the tray when returned to the dishwasher. 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.
2. 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. There will be no throwing of food or other items.
5. Students should remain at their tables until they are dismissed. Students are expected to eat lunch at school.
6. Students must treat lunch personnel with respect.
7. Students who violate the above rules will be disciplined.

### **Payment for Meals**

Students are encouraged to pay for meals several weeks in advance. Payment should be made to the bookkeeper in the office.

### **Cell Phones and Other Electronic Devices ([Policy 6025](#))**

Students may not use cellular (cell) phones or other electronic devices while at school, except as permitted in this handbook and board policy.

Telephone calls to the elementary building should be limited. Teachers or students should not be called to the telephone during class periods except when an emergency occurs. The telephone is for business and emergency use only. Cell phones are not permitted in the classroom. Any cell phone misused will be taken by the principal and must be picked up by a parent or guardian. We encourage families to have a daily plan of action prior to children coming to school. It is extremely disruptive to deliver messages to students while school is in session. By bringing cell phones and other electronic devices to school, the student and parent(s) consent to the search of the device when school officials have a reasonable suspicion that such a search will reveal a violation of school rules.

Students are prohibited from sending, sharing, viewing, or possessing pictures, text messages, emails, or other material of a sexual nature in electronic or other form on

a computer, cell phone, or other electronic device. The principal has authority to adjust discipline actions on an individual basis.

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.

Additional information about cell phones is provided in board policy.

### **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 and coats worn to school must be marked with the student's name.

### **Face Coverings**

Students may be directed by the principal to wear a face covering to help prevent the spread of COVID-19 in school. If so directed, students are expected to wear their face covering each day. Exceptions may be granted based on a student's IEP or 504 plan or other relevant factors as determined by the principal.

### **Grades**

**Kindergarten.** Kindergarten students will be evaluated using a checklist that incorporates standardized test score data, basic numeration and phonemic skill levels, and behavioral and attendance information.

**Grades 1-5.** Students will be evaluated using the following categories for their academic core classes.

|             |           |
|-------------|-----------|
| Advanced    | 95 – 100% |
| Proficient  | 80 – 94%  |
| Progressing | 70 – 79%  |
| Beginning   | 0 – 69%   |

**Skills and Behaviors that Support Learning:** These are effort grades that demonstrate behaviors the student can do in the classroom.

The student:

Listens attentively, follows directions, uses time appropriately, completes work on time, demonstrates consistent effort, produces neat and legible work, works independently, works cooperatively with others, participates in large group activities, follows rules, shows self-control, accepts responsibility, respects self and others, and respects authority.

**4** = Consistently shows effort

**3** = Usually shows effort

**2** = Sometimes shows effort

**1** = Rarely shows effort

**Physical Education:** The following categories are utilized for evaluation of performance in Physical Education: Advanced, Proficient, Progressing, or Beginning.

### **Musical Performances**

Each class has one required musical performance per school year. Each student is expected to participate in all rehearsals up to the performance date and learn all the music, musical terms, and choreography the performance requires. Students who cannot perform due to religious beliefs are expected to fulfill all rehearsals up to the performance date even though they cannot actually perform on stage in front of an audience. Those students will need to fill out a worksheet showing they understand all the musical terms, lyrics and the music itself contained in the selected performance. Depending on their age, students may also be required to write a five-sentence paragraph (constructed to the best of their ability) about what they learned during the program preparation time. Any students who cannot participate in the final on-stage rehearsals will be given an extra reading assignment and questions to answer in writing about the reading assignment. This will allow the student to receive full credit on their final evaluation of music class for the grading period in which the performance occurs.

Parents who do not want their child(ren) to participate in a musical performance for religious reasons must write a letter to the principal explaining the reason. This letter must be signed, dated and submitted to the building office in advance of the musical rehearsals or within 5 days of the student(s) enrolling in Lexington Public Schools.

### **Playground Rules**

Students must follow these rules to keep the playground safe:

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.

School staff supervises the playground during school hours. However, it is not supervised after school, and students should not play on the equipment without adult supervision.

### **Recess and P.E. Participation**

Recess and P.E. will ordinarily be held outside and parents/guardians need to make sure students are prepared (e.g. possess boots, hats, gloves, and coats) for cold days. Parents/guardians can expect that their children may go outside any time the windchill factor is above 10° F. Requests by parents to keep children indoors due to cold weather will not be honored unless the principal receives documentation from a medical provider or personally observes that the child is ill, or receives sufficient documentation that the child has extenuating medical conditions that necessitate s/he be kept inside.

