

# Board of Education Regular Meeting

Monday, June 9, 2025 7:00 PM

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

Cindy Benjamin: Absent  
Travis Maloley: Present  
Garth Mins: Present  
Roger Reutlinger: Present  
Sandra Reyes: Present  
Larry Steinberger: Present

## 1. CALL TO ORDER AND NOTICE OF MEETING

## 2. FLAG SALUTE

## 3. OPEN MEETINGS ACT

## 4. ROLL CALL

## 5. EXCUSE ABSENT BOARD MEMBERS

### Action(s):

Motion to excuse Cindy Benjamin. Passed with a motion by Larry Steinberger and a second by Roger Reutlinger.

### Voting Detail:

Cindy Benjamin: Absent  
Travis Maloley: Yea  
Garth Mins: Yea  
Roger Reutlinger: Yea  
Sandra Reyes: Yea  
Larry Steinberger: Yea

**Voting Summary:** Yea: 5, Nay: 0, Absent: 1

## 6. PUBLIC COMMENTS

## 7. CONSENT AGENDA

### Action(s):

Motion to approve the consent agenda. Passed with a motion by Larry Steinberger and a second by Travis Maloley.

### Voting Detail:

Cindy Benjamin: Absent  
Travis Maloley: Yea  
Garth Mins: Yea  
Roger Reutlinger: Yea  
Sandra Reyes: Yea  
Larry Steinberger: Yea

**Voting Summary:** Yea: 5, Nay: 0, Absent: 1

### 7.1. Approve Minutes

## 7.2. Approve Payment of Invoices

## 7.3. Approve Financial Reports

## 7.4. Personnel Actions

### 7.4.1. Approve Employment Contracts

7.4.1.1. Maria Garcia-Patiño - Bryan Grades 2-3 Teacher (Spanish) - 2025-2026 school year.

7.4.1.2. Macey Johnson - ELA Preschool Teacher - 2025-2026 school year.

7.4.1.3. Brandy Popken - Elementary Art Teacher - 2025-2026 school year.

7.4.1.4. Vittorio Samson - Pershing 5th Grade Teacher - 2025-2026 school year.

## 8. POLICY & TRANSPORTATION

8.1. Consider approval of revisions to existing policies.

### **Action(s):**

Motion to approve revised policies 1002, 2006, 3003, 3004.1, 3023, 3026, 3036, 3043, 3047, 3057, 4051, 4059, 5001, 5015, 5016, 5018, 5034, 6006, 6025, 6031, and 6034, as presented. Passed with a motion by Travis Maloley and a second by Larry Steinberger.

### **Voting Detail:**

Cindy Benjamin:	Absent
Travis Maloley:	Yea
Garth Mins:	Yea
Roger Reutlinger:	Yea
Sandra Reyes:	Yea
Larry Steinberger:	Yea

**Voting Summary:** Yea: 5, Nay: 0, Absent: 1

8.2. Consider approval of new policies.

### **Action(s):**

Motion to approve new policies 6044 and 6045, as presented. Passed with a motion by Travis Maloley and a second by Sandra Reyes.

### **Voting Detail:**

Cindy Benjamin:	Absent
Travis Maloley:	Yea
Garth Mins:	Yea
Roger Reutlinger:	Yea
Sandra Reyes:	Yea
Larry Steinberger:	Yea

**Voting Summary:** Yea: 5, Nay: 0, Absent: 1

8.3. Consider approval of 2025-2026 handbooks.

### **Action(s):**

Motion to approve revised student/parent/activity, supplemental, staff, and facility use handbooks, as presented. Passed with

a motion by Travis Maloley and a second by Roger Reutlinger.

**Voting Detail:**

Cindy Benjamin: Absent  
Travis Maloley: Yea  
Garth Mins: Yea  
Roger Reutlinger: Yea  
Sandra Reyes: Yea  
Larry Steinberger: Yea

**Voting Summary:** Yea: 5, Nay: 0, Absent: 1

**9. TECHNOLOGY**

9.1. Consider approval of data warehouse training and subscription proposal.

**Action(s):**

Motion to approve proposal from Nextpath Education in the amount of \$16,625.00, as presented. Passed with a motion by Travis Maloley and a second by Sandra Reyes.

**Voting Detail:**

Cindy Benjamin: Absent  
Travis Maloley: Yea  
Garth Mins: Yea  
Roger Reutlinger: Yea  
Sandra Reyes: Yea  
Larry Steinberger: Yea

**Voting Summary:** Yea: 5, Nay: 0, Absent: 1

**10. OTHER**

10.1. Schedule date, time, and place for annual board planning session.

**11. REPORTS**

11.1. Principals, Administrators, and Directors

11.1.1. Tracy Naylor - ELA Results Matter annual report.

11.2. Superintendent

11.2.1. Congratulations to state track qualifiers Christian Burton, Kipley Kuecker, Isac Portillo-Munoz, Herson Rodriguez, and Abbriel Sutton.

11.2.2. Congratulations to the boys soccer team for qualifying for the state championships for the eleventh year in a row.

11.2.3. Congratulations to Kennedy Cetak, Jossyln Mins, Sydney Reutlinger, Abrianna Reynosa, Hannah Sharff, and Ella Young for qualifying for girls state tennis.

11.2.4. Possible date change for July board meeting.

**12. Meeting adjourned at 7:22 pm**

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Board Secretary

**Notice of Meeting**  
**NOTICE OF MEETING**

**LEXINGTON PUBLIC SCHOOLS**

NOTICE IS HEREBY GIVEN That a Regular Board Meeting of the Board of Education, School District No. 1 of Lexington, Nebraska, will convene at 7:00 pm on the 9th day of June 2025 in the Lexington City Council Chambers at 406 East 7th St. in Lexington, Nebraska, which meeting will be open to the public. An agenda of such meeting, kept continuously current, is readily available for public inspection at the office of the Superintendent of Schools, at 300 South Washington Street in Lexington.

June 3, 2025

COL-NE-1200483 ZNEZ

## PUBLIC PARTICIPATION

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

- **Getting Started:** When you have been recognized, please identify yourself, including an address and the name of any organization you represent. The board may waive the address requirement to protect the security of the individual.
- **Time Limit:** The board will generally allow a total of 30 minutes for the presentation of all public comments. Individuals may speak only one time, and must limit comments to around 5 minutes. If there are more than 6 individuals who wish to address the board, the 30 minutes will be divided equally between the number of speakers. These time limits may be changed by a majority vote of the board members in attendance to extend the time for a specific item or speaker.
- **Personnel or Student Topic:** If you are planning to speak about a personnel or a student matter involving an individual, please understand that the district has a complaint policy and/or procedures to resolve such complaints and concerns. The Board requests that you follow the policy and procedures before addressing these matters with the Board. Be advised that comments made about individuals during public comments are not protected against claims of libel or defamation arising from those comments.
- **No Board Response or Action.** To ensure there is no violation of the Open Meetings Act, board members will generally not answer, reply to, or engage in any discussion of the questions or comments made at the meeting in which public comments are received. The board will not act on any matter unless it is on the published agenda.
- **General Rules:** This is a public meeting for the conduct of business. Comments from the audience while others are speaking will not be tolerated. Lewd, obscene, profane, slanderous, threatening and hostile conduct or statements and fighting words (words whose mere utterance entails a call to violence) will not be tolerated.

## Board of Education Regular Meeting

Notice of this meeting was published in the Lexington Clipper Herald on May 6, 2025

May 12, 2025, 7:00 PM  
Lexington City Council Chambers  
406 E. 7th St.  
Lexington, NE 68850

Attendance Taken at 7:00 PM.

Cindy Benjamin: Present  
Travis Maloley: Present  
Garth Mins: Present  
Roger Reutlinger: Present  
Sandra Reyes: Present  
Larry Steinberger: Absent

1. CALL TO ORDER AND NOTICE OF MEETING

2. FLAG SALUTE

3. OPEN MEETINGS ACT

4. ROLL CALL

5. EXCUSE ABSENT BOARD MEMBERS

Motion to excuse Larry Steinberger. 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, Sandra Reyes: Yea

6. PUBLIC COMMENTS

7. CONSENT AGENDA

Motion to approve the consent agenda. Passed with a motion by Travis Maloley and a second by Cindy Benjamin.

Cindy Benjamin: Yea, Travis Maloley: Yea, Garth Mins: Yea, Roger Reutlinger: Yea, Sandra Reyes: Yea

7.1. Approve Minutes

7.2. Approve Payment of Invoices

7.3. Approve Financial Reports

7.4. Personnel Actions

7.4.1. Approve Employment Contracts

7.4.1.1. Arly Flores - Pershing 4th Grade Teacher - 2025-2026 school year.

7.4.1.2. Audrey Reiter - LHS Special Education Teacher - 2025-2026 school year.

7.4.1.3. John Vincent Sardido - Pershing 5th Grade Teacher - 2025-2026 school year.

7.4.1.4. Anna Serano - Pershing 5th Grade Teacher - 2025-2026 school year.

7.4.1.5. Clayton Waddle - LHS Special Education Teacher - 2025-2026 school year.

8. LEGISLATIVE & FINANCE

8.1. Consider approval of donated item having a value of over \$1500.  
Motion to approve donation to the district of a Snap Eye Gaze machine by Salado Abdullahi and Ali Mohamed. Passed with a motion by Travis Maloley and a second by Cindy Benjamin.

Cindy Benjamin: Yea, Travis Maloley: Yea, Garth Mins: Yea, Roger Reutlinger: Yea, Sandra Reyes: Yea

## 9. BUILDINGS & GROUNDS

9.1. Consider approval of agreement to sell the Majestic Theater to Lex Majestic Theatre, Inc.

Motion to approve purchase agreement, as presented, between Lexington Public Schools and Lex Majestic Theatre, Inc., in the amount of \$21,619.00. 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, Sandra Reyes: Yea

## 10. CURRICULUM & AMERICAN CIVICS

10.1. Consider approval of contract with Nebraska Agriculture Academy, LLC, for 2025-2026.

Motion to approve contract as presented. 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, Sandra Reyes: Yea

10.2. Consider purchase of high school French materials.

Motion to approve proposal from Vista Higher Learning in the amount of \$16,803.63, as presented. 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, Sandra Reyes: Yea

10.3. Consider purchase of middle school science materials.

Motion to approve purchase from Discovery Education in the amount of \$202,617.60, as presented. Passed with a motion by Travis Maloley and a second by Cindy Benjamin.

Cindy Benjamin: Yea, Travis Maloley: Yea, Garth Mins: Yea, Roger Reutlinger: Yea, Sandra Reyes: Yea

10.4. Consider purchase of elementary science materials.

Motion to approve one-year proposal from Accelerate Learning, Inc., in the amount of \$15,680.40, as presented. Passed with a motion by Travis Maloley and a second by Cindy Benjamin.

Cindy Benjamin: Yea, Travis Maloley: Yea, Garth Mins: Yea, Roger Reutlinger: Yea, Sandra Reyes: Yea

## 11. ACTIVITIES

11.1. Consider co-oping girls golf with Elm Creek Public Schools for 2025-2026 and 2026-2027.

Motion to approve agreement as presented. Passed with a motion by Roger Reutlinger and a second by Travis Maloley.

Cindy Benjamin: Yea, Travis Maloley: Yea, Garth Mins: Yea, Roger Reutlinger: Yea, Sandra Reyes: Yea

## 12. TECHNOLOGY

12.1. Consider approval of 5-year contract for managed print services.

Motion to approve payment option A of proposal with Eakes Office Solutions,

as presented. Passed with a motion by Travis Maloley and a second by Cindy Benjamin.

Cindy Benjamin: Yea, Travis Maloley: Yea, Garth Mins: Yea, Roger Reutlinger: Yea, Sandra Reyes: Yea

12.2. Consider approval of three-year agreement for web filtering service. Motion to approve three-year contract with Secure Content Technologies in the amount of \$12,518.00 per year. Passed with a motion by Cindy Benjamin and a second by Roger Reutlinger.

Cindy Benjamin: Yea, Travis Maloley: Yea, Garth Mins: Yea, Roger Reutlinger: Yea, Sandra Reyes: Yea

### 13. OTHER

13.1. Consider approval of a teacher's request for unpaid leave.

Motion to approve unpaid leave request from Trinity Angle. Passed with a motion by Travis Maloley and a second by Sandra Reyes.

Cindy Benjamin: Yea, Travis Maloley: Yea, Garth Mins: Yea, Roger Reutlinger: Yea, Sandra Reyes: Yea

13.2. Schedule date, time, and place for annual board planning session.

### 14. REPORTS

14.1. Principals, Administrators, and Directors

14.1.1. Eric Bell - LHS summer school preview.

14.1.2. Amber Nichols - Elementary summer school preview.

14.1.3. Scott West- LMS summer school preview.

14.2. Superintendent

14.2.1. LHS spring activities participation 2025.

15. Meeting adjourned at 7:20 pm.

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Chairperson

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Superintendent

**Detail Check Register**

Posted; Batch Description GF Checks 6/9/25 KJF

Checking Account: 1

1

Check Number: 157909      Check Type: Automatic Payment      Check Date: 06/09/2025      Vendor: BLACKHILLS      Black Hills Energy      Check Total: 10,108.67

<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>
20250603	06/03/2025		Op. of Bldg. Natural Gas DW	01 2610 621 000 0 000	121.95
20250603	06/03/2025		Op. of Bldg. Natural Gas DW	01 2610 621 000 0 000	467.60
20250603	06/03/2025		Op. of Bldg. Natural Gas HS	01 2610 621 001 0 000	3,006.89
20250603	06/03/2025		Op. of Bldg. Natural Gas HS	01 2610 621 001 0 000	87.48
20250603	06/03/2025		Op. of Bldg. Natural Gas HS	01 2610 621 001 0 000	264.62
20250603	06/03/2025		Op. of Bldg. Natural Gas MS	01 2610 621 002 0 000	3,728.85
20250603	06/03/2025		Op. of Bldg. Natural Gas Bryan	01 2610 621 003 0 000	568.14
20250603	06/03/2025		Op. of Bldg. Natural Gas Bryan	01 2610 621 003 0 000	57.22
20250603	06/03/2025		Op. of Bldg. Natural Gas Morton	01 2610 621 004 0 000	759.64
20250603	06/03/2025		Op. of Bldg. Natural Gas Pershing	01 2610 621 005 0 000	633.25
20250603	06/03/2025		Op. of Bldg. Natural Gas Sandoz	01 2610 621 006 0 000	413.03