### **School Day**

The school day typically begins at 8:00 a.m. and ends at 3:25 p.m. Students are to leave the school grounds after dismissal. School staff will provide supervision for students on school grounds 30 minutes before the school day begins and 15 minutes after the school day ends. There will be no supervision provided by the school before or after these times. Parents must make arrangements for their children to leave school promptly at the end of the day, unless children stay for Lexington Academy, the after school program.

### **Tardies**

Parents are encouraged to get their children to school on time so that they do not miss out on instruction and cause a disruption to the learning of others. For purposes of calculating absenteeism, a student who comes to school after 10:00 AM shall be counted as a half day absent (morning). A student who leaves school before 2:00 PM shall be counted as a half day absent (afternoon). Tardies may be excused for specific situations that are explained in board policy.

### **Transportation Between Buildings and Academy**

Students in grades K-5 may ride district buses between elementary buildings in both the morning and after school. Please contact Keri Fagot in the business office at 308.324.1203 to make arrangements and be issued a bus badge. Parents are expected

to pick up their children promptly after school if the children are not going to attend Academy (the district's after-school program).

Students wishing to attend Academy must do so at their building of attendance. (I.e. A fifth grade student must attend at either Pershing or Bryan, whichever they attend during the school day.) Parents must pick their children up after Academy at the building in which their children attend Academy.

## **ELA Handbook Supplement**

***This Handbook provides information unique to the Early Learning Academy and is supplemental to the District Student/Parent/Activities Handbook.***

### **Attendance**

Regular attendance is expected of all students on days school is in session. If a child will be absent from school on a given day, parents are asked to call the school office at 324-1841. Morning session, please call by 7:40 a.m.; afternoon session, please call by 12:00 p.m. Regular attendance is essential for your child to receive maximum benefit from the preschool program.

### **Absences due to illness**

The school will contact parents if a student becomes ill at school.

**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. Parents should make every attempt to schedule medical and other appointments after school hours when possible.

### **Enrollment**

Enrollment at the Early Learning Academy is for children living within the boundaries of Lexington Public Schools. In the event that ELA's enrollment is not at capacity as established under Nebraska Department of Education's Rule 11, children living outside of the district will be allowed to attend. At any time if ELA's capacity exceeds enrollment limits required for compliance with Rule 11, non-resident students may be removed from ELA's roster and the child will not be able to continue attending ELA.

### **Backpacks**

It is requested that parents send a backpack with their child for notes and papers to bring home from school. If your child does not have a backpack, please check your child's cubicle each day for papers and notes.

### **Dress Code ([Policy 5031](#))**

Students must come to school dressed in clean, neat and appropriate clothing to conform with educational standards. Children must be toilet trained in order to attend preschool and, therefore, should be dressed in clothing that enables them to use the restroom independently and without assistance.

Dress, grooming and personal conduct can have a strong influence on how others react to an individual. If a style demonstrates that it is disruptive to the educational process, constitutes a threat to the health, safety or welfare of the child or others, or is in violation of a statute, it will not be permitted in school. Clothing that advertises alcohol, drugs, shows disrespect, or promotes violence, i.e., gang membership or is not acceptable school attire.



Students may be directed by the principal to wear a face covering to help prevent the spread of COVID-19 in school. If so directed, students are expected to wear their face covering each day. Exceptions may be granted based on a student's IEP or 504 plan or other relevant factors as determined by the principal.

### **Early Dismissal**

Early dismissal times are listed on the calendar and in the school newsletter. All early dismissals are at 1:30 p.m. unless otherwise decided by the superintendent. On days of early dismissal for schools within the district, there will be no preschool classes for children in the afternoon.

### **Entrance Age**

Children accepted for enrollment into the Early Learning Academy must be at least three years old by July 31. Children who are four years old by July 31 are enrolled first. Children three years old by July 31 are enrolled based on space available.

### **Food Service Program ([Policy 3012](#))**

The school district provides a food service program that is designed to provide adequate nutrition and an educational experience for students. Children who attend preschool classes in the morning receive breakfast at no cost to the family. Children who attend preschool classes in the afternoon receive lunch at no cost to the family.