Check Number: 157910      Check Type: Automatic Payment      Check Date: 06/09/2025      Vendor: LEXUTILITI      LEXINGTON UTILITIES SYSTEM      Check Total: 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>
20250602	06/02/2025		Op. of Bldg. Water & Sewer DW	01 2610 410 000 0 000	0.00
20250602	06/02/2025		Op. of Bldg. Water & Sewer DW	01 2610 410 000 0 000	0.00
20250602	06/02/2025		Op. of Bldg. Water & Sewer DW	01 2610 410 000 0 000	0.00
20250602	06/02/2025		Op. of Bldg. Water & Sewer HS	01 2610 410 001 0 000	0.00
20250602	06/02/2025		Op. of Bldg. Water & Sewer HS	01 2610 410 001 0 000	0.00
20250602	06/02/2025		Op. of Bldg. Water & Sewer HS	01 2610 410 001 0 000	0.00
20250602	06/02/2025		Op. of Bldg. Water & Sewer HS	01 2610 410 001 0 000	0.00
20250602	06/02/2025		Op. of Bldg. Water & Sewer MS	01 2610 410 002 0 000	0.00
20250602	06/02/2025		Op. of Bldg. Water & Sewer MS	01 2610 410 002 0 000	0.00
20250602	06/02/2025		Op. of Bldg. Water & Sewer MS	01 2610 410 002 0 000	0.00
20250602	06/02/2025		Op. of Bldg. Water & Sewer MS	01 2610 410 002 0 000	0.00
20250602	06/02/2025		Op. of Bldg. Water & Sewer MS	01 2610 410 002 0 000	0.00
20250602	06/02/2025		Op. of Bldg. Water & Sewer MS	01 2610 410 002 0 000	0.00
20250602	06/02/2025		Op. of Bldg. Water & Sewer Bryan	01 2610 410 003 0 000	0.00
20250602	06/02/2025		Op. of Bldg. Water & Sewer Bryan	01 2610 410 003 0 000	0.00
20250602	06/02/2025		Op. of Bldg. Water & Sewer Morton	01 2610 410 004 0 000	0.00
20250602	06/02/2025		Op. of Bldg. Water & Sewer Morton	01 2610 410 004 0 000	0.00
20250602	06/02/2025		Op. of Bldg. Water & Sewer Pershing	01 2610 410 005 0 000	0.00
20250602	06/02/2025		Op. of Bldg. Water & Sewer Pershing	01 2610 410 005 0 000	0.00
20250602	06/02/2025		Op. of Bldg. Water & Sewer Sandoz	01 2610 410 006 0 000	0.00
20250602	06/02/2025		Op. of Bldg. Electricity District Wide	01 2610 622 000 0 000	0.00
20250602	06/02/2025		Op. of Bldg. Electricity District Wide	01 2610 622 000 0 000	0.00
20250602	06/02/2025		Op. of Bldg. Electricity District Wide	01 2610 622 000 0 000	0.00
20250602	06/02/2025		Op. of Bldg. Electricity District Wide	01 2610 622 000 0 000	0.00
20250602	06/02/2025		Op. of Bldg. Electricity High School	01 2610 622 001 0 000	0.00
20250602	06/02/2025		Op. of Bldg. Electricity High School	01 2610 622 001 0 000	0.00
20250602	06/02/2025		Op. of Bldg. Electricity High School	01 2610 622 001 0 000	0.00

**Detail Check Register**

Posted; Batch Description GF Checks 6/9/25 KJF

Checking Account: 1		1				
20250602	06/02/2025		Op. of Bldg. Electricity High School	01 2610 622 001 0 000		0.00
20250602	06/02/2025		Op. of Bldg. Electricity High School	01 2610 622 001 0 000		0.00
20250602	06/02/2025		Op. of Bldg. Electricity High School	01 2610 622 001 0 000		500.00
20250602	06/02/2025		Op. of Bldg. Electricity High School	01 2610 622 001 0 000		0.00
20250602	06/02/2025		Op. of Bldg. Electricity Middle School	01 2610 622 002 0 000		0.00
20250602	06/02/2025		Op. of Bldg. Electricity Middle School	01 2610 622 002 0 000		0.00
20250602	06/02/2025		Op. of Bldg. Electricity Middle School	01 2610 622 002 0 000		0.00
20250602	06/02/2025		Op. of Bldg. Electricity Bryan	01 2610 622 003 0 000		0.00
20250602	06/02/2025		Op. of Bldg. Electricity Bryan	01 2610 622 003 0 000		0.00
20250602	06/02/2025		Op. of Bldg. Electricity Bryan	01 2610 622 003 0 000		0.00
20250602	06/02/2025		Op. of Bldg. Electricity Morton	01 2610 622 004 0 000		0.00
20250602	06/02/2025		Op. of Bldg. Electricity Morton	01 2610 622 004 0 000		0.00
20250602	06/02/2025		Op. of Bldg. Electricity Pershing	01 2610 622 005 0 000		0.00
20250602	06/02/2025		Op. of Bldg. Electricity Pershing	01 2610 622 005 0 000		0.00
20250602	06/02/2025		Op. of Bldg. Electricity Sandoz	01 2610 622 006 0 000		0.00
Check Number: 157911	Check Type: Automatic Payment	Check Date: 06/09/2025	Vendor: REVTRAK	RevTrak	Check Total:	29.95
<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>	
June 2025	05/29/2025		Fiscal Services Technical Services	01 2510 350 000 0 000	29.95	
Check Number: 157912	Check Type: Automatic Payment	Check Date: 06/09/2025	Vendor: VERIZONWIR	Verizon Wireless	Check Total:	4,028.58
<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>	
6114410213	06/02/2025		Op. of Bldg. Fiber/Phone DW	01 2610 530 000 0 000	2,708.25	
6114410214	06/02/2025		Op. of Bldg. Fiber/Phone DW	01 2610 530 000 0 000	1,320.33	
Check Number: 58300	Check Type: Check	Check Date: 06/09/2025	Vendor: ACCOBRANDS	ACCO Brands USA LLC	Check Total:	651.01
<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>	
4730337001	05/30/2025	GF031451	supplies	01 1100 610 004 0 000	17.73	
4730337073	05/30/2025	GF031218	supplies	01 1190 610 009 0 000	633.28	
Check Number: 58301	Check Type: Check	Check Date: 06/09/2025	Vendor: ALPHACARD	AlphaCard	Check Total:	263.96
<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>	
3000050836	05/30/2025	GF031655	card ribbon	06 3100 610 000 0 000	263.96	
Check Number: 58302	Check Type: Check	Check Date: 06/09/2025	Vendor: AMAZONCAPI	Amazon Capital Services	Check Total:	1,973.11
<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>	
11PR-RT77-39R9	05/30/2025	GF031666	supplies	01 6990 610 000 0 000	526.11	
14XH-LHHX-4D1W.	06/03/2025		plastic sleeves	06 3100 610 000 0 000	11.68	
196J-JN6P-D7PK	05/29/2025	GF031619	summer school decorations	01 1300 610 004 0 000	7.99	
196J-JN6P-MV7C	05/29/2025	GF031661	summer school supplies	01 1300 610 001 0 000	33.60	
1CP9-RDM3-4GQ4	06/03/2025	GF031708	glove holder	06 3100 610 000 0 000	170.34	
1FJP-RCG1-4364	05/29/2025	GF031595	supplies	01 2230 610 000 0 000	28.99	
1FYW-4M1C-633J	05/29/2025	GF031587	books	01 1100 644 000 0 000	(173.67)	

**Detail Check Register**

Posted; Batch Description GF Checks 6/9/25 KJF

<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>		
1GRL-H3H6-G7F6	06/02/2025	GF031476	supplies	01 1200 610 000 0 000	(7.99)		
1GTF-91Y6-HN9D	06/03/2025	GF031587	books	01 1100 644 000 0 000	84.35		
1GYM-KFJJ-9XCK	05/30/2025	GF031666	supplies	01 6990 610 000 0 000	39.61		
1HCC-9XN7-9MCL	05/29/2025	GF031651	supplies	01 1100 610 004 0 000	36.47		
1J1G-YTN1-6Y1X	05/29/2025	GF031628	summer school incentives	01 1300 610 004 0 000	39.39		
1MTG-9WCM-GQVW	05/29/2025	GF031680	cookware	01 3551 610 000 0 000	924.75		
1PXL-T7XN-FNGM	05/30/2025	GF031666	supplies	01 6990 610 000 0 000	45.87		
1RMY-WM73-3HT9	05/29/2025	GF031587	books	01 1100 644 000 0 000	257.37		
1TVG-F496-NXQ7	05/29/2025	GF031486	supplies	01 1200 610 000 0 000	(24.85)		
1VK7-JRCY-61P9	05/29/2025	GF031587	books	01 1100 644 000 0 000	(83.70)		
1VM7-7NPG-CJTK	05/29/2025	GF031689	supplies	01 1300 610 004 0 000	42.65		
1WND-GY9F-DMMQ	05/30/2025	GF031666	supplies	01 6990 610 000 0 000	14.15		
Check Number: 58303	Check Type: Check	Check Date: 06/09/2025	Vendor: APPLECOMPU	APPLE COMPUTER, INC	Check Total:	1,798.50	
MB74054631	05/30/2025	GF031645	keyboards, mouse, power adaptors	01 2230 650 001 0 000	1,798.50		
Check Number: 58304	Check Type: Check	Check Date: 06/09/2025	Vendor: BAUERBUI	Bauer Built	Check Total:	453.34	
850062965	05/30/2025	GF031692	dump trailer tires	01 2640 610 000 0 000	453.34		
Check Number: 58305	Check Type: Check	Check Date: 06/09/2025	Vendor: EARTHGRAIN	Bimbo Bakeries USA	Check Total:	1,873.35	
20250603	06/03/2025		School Lunch Supply FOOD	06 3100 630 000 0 000	1,873.35		
Check Number: 58306	Check Type: Check	Check Date: 06/09/2025	Vendor: DICKBLICK	Blick Art Materials LLC	Check Total:	38.86	
5524686	06/03/2025	GF031219	supplies	01 1190 610 009 0 000	38.86		
Check Number: 58307	Check Type: Check	Check Date: 06/09/2025	Vendor: BOBSTRUEVA	Bob's True Value	Check Total:	208.84	
A141807	05/29/2025	GF030745	classroom supplies	01 1100 612 001 0 000	37.99		
A141842	05/29/2025	GF030759	Maintenance Supply District-Wide	01 2620 610 000 0 000	25.99		
A141982	05/29/2025	GF030759	Maintenance Supply District-Wide	01 2620 610 000 0 000	15.73		
A142161	05/29/2025	GF030745	classroom supplies	01 1100 612 001 0 000	45.98		
A142178	05/29/2025	GF030759	Maintenance Supply HS	01 2620 610 001 0 000	5.49		
A142326	05/29/2025	GF030759	Maintenance Supply District-Wide	01 2630 610 000 0 000	6.49		
A142379	05/29/2025	GF030759	Maintenance Supply Bryan	01 2620 610 003 0 000	36.53		
A142567	05/29/2025	GF030759	Maintenance Supply District-Wide	01 2620 610 000 0 000	5.29		
A142593	05/29/2025	GF030759	Maintenance Supply Bryan	01 2620 610 003 0 000	9.99		
A142742	05/29/2025	GF030759	Maintenance Supply District-Wide	01 2620 610 000 0 000	4.37		
A143047	05/29/2025	GF030759	Maintenance Supply District-Wide	01 2620 610 000 0 000	14.99		
Check Number: 58308	Check Type: Check	Check Date: 06/09/2025	Vendor: BSNSPORTS	BSN Sports	Check Total:	7,535.07	

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>
929908454	05/30/2025	GF031574	MS boys wrestling singlets	02 1101 610 002 0 000	5,021.33
929917707	06/02/2025	GF031701	Girls wrestling singlets	02 1101 610 001 0 000	2,513.74
Check Number: 58309	Check Type: Check	Check Date: 06/09/2025	Vendor: CSTRUCKSAL	C & S TRUCK & SALVAGE, INC.	Check Total: 3,832.36
<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>
20250529	05/29/2025		Reg. Pupil Transport. Bus Repairs	01 2710 430 000 0 000	2,799.51
20250602	06/02/2025		Reg. Pupil Transport. Bus Repairs	01 2710 430 000 0 000	1,032.85
Check Number: 58310	Check Type: Check	Check Date: 06/09/2025	Vendor: CASHWA	CASH-WA DISTRIBUTING CO.	Check Total: 23,990.21
<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>
14605184	06/02/2025		School Lunch NON-FOOD Supply	06 3100 610 000 0 000	175.04
14605184	06/02/2025		School Lunch Supply FOOD	06 3100 630 000 0 000	1,631.43
14609856	06/02/2025		School Lunch NON-FOOD Supply	06 3100 610 000 0 000	419.24
14609856	06/02/2025		School Lunch Supply FOOD	06 3100 630 000 0 000	1,918.81
14611896	06/02/2025		School Lunch NON-FOOD Supply	06 3100 610 000 0 000	88.54
14611896	06/02/2025		School Lunch Supply FOOD	06 3100 630 000 0 000	3,685.32
14612366	06/02/2025		School Lunch Supply FOOD	06 3100 630 000 0 000	551.04
14614775	06/02/2025		School Lunch Supply FOOD	06 3100 630 000 0 000	4,845.64
14618335	06/02/2025		School Lunch NON-FOOD Supply	06 3100 610 000 0 000	341.76
14618335	06/02/2025		School Lunch Supply FOOD	06 3100 630 000 0 000	1,496.25
14625038	06/02/2025		School Lunch Supply FOOD	06 3100 630 000 0 000	1,790.99
14636038	06/02/2025		School Lunch Supply FOOD	06 3100 630 000 0 000	2,427.84
14638262	06/02/2025		School Lunch Supply FOOD	06 3100 630 000 0 000	658.67
A14603853	06/02/2025		School Lunch Supply FOOD	06 3100 630 000 0 000	486.00
A14614808	06/02/2025		School Lunch Supply FOOD	06 3100 630 000 0 000	486.00
A14622381	06/02/2025		School Lunch Supply FOOD	06 3100 630 000 0 000	729.00
CM3818728	06/02/2025		School Lunch Supply FOOD	06 3100 630 000 0 000	(311.40)
p14615149	06/02/2025		School Lunch Supply FOOD	06 3100 630 000 0 000	1,327.14
P14628395	06/02/2025		School Lunch Supply FOOD	06 3100 630 000 0 000	1,242.90
Check Number: 58311	Check Type: Check	Check Date: 06/09/2025	Vendor: CENTRALCOM	CENTRAL COMMUNITY COLLEGE Grand Island	Check Total: 777.00
<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>
002060717	05/29/2025		CPR	01 2410 330 005 0 000	62.00
002060762	05/29/2025		CNA workbooks, supplies, insurance	01 1100 565 001 0 000	715.00
Check Number: 58312	Check Type: Check	Check Date: 06/09/2025	Vendor: CENTURLI2	CenturyLink	Check Total: 2,481.78
<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>
20250603	06/03/2025		Op. of Bldg. Fiber/Phone DW	01 2610 530 000 0 000	163.58
20250603	06/03/2025		Op. of Bldg. Fiber/Phone DW	01 2610 530 000 0 000	73.57
20250603	06/03/2025		Op. of Bldg. Fiber/Phone DW	01 2610 530 000 0 000	113.95
20250603	06/03/2025		Op. of Bldg. Fiber/Phone HS	01 2610 530 001 0 000	514.01

**Detail Check Register**

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<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>	<u>Check Total:</u>	
20250603	06/03/2025		Op. of Bldg. Fiber/Phone MS	01 2610 530 002 0 000	514.01		
20250603	06/03/2025		Op. of Bldg. Fiber/Phone MS	01 2610 530 002 0 000	73.57		
20250603	06/03/2025		Op. of Bldg. Fiber/Phone Bryan	01 2610 530 003 0 000	147.98		
20250603	06/03/2025		Op. of Bldg. Fiber/Phone Morton	01 2610 530 004 0 000	221.97		
20250603	06/03/2025		Op. of Bldg. Fiber/Phone Pershing	01 2610 530 005 0 000	147.98		
20250603	06/03/2025		Op. of Bldg. Fiber/Phone Sandoz	01 2610 530 006 0 000	221.97		
20250603	06/03/2025		Op. of Bldg. Fiber/Phone ELA	01 2610 530 009 0 000	289.19		
Check Number: 58313	Check Type: Check		Check Date: 06/09/2025	Vendor: CENTURLI1	CenturyLink Communication	Check Total:	16.45
736640056	05/29/2025		Op. of Bldg. Fiber/Phone DW		01 2610 530 000 0 000	16.45	
Check Number: 58314	Check Type: Check		Check Date: 06/09/2025	Vendor: CHARTERCOM	Charter Communications	Check Total:	393.79
176211401052125	05/30/2025		Technology Communications DW		01 2230 530 000 0 000	393.79	
Check Number: 58315	Check Type: Check		Check Date: 06/09/2025	Vendor: COLUMNSOFT	Column Software PBC	Check Total:	214.40
16D361A7-0019	05/29/2025		BOE Advertising		01 2310 540 000 0 000	147.20	
16D361A7-0023	05/29/2025		BOE Advertising		01 2310 540 000 0 000	5.60	
16D361A7-00257.20	05/29/2025		BOE Advertising		01 2310 540 000 0 000	7.20	
16D361A7-0027	05/29/2025		BOE Advertising		01 2310 540 000 0 000	40.00	
16D361A7-0029	05/29/2025		BOE Advertising		01 2310 540 000 0 000	6.40	
16D361A7-0038	05/29/2025		BOE Advertising		01 2310 540 000 0 000	8.00	
Check Number: 58316	Check Type: Check		Check Date: 06/09/2025	Vendor: COMFORTSU1	Comfort Suites West Omaha	Check Total:	705.38
20250529	05/29/2025		state soccer rooms		01 1101 580 001 0 000	705.38	
Check Number: 58317	Check Type: Check		Check Date: 06/09/2025	Vendor: COUNTRYPAR	Country Partners Cooperative	Check Total:	230.40
207935	05/30/2025	GF031702	weed killer		01 2630 610 000 0 000	230.40	
Check Number: 58318	Check Type: Check		Check Date: 06/09/2025	Vendor: DANSSANITA	DAN'S SANITATION	Check Total:	3,002.43
20250529	05/29/2025		Op. of Bldg. Contracted Sanitation Svcs.		01 2620 421 000 0 000	127.75	
20250529	05/29/2025		Op. of Bldg. Contracted Sanitation Svcs.		01 2620 421 000 0 000	66.75	
20250529	05/29/2025		Op. of Bldg. Contracted Sanitation Svcs.		01 2620 421 000 0 000	315.43	
20250529	05/29/2025		Op. of Bldg. Sanitation Svcs. HS		01 2620 421 001 0 000	676.75	
20250529	05/29/2025		Op. of Bldg. Sanitation Svcs. HS		01 2620 421 001 0 000	76.75	
20250529	05/29/2025		Op. of Bldg. Sanitation Svcs. HS		01 2620 421 001 0 000	50.75	
20250529	05/29/2025		Op. of Bldg. Sanitation Svcs. HS		01 2620 421 001 0 000	66.75	
20250529	05/29/2025		Op. of Bldg. Sanitation Svcs. HS		01 2620 421 001 0 000	59.75	
20250529	05/29/2025		Op. of Bldg. Sanitation Svcs. MS		01 2620 421 002 0 000	459.75	

**Detail Check Register**

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<b>Checking Account: 1</b>		<b>1</b>					
20250529	05/29/2025		Op. of Bldg. Sanitation Svcs. Bryan	01 2620 421 003 0 000		236.75	
20250529	05/29/2025		Op. of Bldg. Sanitation Svcs. Morton	01 2620 421 004 0 000		307.75	
20250529	05/29/2025		Op. of Bldg. Sanitation Svcs. Pershing	01 2620 421 005 0 000		284.75	
20250529	05/29/2025		Op. of Bldg. Sanitation Svcs. Sandoz	01 2620 421 006 0 000		272.75	
Check Number: 58319	Check Type: Check	Check Date: 06/09/2025	Vendor: ELSAZONTAQ	El Sazon Taquizas	Check Total:	960.00	
<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>		
5/20/25	05/29/2025		lunch	01 2320 610 000 0 000	960.00		
Check Number: 58320	Check Type: Check	Check Date: 06/09/2025	Vendor: ELECTRICFI	ELECTRICAL ENGINEERING & EQUIPMENT CO.	Check Total:	142.49	
<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>		
8840157-00	05/29/2025	GF030757	Op. of Bldg. Contracted Electrical DW	01 2620 435 000 0 000	11.11		
8840832-00	05/29/2025	GF030757	Op. of Bldg. Contracted Electrical DW	01 2620 435 000 0 000	2.86		
8845136-00	05/29/2025	GF030757	Op. of Bldg. Contracted Electrical DW	01 2620 435 000 0 000	36.28		
8850781-00	05/29/2025	GF030757	Op. of Bldg. Contracted Electrical DW	01 2620 435 000 0 000	23.69		
8857177-00	05/29/2025	GF030757	Op. of Bldg. Cont. Heating & Air Svcs.	01 2620 437 000 0 000	25.67		
8857346-00	05/29/2025	GF030757	Op. of Bldg. Cont. Heat/Air Svcs. HS	01 2620 437 001 0 000	26.46		
8858216-00	05/29/2025	GF030757	Op. of Bldg. Cont. Electrical Svcs. HS	01 2620 435 001 0 000	4.55		
8862877-00	05/29/2025	GF030757	Op. of Bldg. Cont. Electrical Svcs. HS	01 2620 435 001 0 000	11.87		
Check Number: 58321	Check Type: Check	Check Date: 06/09/2025	Vendor: EPCOLTDINC	EpcO Ltd., Inc.	Check Total:	226.84	
<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>		
2525701	05/29/2025	GF031559	bathroom stall door hinges north locker	01 2620 610 002 0 000	226.84		
Check Number: 58322	Check Type: Check	Check Date: 06/09/2025	Vendor: ESU10	ESU 10	Check Total:	11,627.97	
<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>		
20250603	06/03/2025		SLP/Audio Svcs. Professional Svcs. HS	01 2151 340 001 0 000	3,529.49		
20250603	06/03/2025		SLP/Audio Svcs. Professional Svcs. HS	01 2151 340 001 0 000	344.33		
20250603	06/03/2025		SLP/Audio Svcs. Professional Svcs. HS	01 2151 340 001 0 000	537.66		
20250603	06/03/2025		SLP/Audio Svcs. Professional Svcs. Persh	01 2151 340 005 0 000	757.15		
20250603	06/03/2025		SLP/Audio Svcs. Professional Svcs. Persh	01 2151 340 005 0 000	537.66		
20250603	06/03/2025		SLP/Audio Svcs. Professional Svcs. ELA	01 2152 340 009 0 000	134.42		
20250603	06/03/2025		SLP/Audio Svcs. Professional Svcs. ELA	01 2152 340 009 0 000	0.00		
20250603	06/03/2025		SLP/Audio Svcs. Professional Svcs. ELA	01 2152 340 009 0 000	134.42		
20250603	06/03/2025		SLP/Audio Professional Svcs. HBD	01 2153 340 015 0 000	0.00		
20250603	06/03/2025		Vision Services K-12 Prof. Services	01 2181 340 000 0 000	662.26		
20250603	06/03/2025		Vision Services K-12 Prof. Services	01 2181 340 000 0 000	1,866.47		
20250603	06/03/2025		Vision Services K-12 Prof. Services	01 2181 340 000 0 000	1,902.61		
20250603	06/03/2025		Vision Services K-12 Prof. Services	01 2181 340 000 0 000	441.50		
20250603	06/03/2025		Vision Services Age 0-2 Prof. Services	01 2183 340 015 0 000	0.00		
20250603	06/03/2025		Technology Tech-Related Repairs	01 2230 432 000 0 000	780.00		
20250603	06/03/2025		Technology Communications DW	01 2230 530 000 0 000	0.00		

Checking Account: 1		1					
20250603	06/03/2025		Technology Tech-Related Supply DW	01 2230 650 000 0 000		0.00	
Check Number: 58323	Check Type: Check	Check Date: 06/09/2025	Vendor: FOLLETT1	Follett Content Solutions, Inc	Check Total:	3,273.53	
<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>		
554037F	05/29/2025	GF031292	books	01 2220 640 006 0 000	2,040.73		
555459F	05/29/2025	GF031324	books	01 2220 640 004 0 000	1,232.80		
Check Number: 58324	Check Type: Check	Check Date: 06/09/2025	Vendor: FRONTLINE	Frontline Technologies	Check Total:	36,744.79	
<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>		
INVUS226830	05/29/2025		Fiscal Services Technical Services	01 2510 350 000 0 000	36,744.79		
Check Number: 58325	Check Type: Check	Check Date: 06/09/2025	Vendor: GREATPLAI4	Great Plains Communications	Check Total:	176.06	
<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>		
20250603	06/03/2025		Technology Communications DW	01 2230 530 000 0 000	176.06		
Check Number: 58326	Check Type: Check	Check Date: 06/09/2025	Vendor: HDSUPPLY	HD Supply	Check Total:	12,337.70	
<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>		
867669327	06/04/2025	GF031695	supplies	01 2620 610 000 0 000	12,337.70		
Check Number: 58327	Check Type: Check	Check Date: 06/09/2025	Vendor: HILAND	Hiland Dairy Foods Company	Check Total:	16,036.58	
<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>		
20250604	06/04/2025		milk	06 3100 630 000 0 000	16,036.58		
Check Number: 58328	Check Type: Check	Check Date: 06/09/2025	Vendor: HOMETOWNLE	HOMETOWN LEASING	Check Total:	13,073.21	
<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>		
20250529	05/29/2025		Reg. Ed. Printint & Binding DW	01 1100 550 000 0 000	12,728.28		
20250529	05/29/2025		Reg. Ed. Printint & Binding DW	01 1100 550 000 0 000	112.37		
20250529	05/29/2025		Reg. Ed. Printint & Binding DW	01 1100 550 000 0 000	232.56		
Check Number: 58329	Check Type: Check	Check Date: 06/09/2025	Vendor: HOUGHTONMI	HOUGHTON MIFFLIN HARCOURT	Check Total:	2,562.33	
<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>		
956268662	05/29/2025	GF031601	Into Social Studies	02 1100 640 000 0 000	2,562.33		
Check Number: 58330	Check Type: Check	Check Date: 06/09/2025	Vendor: JONES	JONES PLUMBING & HEATING	Check Total:	271.23	
<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>		
79384	06/03/2025	GF030760	Op. of Bldg. Plumbing Svcs. Morton	01 2620 436 004 0 000	8.00		
79392	06/03/2025	GF030760	Op. of Bldg. Contracted Plumbing Service	01 2620 436 000 0 000	47.00		
79585	06/03/2025	GF030760	Op. of Bldg. Plumbing Svcs. Morton	01 2620 436 004 0 000	75.24		
79586	06/03/2025	GF030760	Op. of Bldg. Plumbing Svcs. MS	01 2620 436 002 0 000	64.15		
79591	06/03/2025	GF030760	Op. of Bldg. Contracted Plumbing Service	01 2620 436 000 0 000	68.84		
79596	06/03/2025	GF030760	Op. of Bldg. Contracted Plumbing Service	01 2620 436 000 0 000	8.00		
Check Number: 58331	Check Type: Check	Check Date: 06/09/2025	Vendor: JOSTENSINC	JOSTENS, INC.	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>		
37219643	05/29/2025		Graduation Supplies HS	01 2490 610 001 0 000	19.95		