#### **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 or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20230-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

### **Parking**

There are sufficient parking spaces near the Early Learning Academy at the Opportunity Center for parents to park their vehicles when bringing children to school and picking them up after school.

Please park only in designated areas and avoid parking in areas reserved for handicapped, school bus loading / unloading and emergency vehicles.

### **Playground Rules**

1. Contact games that may cause injury will not be permitted.
2. Play is permitted only in designated areas.
3. Misconduct on the playground may result in disciplinary action.
4. If an object travels outside the play area, students must obtain permission from the supervisor on duty before the object may be retrieved.
5. Students should be properly dressed with snow boots, caps and gloves during inclement weather.

6. Students are not allowed to exchange boots, gloves, coats, hats or any other garments without permission from parents or school officials.
7. When the playground area is muddy or wet, students should keep out of those areas. Students may be required to stay on the hard surface areas of the playground.
8. Personal property (footballs, softballs, basketballs, etc.) will not be allowed at school.
9. Students will form a line and enter the building in an orderly manner.

### **School Day Schedule**

Morning Classes: 7:40-11:10 a.m.

Afternoon Classes: 12:00-3:30 p.m.

Children are expected to arrive on time for the start of school each day and must be picked up within five minutes after the session ends. Upon arrival at school, please keep your child with you in the parking area and inside the building until the child is checked in and under the supervision of school staff. At the end of the session, a child will only be released to a parent or a person authorized by parents. It is important that children are closely supervised. Upon arrival and departure, please keep your child with you at all times.

In case of an emergency that a child cannot be picked up at the designated time, please contact the teacher or school office to inform them of the situation. If a child is consistently not picked up promptly at the end of the day and contact cannot be made with a parent, guardian or other authorized individual, Child Protective Services or law enforcement will be called to assist in reuniting the child with their parent or guardian.

### **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**

Except for those who qualify for certain programs under state and federal law, transportation is not provided to children who attend preschool classes.

### **Visitors**

Parents are encouraged to participate in the early childhood program. You are welcome to visit school and become involved in your child's education. Please feel free to talk with staff members and learn how you can help your child have a successful school experience. If you plan to visit school, please contact your child's teacher.

### **Mission and Goals for Preschool**

The mission of Lexington Early Learning Academy is to help children acquire the knowledge, skills and behaviors necessary for them to enter kindergarten ready to learn and enable them to have a successful school experience.

### **Curriculum Objectives**

The preschool program is child-centered and designed to enhance a child's social,

emotional, intellectual, language, physical and aesthetic development in a play-oriented environment.

The curriculum holds high expectations for all children and is developmentally appropriate.

Although play-oriented in nature, learning activities are designed to meet academic objectives described in the curriculum. Health, nutrition and safety are an integral part of the program. The program is structured in such a way that children are enabled to develop literacy skills in both English and their native language.

The next page contains an illustration of the Pyramid Model at the Early Learning Academy. Please note the expectations for the students at the Early Learning Academy.

## Pyramid Model / PBS at the



### Positive Behavior Support (PBS)

Young children grow and change rapidly! Using approaches that involve "best practices" teach children how to get along and use skills to solve their own problems. The Pyramid Model uses three main stages.

1. Show & Tell (explain expectations to children)
2. Practice makes Perfect (planned activities or teachable moments that implements the skill)
3. You Got It! (children use the skill without prompting)

### How it is used at the Early Learning Academy:

PBS and the Pyramid Model provide a plan for identifying the challenging behaviors of the child, developing an understanding of their purpose and function and developing a behavior support plan to help change the behavior and teach new skills.

<http://csefel.vanderbilt.edu/index.html>

### Expectations

#### Be Safe

- ★ Walking feet
- ★ Hands to self
- ★ Follow Directions

#### Be Respectful

- ★ Inside voices
- ★ Use good manners
- ★ Take turns



#### Be Responsible

- ★ Clean after self
- ★ Make good choices

#### Be a Friend

- ★ Be kind
- ★ Be helpful
- ★ Find a solution

### Pyramid Model





## Modelo de la Pirámide/PBS en



### Apoyo al Comportamiento Positivo (PBS)

¡Los niños pequeños crecen y cambian rápidamente! Utilizando enfoques que implican “las mejores practicas” enseñe a su niño a llevarse bien y como usar estas habilidades para resolver sus propios problemas.

El Modelo de Pirámide usa tres etapas principales.