**Detail Check Register**

Posted; Batch Description GF Checks 6/9/25 KJF

<b>Checking Account: 1</b>		<b>1</b>				<b>Check Total:</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>	
Check Number: 58332		Check Type: Check		Check Date: 06/09/2025	Vendor: KEARNEYWIN	Kearney Winnelson Co	Check Total: 798.05
493201 01	05/30/2025	GF031678	Op. of Bldg. Plumbing Svcs. HS	01 2620 436 001 0 000		430.00	
493201 01	05/30/2025	GF031678	Pershing plumbing	01 2620 436 005 0 000		368.05	
Check Number: 58333		Check Type: Check		Check Date: 06/09/2025	Vendor: KLAWN	K-Lawn of Lexington	Check Total: 10,312.55
18428	05/30/2025		Grounds Contracted Lawn Care HS	01 2630 422 001 0 000		126.90	
18428	05/30/2025		Grounds Contracted Lawn Care MS	01 2630 422 002 0 000		155.00	
18429	05/30/2025		Grounds Contracted Lawn Care Svcs.	01 2630 422 000 0 000		88.00	
18429	05/30/2025		Grounds Contracted Lawn Care HS	01 2630 422 001 0 000		757.30	
18429	05/30/2025		Grounds Contracted Lawn Care HS	01 2630 422 001 0 000		146.00	
18429	05/30/2025		Grounds Contracted Lawn Care MS	01 2630 422 002 0 000		275.00	
18429	05/30/2025		Grounds Contracted Lawn Care Bryan	01 2630 422 003 0 000		490.95	
18429	05/30/2025		Grounds Contracted Lawn Care Morton	01 2630 422 004 0 000		195.00	
18430	05/30/2025		Grounds Contracted Lawn Care HS	01 2630 422 001 0 000		115.55	
18430	05/30/2025		Grounds Contracted Lawn Care Bryan	01 2630 422 003 0 000		460.00	
18430	05/30/2025		Grounds Contracted Lawn Care Morton	01 2630 422 004 0 000		791.10	
18430	05/30/2025		Grounds Contracted Lawn Care Pershing	01 2630 422 005 0 000		718.90	
18430	05/30/2025		Grounds Contracted Lawn Care Sandoz	01 2630 422 006 0 000		621.90	
18464	05/30/2025		Grounds Contracted Lawn Care HS	01 2630 422 001 0 000		673.40	
18464	05/30/2025		Grounds Contracted Lawn Care HS	01 2630 422 001 0 000		2,720.00	
18464	05/30/2025		Grounds Contracted Lawn Care MS	01 2630 422 002 0 000		801.95	
18464	05/30/2025		Grounds Contracted Lawn Care Pershing	01 2630 422 005 0 000		1,175.60	
Check Number: 58334		Check Type: Check		Check Date: 06/09/2025	Vendor: KNAPPELECT	KNAPP ELECTRIC Inc.	Check Total: 3,164.73
1135534	05/30/2025	GF031694	HS HVAC motor	01 2620 437 001 0 000		684.06	
1135586	05/29/2025		Op. of Bldg. Cont. Heat/Air Svcs. Sandoz	01 2620 437 006 0 000		1,347.74	
1135589	05/29/2025		Op. of Bldg. Cont. Heat/Air Svcs. HS	01 2620 437 001 0 000		832.93	
1135705	06/04/2025	GF031711	Pershing HVAC motor	01 2620 437 005 0 000		300.00	
Check Number: 58335		Check Type: Check		Check Date: 06/09/2025	Vendor: KSBSCHOOLL	KSB School Law, PC LLC	Check Total: 8,342.50
19104	06/02/2025		District Legal Services	01 2330 317 000 0 000		8,342.50	
Check Number: 58336		Check Type: Check		Check Date: 06/09/2025	Vendor: LAKESHOREL	LAKESHORE LEARNING MATERIALS	Check Total: 479.88
90821869	05/29/2025	GF031671	supplies	01 1100 644 003 0 000		479.88	
Check Number: 58337		Check Type: Check		Check Date: 06/09/2025	Vendor: LEXPSGF2	LEXINGTON PUBLIC SCHOOLS- GENERAL FUND	Check Total: 1,078.58
5/19/25	05/29/2025		retirement	01 2320 610 000 0 000		1,078.58	

**Detail Check Register**

Posted; Batch Description GF Checks 6/9/25 KJF

Checking Account: 1

1

Check Number:	Check Type:	Check Date:	Vendor:		Check Total:
58338	Check	06/09/2025	LEXRHC	Lexington Regional Health Center	8,980.47
<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>
20250602	06/02/2025		PT Services K-12 Prof. Services	01 2171 340 000 0 000	3,504.87
20250602	06/02/2025		PT Services Age 3-5 Prof. Services	01 2172 340 009 0 000	498.15
20250602	06/02/2025		PT Services Age 0-2 Prof. Services	01 2173 340 015 0 000	599.40
20250602-0001	06/02/2025		OT Services K-12 Prof. Services	01 2161 340 000 0 000	3,197.88
20250602-0001	06/02/2025		OT Services Age 3-5 Prof. Services	01 2162 340 009 0 000	822.96
20250602-0001	06/02/2025		OT Services Age 0-2 Prof. Services	01 2163 340 015 0 000	357.21
58339	Check	06/09/2025	LIENINC	LIEN, INC	3,657.96
<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>
11245	06/02/2025		Grounds Contracted Lawn Care Bryan	01 2630 422 003 0 000	1,114.83
11246	06/02/2025		Grounds Contracted Lawn Care Pershing	01 2630 422 005 0 000	494.64
11247	06/02/2025		Grounds Contracted Lawn Care MS	01 2630 422 002 0 000	1,009.82
11260	06/02/2025		Grounds Contracted Lawn Care HS	01 2630 422 001 0 000	182.50
11266	06/02/2025		Grounds Contracted Lawn Care HS	01 2630 422 001 0 000	182.50
11284	06/02/2025		Grounds Contracted Lawn Care Morton	01 2630 422 004 0 000	395.00
11314	06/02/2025		Grounds Contracted Lawn Care HS	01 2630 422 001 0 000	233.67
11315	06/02/2025		Grounds Contracted Lawn Care Svcs.	01 2630 422 000 0 000	45.00
58340	Check	06/09/2025	LINSENMEYE	Christa Linsenmeyer	345.10
<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>
May 2025	05/29/2025		SPED K-12 Transport. Mileage to Parents	01 2712 332 000 0 000	345.10
58341	Check	06/09/2025	LITTLECAES	LITTLE CAESARS	227.62
<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>
5/14/25	05/30/2025	GF031676	pizza	01 3591 610 000 0 000	227.62
58342	Check	06/09/2025	LUPEKARI	Karina Lupercio	1,760.00
<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>
May 2025	05/29/2025		counseling	01 6990 320 000 0 000	1,760.00
58343	Check	06/09/2025	MATHESON	Matheson Tri-Gas, Inc	229.11
<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>
0031576007	06/02/2025	GF030751	classroom supplies	01 1100 613 001 0 000	229.11
58344	Check	06/09/2025	MCCANDLESS	McCandless Backhoeing Inc	929.00
<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>
6526	05/30/2025		Grounds Contracted Snow Rmov. HS	01 2630 423 001 0 000	307.00
6527	05/30/2025		Grounds Contracted Snow Rmov. MS	01 2630 423 002 0 000	122.00
6528	05/30/2025		Grounds Contracted Snow Rmov. Sandoz	01 2630 423 006 0 000	117.00
6529	05/30/2025		Grounds Contracted Snow Rmov. Morton	01 2630 423 004 0 000	92.00
6530	05/30/2025		Grounds Contracted Snow Removal	01 2630 423 000 0 000	82.00

<b>Checking Account: 1</b>		<b>1</b>					
6531	05/30/2025		salting	01 2630 423 005 0 000		62.00	
6532	05/30/2025		Grounds Contracted Snow Removal	01 2630 423 000 0 000		147.00	
Check Number: 58345		Check Type: Check	Check Date: 06/09/2025	Vendor: MEADLUMBER	MEAD LUMBER	Check Total:	1,752.35
<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>	
11991715	06/02/2025	GF030758	Maintenance Supply HS	01 2620 610 001 0 000		6.23	
11992742	06/02/2025	GF030758	Maintenance Supply HS	01 2620 610 001 0 000		64.28	
11993605	06/02/2025	GF030758	Maintenance Supply District-Wide	01 2620 610 000 0 000		34.45	
12012012	06/02/2025	GF031570	ceiling tiles	01 2620 610 001 0 000		700.00	
12022746	06/02/2025	GF030758	Maintenance Supply District-Wide	01 2620 610 000 0 000		8.99	
12028174	06/02/2025	GF030758	Maintenance Supply District-Wide	01 2620 610 000 0 000		123.12	
12028440	06/02/2025	GF030758	Maintenance Supply Bryan	01 2620 610 003 0 000		14.96	
12038226	06/02/2025	GF030758	Maintenance Supply Bryan	01 2620 610 003 0 000		45.84	
12040123	06/02/2025	GF030746	classroom supplies	01 1100 612 001 0 000		12.99	
12040306	06/02/2025	GF030758	Maintenance Supply District-Wide	01 2620 610 000 0 000		89.98	
12041439	06/02/2025	GF030758	Maintenance Supply MS	01 2620 610 002 0 000		6.71	
12044683	06/02/2025	GF030746	classroom supplies	01 1100 612 001 0 000		58.53	
12046247	06/02/2025	GF030758	Maintenance Supply District-Wide	01 2620 610 000 0 000		25.13	
12052316	06/02/2025	GF031677	HS countertop	01 2620 610 001 0 000		131.99	
12077132	06/02/2025	GF030746	classroom supplies	01 1100 612 001 0 000		72.18	
12080822	06/02/2025	GF030758	Maintenance Supply HS	01 2620 610 001 0 000		117.59	
12093519	06/02/2025	GF030758	Maintenance Supply HS	01 2620 610 001 0 000		154.99	
12104680	06/02/2025	GF030758	Maintenance Supply HS	01 2620 610 001 0 000		10.55	
12104916	06/02/2025	GF030746	classroom supplies	01 1100 612 001 0 000		43.56	
12116065	06/02/2025	GF030758	Maintenance Supply District-Wide	01 2620 610 000 0 000		30.28	
Check Number: 58346		Check Type: Check	Check Date: 06/09/2025	Vendor: MEDCOSCHOO	Medco School First Aid	Check Total:	103.44
<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>	
IN98756434	05/29/2025	GF031383	supplies	01 1100 605 001 0 000		103.44	
Check Number: 58347		Check Type: Check	Check Date: 06/09/2025	Vendor: MIDSTATESA	MID-STATES AUTOMATION & CONTROL, INC.	Check Total:	3,812.50
<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>	
72-2301	06/02/2025		Op. of Bldg. Cont. Heating & Air Svcs.	01 2620 437 000 0 000		3,812.50	
Check Number: 58348		Check Type: Check	Check Date: 06/09/2025	Vendor: MIDWESTFL2	MIDWEST FLOOR SPECIALISTS	Check Total:	2,210.00
<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>	
408	05/29/2025		refinish gym floor	01 2620 610 001 0 000		2,210.00	
Check Number: 58349		Check Type: Check	Check Date: 06/09/2025	Vendor: MOONLIGHTE	MOONLIGHT EMBROIDERY	Check Total:	2,122.50
<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>	
25701	05/29/2025	GF031688	DG shirts	01 3402 610 001 0 000		2,122.50	
Check Number: 58350		Check Type: Check	Check Date: 06/09/2025	Vendor: NANOPACINC	NanoPac, Inc	Check Total:	202.00

Checking Account: 1

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<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>	
67423	06/03/2025	GF031690	tangible magic capsule paper 8.5"x11" (1	01 1200 610 000 0 000	202.00	
Check Number: 58351	Check Type: Check	Check Date: 06/09/2025	Vendor: NESAFETYCE	NE SAFETY CENTER	Check Total:	375.00
<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>	
57-14431	06/03/2025		Reg. Pupil Transport. Prof. Development	01 2710 330 000 0 000	375.00	
Check Number: 58352	Check Type: Check	Check Date: 06/09/2025	Vendor: NCA	Nebraska Coaches Association	Check Total:	6,800.00
<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>	
20250603	06/03/2025		coaches registrations, clinic, gold card	01 1101 330 001 0 000	6,800.00	
Check Number: 58353	Check Type: Check	Check Date: 06/09/2025	Vendor: NELIBRARYC	NEBRASKA LIBRARY COMMISSION	Check Total:	873.44
<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>	
32970	06/02/2025	GF031673	renewal	01 2220 640 002 0 000	873.44	
Check Number: 58354	Check Type: Check	Check Date: 06/09/2025	Vendor: ONESOURCEI	ONE SOURCE Inc.	Check Total:	509.00
<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>	
2022180613	06/02/2025		Personnel Services Technical Services	01 2570 350 000 0 000	286.00	
2022180614	06/02/2025		Personnel Services Technical Services	01 2570 350 000 0 000	223.00	
Check Number: 58355	Check Type: Check	Check Date: 06/09/2025	Vendor: OREILLYAUT	OReilly Auto Parts	Check Total:	16.17
<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>	
4799-164820	05/29/2025	GF030743	classroom supplies	01 1100 613 001 0 000	9.00	
4799-165623	05/29/2025	GF030761	Reg. Pupil Transport. Bus Repairs	01 2710 430 000 0 000	7.17	
Check Number: 58356	Check Type: Check	Check Date: 06/09/2025	Vendor: TIGERPAPER	Paper Tiger Shredding	Check Total:	375.00
<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>	
219100	06/02/2025		Fiscal Services Professional Services	01 2510 340 000 0 000	375.00	
Check Number: 58357	Check Type: Check	Check Date: 06/09/2025	Vendor: RAPIDSWHOL	Rapids Wholesale	Check Total:	159.95
<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>	
I2030538	06/02/2025	GF031523	supplies	01 2120 610 002 0 000	159.95	
Check Number: 58358	Check Type: Check	Check Date: 06/09/2025	Vendor: SWAUTOPART	S&W AUTO PARTS	Check Total:	473.76
<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>	
195067	05/29/2025	GF030756	Maintenance Supply District-Wide	01 2620 610 000 0 000	5.99	
195125	05/29/2025	GF030756	Maintenance Supply District-Wide	01 2620 610 000 0 000	38.98	
195225	06/04/2025	GF030756	Vehicle Repair and Maintenance	01 2650 430 000 0 000	15.08	
195277	05/29/2025	GF030756	Reg. Pupil Transport. Bus Repairs	01 2710 430 000 0 000	19.94	
195420	05/29/2025	GF030756	Vehicle Repair and Maintenance	01 2650 430 000 0 000	107.77	
195548	05/29/2025	GF030744	classroom supplies	01 1100 613 001 0 000	38.88	
195730	05/29/2025	GF030744	classroom supplies	01 1100 613 001 0 000	16.99	
195834	05/29/2025	GF030756	Reg. Pupil Transport. Bus Repairs	01 2710 430 000 0 000	41.70	
195939	05/29/2025	GF030756	Op. of Bldg. Cont. Heat/Air Svcs. HS	01 2620 437 001 0 000	33.68	
196068	05/29/2025	GF030756	Reg. Pupil Transport. Bus Repairs	01 2710 430 000 0 000	94.95	

<b>Checking Account: 1</b>		<b>1</b>					
196136	05/29/2025	GF030756	Vehicle Repair and Maintenance	01 2650 430 000 0 000		41.88	
196241	05/29/2025	GF030756	Vehicle Repair and Maintenance	01 2650 430 000 0 000		9.49	
196368	05/29/2025	GF030756	Vehicle Repair and Maintenance	01 2650 430 000 0 000		8.43	
Check Number: 58359	Check Type: Check	Check Date: 06/09/2025	Vendor: SCHOOLHEAL	School Health		Check Total:	49.83
<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>	
CINV000241292	06/02/2025	GF031456	supplies	01 1100 610 004 0 000		47.85	
CINV000241298	06/02/2025	GF031500	supplies	01 1100 610 006 0 000		1.98	
Check Number: 58360	Check Type: Check	Check Date: 06/09/2025	Vendor: SCHOOLSPEC	SCHOOL SPECIALTY INC.		Check Total:	90.99
<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>	
208135699693	05/29/2025	GF031441	supplies	01 1100 610 001 0 000		6.20	
208135722852	06/03/2025	GF031704	foam geometric solids	01 1100 610 004 0 000		40.75	
208135722852	06/03/2025	GF031704	desk calendar	01 2510 610 000 0 000		44.04	
Check Number: 58361	Check Type: Check	Check Date: 06/09/2025	Vendor: SYSCOLINCO	Sysco Lincoln		Check Total:	16,162.06
<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>	
661311554	05/29/2025		School Lunch NON-FOOD Supply	06 3100 610 000 0 000		310.92	
661311554	05/29/2025		School Lunch Supply FOOD	06 3100 630 000 0 000		3,148.50	
661323860	05/29/2025		School Lunch NON-FOOD Supply	06 3100 610 000 0 000		45.44	
661323860	05/29/2025		School Lunch Supply FOOD	06 3100 630 000 0 000		908.88	
661332606	05/29/2025		School Lunch NON-FOOD Supply	06 3100 610 000 0 000		217.50	
661332606	05/29/2025		School Lunch Supply FOOD	06 3100 630 000 0 000		5,384.15	
661335866	05/29/2025		School Lunch NON-FOOD Supply	06 3100 610 000 0 000		124.68	
661335866	05/29/2025		School Lunch Supply FOOD	06 3100 630 000 0 000		2,634.18	
661344411	05/29/2025		School Lunch NON-FOOD Supply	06 3100 610 000 0 000		104.12	
661344411	05/29/2025		School Lunch Supply FOOD	06 3100 630 000 0 000		872.03	
661358760	05/29/2025		School Lunch NON-FOOD Supply	06 3100 610 000 0 000		0.00	
661358760	05/29/2025		School Lunch Supply FOOD	06 3100 630 000 0 000		2,411.66	
Check Number: 58362	Check Type: Check	Check Date: 06/09/2025	Vendor: TAQUERIAMA	Taqueria Max		Check Total:	1,200.00
<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>	
5/22/25	05/30/2025	GF031698	meal	01 3402 611 001 0 000		1,200.00	
Check Number: 58363	Check Type: Check	Check Date: 06/09/2025	Vendor: TRANEHVACP	Trane HVAC Parts & Supplies		Check Total:	652.63
<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>	
19290066	06/03/2025	GF031687	HS HVAC	01 2620 437 001 0 000		652.63	
Check Number: 58364	Check Type: Check	Check Date: 06/09/2025	Vendor: UNITYSCHOO	Unity School Bus Parts		Check Total:	177.55
<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>	
0611879-IN	06/03/2025	GF031696	bus 18 parts	01 2710 430 000 0 000		177.55	
Check Number: 58365	Check Type: Check	Check Date: 06/09/2025	Vendor: USFOODS	US Foods - Grand Island		Check Total:	51,461.32
<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>	

Checking Account: 1		1				
3027788	06/03/2025	School Lunch NON-FOOD Supply	06 3100 610 000 0 000		145.65	
3027788	06/03/2025	School Lunch Supply FOOD	06 3100 630 000 0 000		2,512.07	
3047177	06/03/2025	School Lunch NON-FOOD Supply	06 3100 610 000 0 000		35.80	
3317173	06/03/2025	School Lunch Supply FOOD	06 3100 630 000 0 000		5,508.22	
5426367	06/03/2025	School Lunch Supply FOOD	06 3100 630 000 0 000		7,012.61	
5474818	06/03/2025	School Lunch NON-FOOD Supply	06 3100 610 000 0 000		417.15	
5474818	06/03/2025	School Lunch Supply FOOD	06 3100 630 000 0 000		7,245.09	
5513518	06/03/2025	School Lunch NON-FOOD Supply	06 3100 610 000 0 000		41.88	
5513518	06/03/2025	School Lunch Supply FOOD	06 3100 630 000 0 000		5,738.33	
5531264	06/03/2025	School Lunch NON-FOOD Supply	06 3100 610 000 0 000		182.28	
5621381	06/03/2025	School Lunch NON-FOOD Supply	06 3100 610 000 0 000		300.66	
5621381	06/03/2025	School Lunch Supply FOOD	06 3100 630 000 0 000		6,150.80	
5643516	06/03/2025	School Lunch NON-FOOD Supply	06 3100 610 000 0 000		227.44	
5677657	06/03/2025	School Lunch Supply FOOD	06 3100 630 000 0 000		2,710.84	
5713354	06/03/2025	School Lunch NON-FOOD Supply	06 3100 610 000 0 000		480.78	
5713354	06/03/2025	School Lunch Supply FOOD	06 3100 630 000 0 000		2,205.80	
5814010	06/03/2025	School Lunch NON-FOOD Supply	06 3100 610 000 0 000		398.72	
5814010	06/03/2025	School Lunch Supply FOOD	06 3100 630 000 0 000		6,374.51	
5814011	06/03/2025	School Lunch NON-FOOD Supply	06 3100 610 000 0 000		557.21	
5867258	06/03/2025	School Lunch NON-FOOD Supply	06 3100 610 000 0 000		45.86	
5867258	06/03/2025	School Lunch Supply FOOD	06 3100 630 000 0 000		3,169.62	
Check Number: 58366		Check Type: Check	Check Date: 06/09/2025	Vendor: VESTIS	Vestis	Check Total: 521.47
<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>	
6280525178	06/04/2025		Op. of Bldg. Laundry Svcs. Pershing	01 2620 424 005 0 000	159.14	
6280525179	06/04/2025		Op. of Bldg. Laundry Svcs. Sandoz	01 2620 424 006 0 000	99.77	
6280525180	06/04/2025		Op. of Bldg. Laundry Svcs. Morton	01 2620 424 004 0 000	173.18	
6280525181	06/04/2025		Op. of Bldg. Laundry Svcs. ELA	01 2620 424 009 0 000	89.38	
Check Number: 58367		Check Type: Check	Check Date: 06/09/2025	Vendor: VVSINC	VVS, Inc	Check Total: 120.04
<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>	
120897	05/29/2025		Fiscal Svcs. Rent of Equipt. & Vehicles	01 2510 442 000 0 000	120.04	
Check Number: 58368		Check Type: Check	Check Date: 06/09/2025	Vendor: WARDSSCIEN	WARD'S SCIENCE	Check Total: 888.95
<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>	
8818845872.	06/03/2025	GF031422	shipping	01 1100 603 001 0 000	66.95	
8818845872.	06/03/2025	GF031422	EasyGel Culture media 10 pack	01 1100 603 001 0 000	822.00	
Check Number: 58369		Check Type: Check	Check Date: 06/09/2025	Vendor: YANDASMUSI	Yanda's Music	Check Total: 9,943.17
<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>	
20250529	05/29/2025	GF030742	classroom supplies	01 1100 608 001 0 000	1,063.17	
752675	05/29/2025	GF031565	trumpets	02 1100 608 000 0 000	8,880.00	

**Checking Account:** 1 1

\*Denotes Expensed Invoice Item

Checking Account ID: 1

Total without Voids: 303,918.79

**Detail Check Register**

Posted; Batch Description GF Checks 6/9/25 KJF

Checking Account: 1

1

Check Number: 157908

Check Type: Automatic Payment Check Date: 05/21/2025 Vendor: LEXUTILITI

LEXINGTON UTILITIES SYSTEM

Check Total:

46,740.28

<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>
20250516	05/16/2025		Op. of Bldg. Water & Sewer DW	01 2610 410 000 0 000	50.25
20250516	05/16/2025		Op. of Bldg. Water & Sewer DW	01 2610 410 000 0 000	54.70
20250516	05/16/2025		Op. of Bldg. Water & Sewer DW	01 2610 410 000 0 000	51.30
20250516	05/16/2025		Op. of Bldg. Water & Sewer HS	01 2610 410 001 0 000	1,072.60
20250516	05/16/2025		Op. of Bldg. Water & Sewer HS	01 2610 410 001 0 000	73.55
20250516	05/16/2025		Op. of Bldg. Water & Sewer HS	01 2610 410 001 0 000	50.25
20250516	05/16/2025		Op. of Bldg. Water & Sewer HS	01 2610 410 001 0 000	59.70
20250516	05/16/2025		Op. of Bldg. Water & Sewer MS	01 2610 410 002 0 000	375.48
20250516	05/16/2025		Op. of Bldg. Water & Sewer MS	01 2610 410 002 0 000	191.30
20250516	05/16/2025		Op. of Bldg. Water & Sewer MS	01 2610 410 002 0 000	64.09
20250516	05/16/2025		Op. of Bldg. Water & Sewer MS	01 2610 410 002 0 000	55.50
20250516	05/16/2025		Op. of Bldg. Water & Sewer MS	01 2610 410 002 0 000	59.00
20250516	05/16/2025		Op. of Bldg. Water & Sewer Bryan	01 2610 410 003 0 000	386.45
20250516	05/16/2025		Op. of Bldg. Water & Sewer Bryan	01 2610 410 003 0 000	52.11
20250516	05/16/2025		Op. of Bldg. Water & Sewer Morton	01 2610 410 004 0 000	44.50
20250516	05/16/2025		Op. of Bldg. Water & Sewer Morton	01 2610 410 004 0 000	312.97
20250516	05/16/2025		Op. of Bldg. Water & Sewer Morton	01 2610 410 004 0 000	22.25
20250516	05/16/2025		Op. of Bldg. Water & Sewer Pershing	01 2610 410 005 0 000	209.58
20250516	05/16/2025		Op. of Bldg. Water & Sewer Pershing	01 2610 410 005 0 000	50.25
20250516	05/16/2025		Op. of Bldg. Water & Sewer Sandoz	01 2610 410 006 0 000	248.70
20250516	05/16/2025		Op. of Bldg. Electricity District Wide	01 2610 622 000 0 000	171.80
20250516	05/16/2025		Op. of Bldg. Electricity District Wide	01 2610 622 000 0 000	13.95
20250516	05/16/2025		Op. of Bldg. Electricity District Wide	01 2610 622 000 0 000	13.95
20250516	05/16/2025		Op. of Bldg. Electricity District Wide	01 2610 622 000 0 000	1,421.60
20250516	05/16/2025		Op. of Bldg. Electricity High School	01 2610 622 001 0 000	140.76
20250516	05/16/2025		Op. of Bldg. Electricity High School	01 2610 622 001 0 000	445.50
20250516	05/16/2025		Op. of Bldg. Electricity High School	01 2610 622 001 0 000	13.95
20250516	05/16/2025		Op. of Bldg. Electricity High School	01 2610 622 001 0 000	12,202.48
20250516	05/16/2025		Op. of Bldg. Electricity High School	01 2610 622 001 0 000	612.80
20250516	05/16/2025		Op. of Bldg. Electricity High School	01 2610 622 001 0 000	295.60
20250516	05/16/2025		Op. of Bldg. Electricity High School	01 2610 622 001 0 000	260.40
20250516	05/16/2025		Op. of Bldg. Electricity Middle School	01 2610 622 002 0 000	13,267.40
20250516	05/16/2025		Op. of Bldg. Electricity Middle School	01 2610 622 002 0 000	36.08
20250516	05/16/2025		Op. of Bldg. Electricity Middle School	01 2610 622 002 0 000	185.39
20250516	05/16/2025		Op. of Bldg. Electricity Bryan	01 2610 622 003 0 000	3,793.48
20250516	05/16/2025		Op. of Bldg. Electricity Bryan	01 2610 622 003 0 000	65.72
20250516	05/16/2025		Op. of Bldg. Electricity Bryan	01 2610 622 003 0 000	13.95
20250516	05/16/2025		Op. of Bldg. Electricity Morton	01 2610 622 004 0 000	19.00
20250516	05/16/2025		Op. of Bldg. Electricity Morton	01 2610 622 004 0 000	2,888.12

**Detail Check Register**

Posted; Batch Description GF Checks 6/9/25 KJF

Checking Account: 1

1

20250516	05/16/2025	Op. of Bldg. Electricity Pershing	01 2610 622 005 0 000	3,702.63
20250516	05/16/2025	Op. of Bldg. Electricity Pershing	01 2610 622 005 0 000	142.21
20250516	05/16/2025	Op. of Bldg. Electricity Sandoz	01 2610 622 006 0 000	3,518.35
20250516	05/16/2025	Op. of Bldg. Electricity Sandoz	01 2610 622 006 0 000	30.63

Check Number: 58250      Check Type: Check      Check Date: 05/21/2025      Vendor: 95GROUPINC      95% Group Inc      Check Total: 22,506.10

<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>
INV166285	05/16/2025	GF031667	supplies	01 1100 644 005 0 000	12,899.00
INV166285	05/16/2025	GF031667	supplies	01 1100 644 005 0 000	312.20
INV166285	05/16/2025	GF031667	supplies	01 1160 330 005 0 000	1,119.90
INV166285	05/16/2025	GF031667	supplies	01 1160 330 005 0 000	3,597.00
INV166465	05/16/2025	GF031664	Grade 1 Student workbooks pk of 5	01 1300 610 004 0 000	1,160.00
INV166465	05/16/2025	GF031664	Grade 2 Student workbooks pk of 5	01 1300 610 004 0 000	1,160.00
INV166465	05/16/2025	GF031664	Grade 3 Student workbooks pk of 5	01 1300 610 004 0 000	1,160.00
INV166465	05/16/2025	GF031664	Booster Bundle: Summer School 2nd Editio	01 1300 610 004 0 000	375.00
INV166465	05/16/2025	GF031664	Booster Bundle: Summer School 2nd Editio	01 1300 610 004 0 000	375.00
INV166465	05/16/2025	GF031664	shipping	01 1300 610 004 0 000	348.00

Check Number: 58251      Check Type: Check      Check Date: 05/21/2025      Vendor: ACCELERATE      Accelerate Learning      Check Total: 15,680.40

<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>
98569	05/21/2025	GF031682	stemscopes	02 1100 640 000 0 000	15,680.40

Check Number: 58252      Check Type: Check      Check Date: 05/21/2025      Vendor: AMAZONCAPI      Amazon Capital Services      Check Total: 3,024.52