1. Mostrar y Contar (explicar las expectativas a los niños)
2. La Practica lo Hace Perfecto (planear actividades o momentos de enseñanza que implementen la habilidad)
3. ¡Lo Hiciste! (los niños usan la habilidad sin preguntar)

### Como se usa en la Academia de Aprendizaje Temprano:

PBS y el Modelo de Pirámide provee un plan para identificar los comportamientos desafiantes del niño, desarrollando un entendimiento de su proposito en función y desarrollando un plan de apoyo para ayudar a cambiar el comportamiento y enseñar la nueva habilidad.

<http://csefel.vanderbilt.edu/index.html>

### Expectativas

#### Estar seguro

- ★ Caminar
- ★ Manos a si mismo
- ★ Seguir indicaciones

#### Ser Respetuoso

- ★ Hablar en voz normal
- ★ Usar buenos modales
- ★ Tomar turnos



#### Ser Responsable

- ★ Limpiar despues de ti
- ★ Tomar buenas decisiones

#### Ser un Amigo

- ★ Ser amable
- ★ Ser útil
- ★ Buscar una solución

## Modelo de Pirámide



## Lexington Public Schools-Early Learning Academy—Dissemination of Program Quality and Child Outcomes 2020-2021

The Nebraska Department of Education (NDE) Office of Early Childhood requires that school district operated preschool programs utilize a program outcomes system to ensure that young children participate in a high-quality early childhood program that contributes to positive cognitive, social, and health outcomes.

Lexington's Early Learning Academy is required to follow Results Matter in Nebraska which is a child, program, and family outcomes measurement system designed and implemented to improve programs and supports for all young children served by districts and their community partners.

All children enrolled at ELA must be included in the Teaching Strategies *GOLD* assessment system that is based on observations and reflects evidence-based practices. By using Teaching Strategies *GOLD*, teachers are able to integrate information gathered across different settings and individualize to address each child's unique way of learning.

| Percentage meeting or exceeding expectations<br>(# of Students) | Social-Emotional | Physical  | Language  | Cognitive | Literacy  | Mathematics |
|-----------------------------------------------------------------|------------------|-----------|-----------|-----------|-----------|-------------|
| Fall 2020                                                       | 51% (95)         | 67% (124) | 43% (80)  | 37% (69)  | 37% (70)  | 20% (38)    |
| Spring 2021                                                     | 82% (153)        | 89% (165) | 71% (132) | 75% (140) | 81% (150) | 68% (127)   |

In addition to *GOLD*, the district assesses the Early Learning Academy students with PELI (Preschool Early Literacy Indicators). Only those students entering Kindergarten the following year are assessed.

| Percentage meeting or exceeding expectations | Fall 2020 | Winter 2021 | Spring 2021 |
|----------------------------------------------|-----------|-------------|-------------|
| PELI Composite Score                         | 18% (28)  | 22% (38)    | 26% (46)    |
| Alphabet Knowledge                           | 23% (36)  | 26% (45)    | 29% (49)    |
| Phonological Awareness                       | 18% (29)  | 27% (46)    | 37% (64)    |
| Vocabulary/Oral Language                     | 21% (33)  | 22% (37)    | 26% (45)    |
| Comprehension                                | 24% (38)  | 45% (77)    | 43% (76)    |



## SANDOZ ELEMENTARY NAMED AS A RECIPIENT OF A LIBRARY GRANT FROM THE LAURA BUSH FOUNDATION FOR AMERICA'S LIBRARIES

Today, Sandoz Elementary of Lexington Public Schools, was one of 205 schools from 43 states across the country to receive a \$5,000.00 grant through the [Laura Bush Foundation for America's Libraries](#). Mrs. Laura Bush joined Kelly Clarkson on "The Kelly Clarkson Show" to announce that the Laura Bush Foundation for America's Libraries awarded more than \$1 million in library grants this year.

Inspired by the Laura Bush Foundation, H-E-B surprised 15 Texas-based Laura Bush Foundation for America's Libraries grant recipients with an additional gift totaling \$100,000. Scholastic Books also provided the 34 teachers and educators in the virtual audience with money to purchase books for their schools and students.

The grant recipients' library collections are outdated, averaging approximately 20 years old. Many of the libraries will use the funds to update their collection, offer more dual language titles, and provide books focused on diversity and inclusivity.