<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>
11L4-LHDT-N7LD	05/21/2025	GF031628	summer school incentives	01 1300 610 004 0 000	153.12
13CH-CHH1-HQHX	05/16/2025	GF031627	summer school decorations	01 1300 610 004 0 000	156.22
171v-rqcc-9379	05/21/2025	GF031663	summer school supplies	01 1300 610 001 0 000	69.81
17N1-FQHM-TYGH	05/21/2025	GF031666	supplies	01 6990 610 000 0 000	672.93
17RG-RM4V-V7H4	05/16/2025	GF031367	supplies	01 1100 610 005 0 000	21.78
1J4Q-91TC-TGN4	05/16/2025	GF031626	summer school incentives	01 1300 610 004 0 000	149.28
1KMR-W1Y6-CF1V	05/16/2025	GF031207	supplies	01 1100 610 002 0 000	179.25
1KT4-R4KV-3RMC	05/21/2025	GF031666	supplies	01 6990 610 000 0 000	(14.07)
1LCX-H7D3-3KLQ	05/21/2025	GF031619	summer school decorations	01 1300 610 004 0 000	7.99
1LCX-H7D3-HKRL	05/21/2025	GF031651	supplies	01 1100 610 004 0 000	507.26
1MXL-KY4D-7HG3	05/16/2025	GF031653	summer school supplies	01 1300 610 001 0 000	27.99
1MXL-KY4D-7HHY	05/16/2025	GF031622	summer school decorations	01 1300 610 004 0 000	128.39
1NV4-C3DR-6GTJ	05/21/2025	GF031666	supplies	01 6990 610 000 0 000	(46.19)
1NXL-JQ4D-PGPR	05/16/2025	GF031636	supplies	01 2310 610 000 0 000	246.92
1PXL-T7XN-4WFX	05/21/2025	GF031666	supplies	01 6990 610 000 0 000	(35.93)
1Q9L-H9CJ-6Q9Y	05/21/2025	GF031661	summer school supplies	01 1300 610 001 0 000	170.53
1RHJ-J3FX-JLH6	05/19/2025	GF031619	summer school decorations	01 1300 610 004 0 000	(7.99)
1RXF-T9TR-6P3V	05/21/2025	GF031657	cell phone lock box	01 1100 619 001 0 000	39.98
1T9T-1T6P-7NDR	05/16/2025	GF031652	summer school supplies	01 1300 610 001 0 000	186.18

**Detail Check Register**

Posted; Batch Description GF Checks 6/9/25 KJF

<b>Checking Account: 1</b>		<b>1</b>					
1WQV-VV7V-7QMW	05/21/2025	GF031662	summer school supplies	01 1300 610 001 0 000		129.94	
1X1D-LQVD-7VW1	05/16/2025	GF031658	thermometers	06 3100 610 000 0 000		47.40	
1XGT-XJ7N-RCTV	05/21/2025	GF031661	summer school supplies	01 1300 610 001 0 000		(30.36)	
1XTK-LTQL-VCPQ	05/19/2025	GF031679	Kaylee Parsons Bryan name plates	01 1300 610 004 0 000		5.49	
1XTK-LTQL-VCPQ	05/19/2025	GF031679	Melissa Naylor Morton dino cutouts	01 1300 610 004 0 000		9.99	
1XTK-LTQL-VCPQ	05/19/2025	GF031679	supplies	01 2620 610 000 0 000		129.04	
1YXC-1XF7-JJ4N	05/16/2025	GF031629	saw stop	01 1100 612 001 0 000		99.00	
1YXC-1XF7-Q1LM	05/21/2025	GF031624	frame	06 3100 610 000 0 000		20.57	
Check Number: 58253	Check Type: Check	Check Date: 05/21/2025	Vendor: APPLECOMPU	APPLE COMPUTER, INC	Check Total:	7,248.50	
<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>		
MB71738656	05/19/2025	GF031645	keyboards, mouse, power adaptors	01 2230 650 001 0 000	950.00		
MB71817132	05/19/2025	GF031644	60 W USB-C Charge cable	01 2230 650 002 0 000	5,700.00		
MB72142540	05/21/2025	GF031645	keyboards, mouse, power adaptors	01 2230 650 001 0 000	598.50		
Check Number: 58254	Check Type: Check	Check Date: 05/21/2025	Vendor: BAUERBUI	Bauer Built	Check Total:	410.52	
<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>		
850062731	05/16/2025	GF031649	bus 15 & 28 tires	01 2710 430 000 0 000	410.52		
Check Number: 58255	Check Type: Check	Check Date: 05/21/2025	Vendor: BUILDERSWA	BUILDERS WAREHOUSE	Check Total:	4,798.50	
<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>		
ECHECK	05/16/2025		APPLIANCES	01 3551 731 000 0 000	4,798.50		
Check Number: 58256	Check Type: Check	Check Date: 05/21/2025	Vendor: BUILDERSWA	BUILDERS WAREHOUSE	Check Total:	4,798.50	
<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>		
6217505	05/16/2025		APPLIANCES	01 3551 731 000 0 000	4,798.50		
Check Number: 58257	Check Type: Check	Check Date: 05/21/2025	Vendor: CSTRUCKSAL	C & S TRUCK & SALVAGE, INC.	Check Total:	19,986.94	
<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>		
20250516	05/16/2025		Reg. Pupil Transport. Bus Repairs	01 2710 430 000 0 000	19,986.94		
V*20250516	06/04/2025		Reg. Pupil Transport. Bus Repairs	01 2710 430 000 0 000	(19,986.94)		
Check Number: 58258	Check Type: Check	Check Date: 05/21/2025	Vendor: WALMARTCOM	Capital One	Check Total:	2,277.29	
<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>		
20250516	05/16/2025		GENERAL INSTRUCTIONAL SUPPLY Pershing	01 1100 610 005 0 000	57.18		
20250516	05/16/2025		Early Childhood Supply ELA	01 1190 610 009 0 000	150.31		
20250516	05/16/2025		SPED K-12 Supply DW	01 1200 610 000 0 000	87.30		
20250516	05/16/2025		SPED K-12 Supply MS	01 1200 610 002 0 000	93.72		
20250516	05/16/2025		SPED K-12 Supply Sandoz	01 1200 610 006 0 000	122.27		
20250516	05/16/2025		BOE Supply	01 2310 610 000 0 000	226.53		
20250516	05/16/2025		Maintenance Supply MS	01 2620 610 002 0 000	(79.76)		
20250516	05/16/2025		Maintenance Supply MS	01 2620 610 002 0 000	179.67		
20250516	05/16/2025		Reg. Pupil Transport. Supply	01 2710 610 000 0 000	30.03		
20250516	05/16/2025		Education Quest HS	01 3402 611 001 0 000	93.41		

<b>Checking Account: 1</b>		<b>1</b>					
20250516	05/16/2025		Sixpence Supply	01 3541 610 009 0 000		51.61	
20250516	05/16/2025		Homeless Supply DW	01 6991 610 000 0 000		338.54	
20250516	05/16/2025		Homeless Supply DW	01 6991 610 000 0 000		88.44	
20250516	05/16/2025		Homeless Supply DW	01 6991 610 000 0 000		95.82	
20250516	05/16/2025		Homeless Supply DW	01 6991 610 000 0 000		224.20	
20250516	05/16/2025		Homeless Supply DW	01 6991 610 000 0 000		250.40	
20250516	05/16/2025		Homeless Supply DW	01 6991 610 000 0 000		113.83	
20250516	05/16/2025		Homeless Supply DW	01 6991 610 000 0 000		79.85	
20250516	05/16/2025		Homeless Supply DW	01 6991 610 000 0 000		73.94	
Check Number: 58259	Check Type: Check	Check Date: 05/21/2025	Vendor: CAPSTONE	CAPSTONE	Check Total:	5,618.56	
<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>		
383896	05/19/2025	GF031669	PebbleGo Gold	01 2220 640 000 0 000	5,618.56		
Check Number: 58260	Check Type: Check	Check Date: 05/21/2025	Vendor: CENGAGELEA	CENGAGE LEARNING	Check Total:	18,753.95	
<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>		
999100374917	05/16/2025	GF031607	Chemistry/Forensics Books	02 1100 640 000 0 000	18,753.95		
Check Number: 58261	Check Type: Check	Check Date: 05/21/2025	Vendor: CENTURYLI2	CenturyLink	Check Total:	550.00	
<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>		
20250516	05/16/2025		Op. of Bldg. Fiber/Phone DW	01 2610 530 000 0 000	550.00		
Check Number: 58262	Check Type: Check	Check Date: 05/21/2025	Vendor: COUNTRYPAR	Country Partners Cooperative	Check Total:	375.00	
<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>		
332--207886	05/20/2025	GF031684	Grounds Supply HS	01 2630 610 001 0 000	375.00		
Check Number: 58263	Check Type: Check	Check Date: 05/21/2025	Vendor: ASCENTRALS	DAS - State Accounting - Central Finance	Check Total:	687.90	
<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>		
1478000	05/16/2025		Technology Communications DW	01 2230 530 000 0 000	687.90		
Check Number: 58264	Check Type: Check	Check Date: 05/21/2025	Vendor: DELIGHTDON	DELIGHT DONUTS	Check Total:	192.00	
<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>		
2469053	05/16/2025	GF030836	donuts for staff meetings	01 1100 610 001 0 000	192.00		
Check Number: 58265	Check Type: Check	Check Date: 05/21/2025	Vendor: DESIGNERCR	DESIGNER CRAFT WOODWORKING	Check Total:	1,250.00	
<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>		
25086	05/19/2025	GF031675	MS office cabinets	01 2620 610 002 0 000	1,250.00		
Check Number: 58266	Check Type: Check	Check Date: 05/21/2025	Vendor: EAKESOFFIC	EAKES OFFICE PRODUCTS CENTER	Check Total:	197.97	
<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>		
INV649981	05/16/2025		Reg. Ed. Printint & Binding DW	01 1100 550 000 0 000	197.97		
Check Number: 58267	Check Type: Check	Check Date: 05/21/2025	Vendor: ELECTRONI2	ELECTRONIC SYSTEMS, Inc.	Check Total:	2,620.40	
<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>		
36480	05/16/2025		Op. of Bldg. Cont. Electronic Systems	01 2620 432 000 0 000	2,620.40		

**Detail Check Register**

Posted; Batch Description GF Checks 6/9/25 KJF

<b>Checking Account: 1</b>		<b>1</b>					
Check Number: 58268	Check Type: Check	Check Date: 05/21/2025	Vendor: FOLLETT1	Follett Content Solutions, Inc	Check Total:	2,787.14	
<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>		
554454B	05/21/2025	GF031364	books	01 2220 640 005 0 000	2,787.14		
Check Number: 58269	Check Type: Check	Check Date: 05/21/2025	Vendor: GOPHERSPOR	GOPHER SPORT	Check Total:	608.02	
<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>		
IN447581	05/19/2025	GF031654	supplies	01 1100 605 006 0 000	627.97		
OR147422	05/19/2025	GF027582	foam blade covers green ultrasoft blade	01 1100 605 003 0 000	0.00		
OR147422	05/19/2025	GF027582	rainbow victory 1000 composite basketbal	01 1100 605 003 0 000	0.00		
OR147422	05/19/2025	GF027582	EZPAD post padding red	01 1100 605 003 0 000	0.00		
OR147422	05/19/2025	GF027582	RIP flag quick release flag belt system	01 1100 605 003 0 000	0.00		
OR147422	05/19/2025	GF027582	rainbow sofffelt volleyball trainer	01 1100 605 003 0 000	0.00		
OR147422	05/19/2025	GF027582	rainbow victory 1000 composite basketbal	01 1100 605 003 0 000	0.00		
OR147422	05/19/2025	GF027582	1" W floor tape white	01 1100 605 003 0 000	0.00		
OR147422	05/19/2025	GF027582	spikeball game set	01 1100 605 003 0 000	0.00		
OR147422	05/19/2025	GF027582	rainbow thin pins bowling pins set of 10	01 1100 605 003 0 000	0.00		
OR147422	05/19/2025	GF027582	classic play beach balls, set 10" diamet	01 1100 605 003 0 000	(19.95)		
OR147422	05/19/2025	GF027582	shipping	01 1100 605 003 0 000	0.00		
Check Number: 58270	Check Type: Check	Check Date: 05/21/2025	Vendor: HIRERIGHTS	HireRight LLC	Check Total:	15.20	
<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>		
P1275313	05/16/2025		Reg. Pupil Transport. Drug Test	01 2710 350 000 0 000	15.20		
Check Number: 58271	Check Type: Check	Check Date: 05/21/2025	Vendor: HOUGHTONMI	HOUGHTON MIFFLIN HARCOURT	Check Total:	5,090.46	
<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>		
956262399	05/16/2025	GF031601	Into Social Studies	02 1100 640 000 0 000	5,090.46		
Check Number: 58272	Check Type: Check	Check Date: 05/21/2025	Vendor: INTERNATI3	International Expert Resources	Check Total:	23,170.00	
<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>		
25(3)23(1)	05/16/2025		Anna Serano J1 Program, Visa, Health Ins	01 2570 610 000 0 000	6,580.00		
25(3)23(1)	05/16/2025		John Sardino J1 Program, Visa, Health In	01 2570 610 000 0 000	6,580.00		
25(3)23(1)	05/16/2025		Arly Flores J1 Program, Visa, Health Ins	01 2570 610 000 0 000	6,580.00		
25(3)23(1)	05/16/2025		Julie Samson Visa & Health Ins	01 2570 610 000 0 000	3,430.00		
Check Number: 58273	Check Type: Check	Check Date: 05/21/2025	Vendor: ISLANDSUPP	Island Supply Welding Co	Check Total:	1,759.45	
<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>		
343989	05/19/2025	GF030748	classroom supplies	01 1100 613 001 0 000	1,759.45		
Check Number: 58274	Check Type: Check	Check Date: 05/21/2025	Vendor: LANDMARKIM	JOHN DEER FINANCIAL	Check Total:	355.29	
<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>		
11895231	05/16/2025	GF031596	mower parts	01 2640 610 000 0 000	228.09		
11897289	05/16/2025	GF031621	grasshopper parts	01 2640 610 000 0 000	127.20		
Check Number: 58275	Check Type: Check	Check Date: 05/21/2025	Vendor: ORSCHELN1	John Deere Financial	Check Total:	174.19	

**Detail Check Register**

Posted; Batch Description GF Checks 6/9/25 KJF

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>
0239045	05/16/2025	GF030755	yearly supplies	01 2640 610 000 0 000	15.56
0240214	05/16/2025	GF030755	yearly supplies	01 2640 610 000 0 000	6.80
0240539	05/16/2025	GF030755	yearly supplies	01 2620 610 000 0 000	34.99
0240820	05/16/2025	GF030755	yearly supplies	01 2620 437 001 0 000	2.44
0240831	05/16/2025	GF030755	yearly supplies	01 2620 610 000 0 000	7.99
0241247	05/16/2025	GF030755	yearly supplies	01 2620 610 002 0 000	5.98
0243073	05/16/2025	GF030755	yearly supplies	01 2620 437 006 0 000	16.09
0243142	05/16/2025	GF030755	yearly supplies	01 2620 437 006 0 000	0.96
0243311	05/16/2025	GF030755	yearly supplies	01 2620 610 002 0 000	17.36
0243884	05/16/2025	GF030755	yearly supplies	01 2620 610 004 0 000	4.99
0243924	05/16/2025	GF030755	yearly supplies	01 2620 437 002 0 000	7.98
0244260	05/16/2025	GF030755	yearly supplies	01 2620 610 000 0 000	17.11
0245956	05/16/2025	GF030755	yearly supplies	01 2620 437 000 0 000	8.99
0246626	05/16/2025	GF030755	yearly supplies	01 2620 610 000 0 000	14.99
0249368	05/16/2025	GF030752	classroom supplies	01 1100 613 001 0 000	11.96
20250516	05/16/2025	GF030747	classroom supplies	01 1100 612 001 0 000	0.00
20250516-0001	05/16/2025	GF031038	potting mix	01 1100 612 001 0 000	0.00
Check Number: 58276	Check Type: Check	Check Date: 05/21/2025	Vendor: JOHNSTONES	JOHNSTONE SUPPLY Inc.	Check Total: 2,109.19
<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>
6245987	05/16/2025		HVAC CO	01 2620 437 000 0 000	157.84
6246250	05/16/2025	GF031647	404a refrigerant	01 2620 437 000 0 000	1,006.44
6246518	05/20/2025	GF031665	domestic hot water circulating pump	10 2620 610 000 0 000	944.91
Check Number: 58277	Check Type: Check	Check Date: 05/21/2025	Vendor: KEARNEYWIN	Kearney Winnelson Co	Check Total: 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>
491238 01	05/16/2025	GF031599	lav faucets	01 2620 436 001 0 000	280.00
Check Number: 58278	Check Type: Check	Check Date: 05/21/2025	Vendor: LEXPSGF2	LEXINGTON PUBLIC SCHOOLS- GENERAL FUND	Check Total: 2,304.56
<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>
5/9/25	05/16/2025		staff breakfast	01 2320 610 000 0 000	2,304.56
Check Number: 58279	Check Type: Check	Check Date: 05/21/2025	Vendor: MCSTORAGE	Morris McConnell	Check Total: 555.00
<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>
156.059	05/16/2025		Op. of Bldg. Other Cont. Svcs.	01 2620 490 000 0 000	555.00
Check Number: 58280	Check Type: Check	Check Date: 05/21/2025	Vendor: MICKSPLATT	MICK'S PLATTE VALLEY GLASS	Check Total: 765.00
<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>
52859	05/16/2025		YMCA window	10 2620 610 000 0 000	765.00
Check Number: 58281	Check Type: Check	Check Date: 05/21/2025	Vendor: NCSPEARSON	NCS PEARSON INC.	Check Total: 1,221.37
<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>

**Detail Check Register**

Posted; Batch Description GF Checks 6/9/25 KJF

Checking Account: 1		1					
28445846	05/19/2025	GF031470	CELF-4 Spanish Manuel de Estimulos/Stimu	01 1200 610 000 0 000		274.00	
28445846	05/19/2025	GF031470	CELF-4 Spanish Manuel de Estimulos/Stimu	01 1200 610 000 0 000		274.00	
28445846	05/19/2025	GF031470	CELF-4 Spanish Level 1 Folleto de Regist	01 1200 610 000 0 000		117.00	
28445846	05/19/2025	GF031470	TVIP Record Forms Spanish Qty 25 (Print)	01 1200 610 000 0 000		139.20	
28445846	05/19/2025	GF031470	PLS-5 Spanish Record Forms Qty 15 (Print	01 1200 610 000 0 000		97.50	
28445846	05/19/2025	GF031470	CELF Preschool-2 Spanish Record Forms Qt	01 1200 610 000 0 000		125.50	
28445846	05/19/2025	GF031470	PLS-5 Spanish Storybooks (Print)	01 1200 610 000 0 000		19.00	
28445846	05/19/2025	GF031470	shipping	01 1200 610 000 0 000		52.32	
28469722	05/19/2025	GF031470	CELF-4 Spanish Level 2 Folleto de Regist	01 1200 610 000 0 000		117.00	
28469722	05/19/2025	GF031470	shipping	01 1200 610 000 0 000		5.85	
Check Number: 58282	Check Type: Check	Check Date: 05/21/2025	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>		
79181682	05/16/2025		bus 27 windshield repair	01 2710 430 000 0 000	39.95		
Check Number: 58283	Check Type: Check	Check Date: 05/21/2025	Vendor: HOSMITHCOM	Nebraska Title Company	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>		
68635223	05/16/2025		1505 N Adams, title report update	08 4600 710 000 0 000	50.00		
68653440	05/16/2025		1505 N Adams, title report update	08 4600 710 000 0 000	50.00		
Check Number: 58284	Check Type: Check	Check Date: 05/21/2025	Vendor: NETASPRING	NETA	Check Total:	4,380.00	
<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>		
834565	05/16/2025	GF031149	registrations	01 2230 330 000 0 000	4,380.00		
Check Number: 58285	Check Type: Check	Check Date: 05/21/2025	Vendor: NOVELIDEAS	Novel Ideas, Inc	Check Total:	144.00	
<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>		
5011	05/16/2025	GF031670	Reading for Success a Novel Study Hatche	01 1100 644 003 0 000	120.00		
5011	05/16/2025	GF031670	Reading for Success a Novel Study Sarah	01 1100 644 003 0 000	0.00		
5011	05/16/2025	GF031670	shipping	01 1100 644 003 0 000	24.00		
Check Number: 58286	Check Type: Check	Check Date: 05/21/2025	Vendor: OREILLYAUT	OReilly Auto Parts	Check Total:	96.19	
<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>		
4799-162093	05/16/2025	GF030761	Vehicle Repair and Maintenance	01 2650 430 000 0 000	7.93		
4799-163018	05/16/2025	GF030743	classroom supplies	01 1100 613 001 0 000	21.21		
4799-163572	05/20/2025	GF030761	Vehicle Repair and Maintenance	01 2650 430 000 0 000	7.93		
4799-163687	05/20/2025	GF030761	mowers	01 2640 610 000 0 000	59.12		
Check Number: 58287	Check Type: Check	Check Date: 05/21/2025	Vendor: OTISELEVAT	OTIS ELEVATOR	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>		
F10000230378	05/16/2025		Op. of Bldg. Contracted Elevator Svc. MS	01 2620 433 002 0 000	125.00		
Check Number: 58288	Check Type: Check	Check Date: 05/21/2025	Vendor: PLUMCREEKM	PLUM CREEK MARKET PLACE	Check Total:	701.17	
<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>		
00205730111101266	05/21/2025	GF030762	classroom supplies	01 1100 615 002 0 000	16.71		

<b>Checking Account: 1</b>		<b>1</b>				
00208261114701255	05/21/2025	GF030762	classroom supplies	01 1100 615 002 0 000		31.93
00208293131301255	05/21/2025	GF031581	balloons	01 3402 611 001 0 000		36.00
00300470160001255	05/21/2025	GF031634	meeting snacks	01 3591 610 000 0 000		34.02
00307387111301266	05/21/2025	GF030762	classroom supplies	01 1100 615 002 0 000		17.32
00402459072201039	05/21/2025	GF030754	classroom supplies	01 1100 615 001 0 000		105.20
00402479090101039	05/21/2025	GF030741	yearly supplies	06 3100 630 000 0 000		43.32
00404233072301039	05/21/2025	GF030754	classroom supplies	01 1100 615 001 0 000		75.39
00405100072001039	05/21/2025	GF030754	classroom supplies	01 1100 615 001 0 000		20.77
00405292072401039	05/21/2025	GF030754	classroom supplies	01 1100 615 001 0 000		68.39
00405296073301039	05/21/2025	GF030741	yearly supplies	06 3100 630 000 0 000		74.70
00407899072301039	05/21/2025	GF030754	classroom supplies	01 1100 615 001 0 000		64.75
00407930110301039	05/21/2025	GF030762	classroom supplies	01 1100 615 002 0 000		34.47
00407976132801039	05/21/2025	GF031598	balloons	01 1300 610 004 0 000		36.00
00408132072601039	05/21/2025	GF030754	classroom supplies	01 1100 615 001 0 000		42.20
Check Number: 58289	Check Type: Check	Check Date: 05/21/2025	Vendor: PLUMCREEKM	PLUM CREEK MARKET PLACE	Check Total:	638.90
<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>	
20250521	05/21/2025		Homeless Supply DW	01 6991 610 000 0 000	638.90	
Check Number: 58290	Check Type: Check	Check Date: 05/21/2025	Vendor: SHIFFLEREQ	SHIFFLER EQUIPMENT SALES, INC	Check Total:	418.61
<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>	
10024590-00	05/16/2025	GF031643	locker supplies	01 2620 610 002 0 000	241.24	
10024590-01	05/21/2025	GF031643	locker supplies	01 2620 610 002 0 000	177.37	
Check Number: 58291	Check Type: Check	Check Date: 05/21/2025	Vendor: STAPLES	Staples Business Advantage	Check Total:	25,788.00
<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>	
6031617029	05/19/2025	GF031160	paper	01 1100 610 000 0 000	25,788.00	
Check Number: 58292	Check Type: Check	Check Date: 05/21/2025	Vendor: TRANEHVACP	Trane HVAC Parts & Supplies	Check Total:	890.75
<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>	
19204119	05/21/2025	GF031687	HS HVAC	01 2620 437 001 0 000	890.75	
Check Number: 58293	Check Type: Check	Check Date: 05/21/2025	Vendor: TSRTOWING	TSR Towing	Check Total:	1,050.00
<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>	
25-00491	05/19/2025		bus towing	01 2710 430 000 0 000	1,050.00	
Check Number: 58294	Check Type: Check	Check Date: 05/21/2025	Vendor: VESTIS	Vestis	Check Total:	1,081.86
<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>	
6280513713	05/16/2025		Op. of Bldg. Laundry Svcs. MS	01 2620 424 002 0 000	100.04	
6280513714	05/16/2025		Op. of Bldg. Laundry Svcs. HS	01 2620 424 001 0 000	203.05	
6280513715	05/16/2025		Op. of Bldg. Laundry Svcs. Sandoz	01 2620 424 006 0 000	35.11	
6280513716	05/16/2025		Op. of Bldg. Laundry Svcs. Bryan	01 2620 424 003 0 000	136.88	
6280513724	05/16/2025		Op. of Bldg. Contracted Laundry Svcs.	01 2620 424 000 0 000	85.31	
6280517500	05/21/2025		Op. of Bldg. Laundry Svcs. Pershing	01 2620 424 005 0 000	159.14	

**Detail Check Register**

Posted; Batch Description GF Checks 6/9/25 KJF

<b>Checking Account: 1</b>		<b>1</b>				
6280517501	05/21/2025		Op. of Bldg. Laundry Svcs. Sandoz	01 2620 424 006 0 000	99.77	
6280517502	05/21/2025		Op. of Bldg. Laundry Svcs. Morton	01 2620 424 004 0 000	173.18	
6280517503	05/21/2025		Op. of Bldg. Laundry Svcs. ELA	01 2620 424 009 0 000	89.38	
Check Number: 58295	Check Type: Check	Check Date: 05/21/2025	Vendor: VISTAHIGH	Vista Higher Learning	Check Total:	16,539.25
<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>	
SI318900	05/20/2025	GF031683	French curriculum	02 1100 640 000 0 000	16,539.25	
Check Number: 58296	Check Type: Check	Check Date: 05/21/2025	Vendor: VVSINC	VVS, Inc	Check Total:	68.86
<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>	
I20372	05/16/2025		Fiscal Svcs. Rent of Equipt. & Vehicles	01 2510 442 000 0 000	68.86	
Check Number: 58297	Check Type: Check	Check Date: 05/21/2025	Vendor: ZANERBLOSE	ZANER-BLOSER	Check Total:	1,130.91
<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>	
INVZB74514	05/16/2025	GF031672	Handwriting Grade 3 student edition	01 1100 644 003 0 000	1,130.91	

\*Denotes Expensed Invoice Item

Checking Account ID: 1

Total without Voids: 232,118.71

**Detail Check Register**

Posted; Batch Description GF Checks 6/9/25 KJF

Checking Account: 5

5

Check Number: 72127      Check Type: Automatic Payment      Check Date: 05/09/2025      Vendor: VISA ACT1      Visa      Check Total: 4,922.24

<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>
20250509	05/09/2025		BAND/CHORUS TRIP	05 2900 000 001 0 107	415.42
20250509	05/09/2025		BAND/CHORUS TRIP	05 2900 000 001 0 107	765.00
20250509	05/09/2025		BAND/CHORUS TRIP	05 2900 000 001 0 107	3,138.00
20250509	05/09/2025		BAND/CHORUS TRIP	05 2900 000 001 0 107	250.00
20250509	05/09/2025		HS BAND	05 2900 000 001 0 110	(250.00)
20250509	05/09/2025		BOYS SOCCER	05 2900 000 001 0 128	150.00
20250509	05/09/2025		High School Team Travel	05 2900 000 001 0 136	76.32
20250509	05/09/2025		High School Team Travel	05 2900 000 001 0 136	262.60
20250509	05/09/2025		High School Team Travel	05 2900 000 001 0 136	114.90

Check Number: 72128      Check Type: Automatic Payment      Check Date: 05/09/2025      Vendor: VISA ACT2      Visa      Check Total: 1,570.30

<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>
20250509	05/09/2025		HONOR SOCIETY	05 2900 000 001 0 033	432.27
20250509	05/09/2025		GIRLS SOCCER FUNDRAISING	05 2900 000 001 0 061	177.55
20250509	05/09/2025		High School Team Travel	05 2900 000 001 0 136	440.00
20250509	05/09/2025		High School Team Travel	05 2900 000 001 0 136	73.40
20250509	05/09/2025		High School Team Travel	05 2900 000 001 0 136	63.70
20250509	05/09/2025		High School Team Travel	05 2900 000 001 0 136	63.59
20250509	05/09/2025		MS BOYS TRACK	05 2900 000 002 0 255	159.89
20250509	05/09/2025		MS GIRLS TRACK	05 2900 000 002 0 256	159.90

Check Number: 72129      Check Type: Automatic Payment      Check Date: 05/09/2025      Vendor: VISA ACT3      Visa      Check Total: 1,538.41