"There are many students who don't have books at home, so having access to a library at school is essential," Mrs. Bush said. "With the grants, school libraries across the nation can restock and update their collections providing opportunities for students for years to come."

"We are beyond thrilled and honored to have Mrs. Bush's foundation select Sandoz as one of her award recipients. Our librarian Mrs. Jamie Gruntorad has worked hard to put together a great library location for our students to learn, explore and discover new things through quality books and literature. This grant will help us expand our nonfiction section of the Sandoz library to give our students many more current options and updated resources," stated Barry McFarland, Principal of Sandoz Elementary.

"Our students love to read at Sandoz. They constantly want to know and learn more and this grant will help us provide them the opportunities to continue to build that love of reading," said Jaime Gruntorad, Librarian at Sandoz Elementary.

Mrs. Bush also revealed her 2021 [summer reading list](#), which includes recommendations for young readers through middle schoolers. Selections highlight books focused on diversity, inclusion and kindness; and the list features a title by the late Beverly Cleary.

“The summer reading list is a great resource for parents and caregivers,” Mrs. Bush said. “As libraries open back up all over our country, I hope children will take the list to their local library and borrow each of the featured titles. It is so important that all kids keep reading over summer break.”

Grant applications for the 2021-2022 school year will open in late 2021. Visit [www.bushcenter.org](http://www.bushcenter.org) to learn more.

The Laura Bush Foundation for America’s Libraries supports school libraries with the greatest needs with the goal of encouraging all students to develop a love of reading and learning. Since its inception in 2002, it has awarded more than \$16 million to more than 2,800 schools across the country.

The Laura Bush Foundation is managed as a restricted fund at the George W. Bush Presidential Center in Dallas, Texas. More information can be found at [www.bushcenter.org](http://www.bushcenter.org).

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#### George W. Bush Institute

Housed within the George W. Bush Presidential Center, the George W. Bush Institute is an action- oriented, nonpartisan, policy organization with the mission of developing leaders, advancing policy, and taking action to solve today’s most pressing challenges. Through three Impact Centers — Domestic Excellence, Global Leadership, and an Engagement Agenda — the Bush Institute delivers measurable results that save and improve lives. To learn more, visit [www.BushCenter.org](http://www.BushCenter.org).



## **Spring Activities Successes**

### **Boys Golf**

Ethan Mins placed 7th at Class B-4 Districts, which qualified him for the Class B State Golf Championship Tournament. This was the first time in several years that a Lex boy has qualified for state.

### **Girls Soccer**

- Central Conference Champions
- Sub-District Champions
- District Champions
- Qualified for the Class B State Championship Tournament for the first time in school history. Ended the season with a record of 14-5, also best in school history.

### **Boys Soccer**

- Central Conference Champions
- Sub-District Champions
- District Champions
- Qualified for the Class B State Championship Tournament, eventually finishing as the State Runner Up. It's the first time any Lexington Athletic team has competed in a state championship game since 1997. First State Runner up in Boys Soccer history, as well as the best record in school history (20-2).

### **Boys/Girls Track**

3 boys and 8 girls qualified for the State Track and Field Championships in Omaha:

Kennadi Ureste -- 3200 m. Run  
McKinna Moats -- Discus  
Rachael Kearney -- High Jump (District Champion)  
Mia Rowe -- Triple Jump  
Ian Salazar -- 3200 m. Run  
Jase Carpenter -- 300 m hurdles  
Elmer Sotelo -- 1600 m. Run  
Jackie Ostrom -- 300 m. hurdles (District Champion)

### **Powerlifting**

- Girls Team - State Champions
- Coed Team - State Champions
- Boys Team - State Runner-Up
- The powerlifting team took 5 kids to the USAPL National Tournament:
  - Jackie Ostrom
  - Karly Huerta
  - Leticia Virgilio
  - Juan Carlos Gonzalez
  - Cesar Garcia
- Juan Carlos Gonzalez Placed 2nd in the 53 kg weight class at the National Tournament!

### **Journalism**

- 9 students competed in the state championships:
  - Sarah Treffer, Henry Goodwin, Linda Campuzano, Kimberly Corzo, Jaquelyn Quinonez, Alisha Rojas, and Junior Casillas also placed between 3rd-8th in State Journalism.
  - 2 State Champions:
    - Morgan Smith in Sports Action Photography
    - Liah Haines in Yearbook Theme Copy Writing
- The Yearbook won the State Runner Up title for the category of Theme Development.