<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>
20250509	05/09/2025		HS SkillsUSA	05 2900 000 001 0 022	187.56
20250509	05/09/2025		HS SkillsUSA	05 2900 000 001 0 022	34.72
20250509	05/09/2025		HS SkillsUSA	05 2900 000 001 0 022	105.50
20250509	05/09/2025		HS SkillsUSA	05 2900 000 001 0 022	230.50
20250509	05/09/2025		GIRLS SOCCER FUNDRAISING	05 2900 000 001 0 061	796.90
20250509	05/09/2025		High School Team Travel	05 2900 000 001 0 136	56.41
20250509	05/09/2025		High School Team Travel	05 2900 000 001 0 136	59.73
20250509	05/09/2025		High School Team Travel	05 2900 000 001 0 136	67.09

Check Number: 72130      Check Type: Automatic Payment      Check Date: 05/09/2025      Vendor: VISA ACT4      VISA      Check Total: 4,992.26

<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>
20250509	05/09/2025		GIRLS SOCCER FUNDRAISING	05 2900 000 001 0 061	119.96
20250509	05/09/2025		High School Girls Wrestling Fundraising	05 2900 000 001 0 081	3,515.00
20250509	05/09/2025		High School Team Travel	05 2900 000 001 0 136	361.48
20250509	05/09/2025		High School Team Travel	05 2900 000 001 0 136	110.63
20250509	05/09/2025		High School Team Travel	05 2900 000 001 0 136	126.34
20250509	05/09/2025		High School Team Travel	05 2900 000 001 0 136	74.64
20250509	05/09/2025		High School Team Travel	05 2900 000 001 0 136	12.08

**Detail Check Register**

Posted; Batch Description GF Checks 6/9/25 KJF

Checking Account: 5		5					
20250509	05/09/2025		High School Team Travel	05 2900 000 001 0 136		142.13	
20250509	05/09/2025		High School Team Travel	05 2900 000 001 0 136		530.00	
Check Number: 72131	Check Type: Automatic Payment		Check Date: 05/09/2025	Vendor: VISA	VISA	Check Total:	2,704.92
<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>	
20250509	05/09/2025		Student Fee Waivers	05 2900 000 000 0 949		44.98	
20250509	05/09/2025		Booster Club (flow-through)	05 2900 000 001 0 021		121.65	
20250509	05/09/2025		Booster Club (flow-through)	05 2900 000 001 0 021		1,789.91	
20250509	05/09/2025		FCCLA	05 2900 000 001 0 040		157.11	
20250509	05/09/2025		FCCLA	05 2900 000 001 0 040		20.89	
20250509	05/09/2025		FCCLA	05 2900 000 001 0 040		58.53	
20250509	05/09/2025		HS Boys Soccer Fundraising	05 2900 000 001 0 069		511.85	
Check Number: 72132	Check Type: Automatic Payment		Check Date: 05/09/2025	Vendor: VISA	VISA	Check Total:	2,043.66
<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>	
20250509	05/09/2025		Booster Club (flow-through)	05 2900 000 001 0 021		584.95	
20250509	05/09/2025		FFA	05 2900 000 001 0 026		138.00	
20250509	05/09/2025		FFA	05 2900 000 001 0 026		117.44	
20250509	05/09/2025		FFA	05 2900 000 001 0 026		73.39	
20250509	05/09/2025		FFA	05 2900 000 001 0 026		11.70	
20250509	05/09/2025		High School Orange & Black Fundraising	05 2900 000 001 0 063		299.25	
20250509	05/09/2025		High School Orange & Black Fundraising	05 2900 000 001 0 063		450.00	
20250509	05/09/2025		High School Team Travel	05 2900 000 001 0 136		145.35	
20250509	05/09/2025		High School Team Travel	05 2900 000 001 0 136		223.58	
Check Number: 72133	Check Type: Automatic Payment		Check Date: 05/09/2025	Vendor: VISA	VISA	Check Total:	1,798.00
<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>	
20250509	05/09/2025		Booster Club (flow-through)	05 2900 000 001 0 021		1,798.00	
Check Number: 16186	Check Type: Check		Check Date: 05/05/2025	Vendor: AMAZONCAPI	Amazon Capital Services	Check Total:	1,192.03
<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>	
1RGK-QJJT-4LJR	05/05/2025	ACT04783	supplies	05 2900 000 001 0 021		289.95	
1Y4Q-46GV-PGKK	05/05/2025	ACT04782	supplies	05 2900 000 001 0 021		902.08	
Check Number: 16187	Check Type: Check		Check Date: 05/05/2025	Vendor: ANNABELLGA	Annabell Gardens	Check Total:	2,866.00
<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>	
20250505	05/05/2025		FFA rooms	05 2900 000 001 0 026		2,866.00	
Check Number: 16188	Check Type: Check		Check Date: 05/05/2025	Vendor: AROUNDTHEB	Around the Block Catering	Check Total:	524.84
<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>	
1517	05/05/2025		FFA	05 2900 000 001 0 026		524.84	
Check Number: 16189	Check Type: Check		Check Date: 05/05/2025	Vendor: AWARDSUNLI	AWARDS UNLIMITED, INC.	Check Total:	146.31
<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>	

Checking Account: 5		5					
Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount	Check Total:	
314020 & 314491	05/05/2025	ACT04788	Post Season Awards	05 2900 000 001 0 130	146.31		
Check Number: 16190	Check Type: Check	Check Date: 05/05/2025	Vendor: BAILEY	Matt Bailey	Check Total:	130.00	
5/5/25	05/05/2025		soccer official	05 2900 000 001 0 135	130.00		
Check Number: 16191	Check Type: Check	Check Date: 05/05/2025	Vendor: BARRMIDDLE	Barr Middle School	Check Total:	50.00	
5/9/25	05/05/2025		MS track	05 2900 000 002 0 255	25.00		
5/9/25	05/05/2025		MS track	05 2900 000 002 0 256	25.00		
Check Number: 16192	Check Type: Check	Check Date: 05/05/2025	Vendor: CHANGECLOT	Change Clothing	Check Total:	4,332.71	
20250505	05/05/2025	ACT04787	track shirts	05 2900 000 005 0 502	2,658.96		
20250505-0001	05/05/2025		Sandoz zoo shirts	05 2900 000 006 0 600	1,673.75		
Check Number: 16193	Check Type: Check	Check Date: 05/05/2025	Vendor: NCTA	Nebraska College of Technical Agriculture	Check Total:	36.96	
136	05/05/2025		FFA	05 2900 000 001 0 026	36.96		
Check Number: 16194	Check Type: Check	Check Date: 05/05/2025	Vendor: CRAWFORDRE	CRAWFORD REPAIR	Check Total:	3,150.00	
1250500	05/05/2025	ACT04791	Golf carts for Orange and Black	05 2900 000 001 0 063	3,150.00		
Check Number: 16195	Check Type: Check	Check Date: 05/05/2025	Vendor: CRUZCASTAN	Alex Cruz-Castaneda	Check Total:	100.00	
5/5/25	05/05/2025		soccer official	05 2900 000 001 0 135	100.00		
Check Number: 16196	Check Type: Check	Check Date: 05/05/2025	Vendor: GOMEZ2	Eduardo Gomez	Check Total:	100.00	
5/5/25	05/05/2025		soccer official	05 2900 000 001 0 135	100.00		
Check Number: 16197	Check Type: Check	Check Date: 05/05/2025	Vendor: GRANDISLA3	GRAND ISLAND NORTHWEST HIGH SCHOOL	Check Total:	120.00	
5/9/25	05/05/2025		golf entry	05 2900 000 001 0 125	120.00		
Check Number: 16198	Check Type: Check	Check Date: 05/05/2025	Vendor: GRANDISLA5	Grand Island Senior High	Check Total:	300.00	
4/29/25	05/05/2025		track entry fee	05 2900 000 001 0 123	150.00		
5/1/25	05/05/2025		unified track entry	05 2900 000 001 0 123	150.00		
Check Number: 16199	Check Type: Check	Check Date: 05/05/2025	Vendor: KEARNEYCAT	KEARNEY CATHOLIC HIGH SCHOOL	Check Total:	90.00	
5/8/25	05/05/2025		girls tennis entry	05 2900 000 001 0 126	90.00		

<b>Checking Account: 5</b>		<b>5</b>					
<u>Check Number</u>	<u>Check Type</u>	<u>Check Date</u>	<u>Vendor</u>	<u>The Leadership Center</u>	<u>Check Total</u>		
<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>		
16200	Check	05/05/2025	LEADERSHI1	The Leadership Center	235.00		
2025-1358	05/05/2025		FFA lodging	05 2900 000 001 0 026	235.00		
16201	Check	05/05/2025	MAJESTIC	Majestic Theatre	1,218.00		
1476	05/05/2025	ACT04657	movie	05 2900 000 004 0 407	1,096.00		
1477	05/05/2025	ACT04763	movie & popcorn	05 2900 000 099 0 903	122.00		
16202	Check	05/05/2025	MINDENHIGH	MINDEN HIGH SCHOOLS	150.00		
5/14/25	05/05/2025		golf entry	05 2900 000 001 0 125	150.00		
16203	Check	05/05/2025	MOYEZION	Zion Moyer	81.31		
5/1/25	05/05/2025		meal reimbursement	05 2900 000 001 0 136	81.31		
16204	Check	05/05/2025	NORTHPLAT2	NORTH PLATTE HIGH SCHOOL	325.00		
5/5/2025	05/05/2025		MS BOYS TRACK	05 2900 000 002 0 255	62.50		
5/5/2025	05/05/2025		MS GIRLS TRACK	05 2900 000 002 0 256	62.50		
5/5/25	05/05/2025		High School Track	05 2900 000 001 0 123	100.00		
5/5/25	05/05/2025		track entry	05 2900 000 002 0 255	50.00		
5/5/25	05/05/2025		MS GIRLS TRACK	05 2900 000 002 0 256	50.00		
16205	Check	05/05/2025	SANCHEZCON	Fernando Sanchez-Contreras	200.00		
5/6/25	05/05/2025		soccer official	05 2900 000 001 0 135	200.00		
16206	Check	05/05/2025	SKUTTCATHO	Skutt Catholic High School	75.00		
5/10/25	05/05/2025		tennis invite	05 2900 000 001 0 126	75.00		
16207	Check	05/05/2025	TOVAR	Ivan Tovar	100.00		
5/5/25	05/05/2025		soccer official	05 2900 000 001 0 135	100.00		
16208	Check	05/05/2025	WYHESCHOIC	Wyhe's Choice Fundraising	2,073.00		
125040241 R2	05/05/2025		Cheerleading Fundraising	05 2900 000 001 0 065	2,073.00		
16209	Check	05/09/2025	ADAMSCENT1	Adams Central High School	250.00		
20250509	05/09/2025		boys basketball camp	05 2900 000 001 0 068	250.00		
16210	Check	05/09/2025	AMAZONCAPI	Amazon Capital Services	229.32		

Checking Account: 5

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<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>
16TF-HNMM-6H9M	05/09/2025	ACT04793	football supplies	05 2900 000 001 0 114	126.36
1F3D-GTTD-XRVK	05/09/2025	ACT04785	mini soccer balls	05 2900 000 001 0 069	102.96
Check Number: 16211	Check Type: Check	Check Date: 05/09/2025	Vendor: BSNSPORTS	BSN Sports	Check Total: 1,651.99
<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>
929767390	05/09/2025	ACT04792	4 Way Tackling Apparatus	05 2900 000 001 0 021	1,000.00
929767390	05/09/2025	ACT04792	4 Way Tackling Apparatus	05 2900 000 001 0 066	651.99
Check Number: 16212	Check Type: Check	Check Date: 05/09/2025	Vendor: CARR	David Carr	Check Total: 160.00
<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>
5/10/25	05/09/2025		soccer official	05 2900 000 001 0 135	160.00
Check Number: 16213	Check Type: Check	Check Date: 05/09/2025	Vendor: CASHWA	CASH-WA DISTRIBUTING CO.	Check Total: 2,029.77
<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>
14576802	05/09/2025		CONCESSIONS	05 2900 000 001 0 032	339.70
14584048	05/09/2025		CONCESSIONS	05 2900 000 001 0 032	771.49
14588845	05/09/2025		CONCESSIONS	05 2900 000 001 0 032	418.59
14592090	05/09/2025		CONCESSIONS	05 2900 000 001 0 032	326.38
14596835	05/09/2025		CONCESSIONS	05 2900 000 001 0 032	173.61
Check Number: 16214	Check Type: Check	Check Date: 05/09/2025	Vendor: CHESTERMAN	CHESTERMAN COCA COLA	Check Total: 2,960.40
<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>
20250509	05/09/2025		CONCESSIONS	05 2900 000 001 0 032	2,960.40
Check Number: 16215	Check Type: Check	Check Date: 05/09/2025	Vendor: HASTINGSC1	Hastings College Women's Wrestling	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>
20250509	05/09/2025		camp clinician	05 2900 000 001 0 081	200.00
Check Number: 16216	Check Type: Check	Check Date: 05/09/2025	Vendor: KEARNEYHIG	KEARNEY HIGH SCHOOL	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>
20250509	05/09/2025		boys basketball camp	05 2900 000 001 0 068	200.00
Check Number: 16217	Check Type: Check	Check Date: 05/09/2025	Vendor: LANGAN	Robert Langan	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>
20250509	05/09/2025		boys basketball camp	05 2900 000 001 0 068	150.00
Check Number: 16218	Check Type: Check	Check Date: 05/09/2025	Vendor: LEMUJOEL	Joel Lemus-Leon	Check Total: 123.15
<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>
4/26/25	05/09/2025		meal reimbursement	05 2900 000 001 0 069	123.15
Check Number: 16219	Check Type: Check	Check Date: 05/09/2025	Vendor: LEXPSFOOD	LEXINGTON FOOD SERVICE	Check Total: 1,631.64
<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>
4/25/25	05/09/2025	ACT04789	Food for Bader Invite	05 2900 000 001 0 130	815.82
4/25/25	05/09/2025	ACT04789	Food for Bader Invite	05 2900 000 001 0 137	815.82

**Detail Check Register**

Posted; Batch Description GF Checks 6/9/25 KJF

<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>		
Check Number: 16220	Check Type: Check	Check Date: 05/09/2025	Vendor: LEXPSGF2	LEXINGTON PUBLIC SCHOOLS- GENERAL FUND	Check Total:	52.32	
4/22/25	05/09/2025	ACT04780	popcorn	05 2900 000 004 0 407	52.32		
Check Number: 16221	Check Type: Check	Check Date: 05/09/2025	Vendor: MARTINEZ4	Tino Martinez	Check Total:	360.00	
20250509	05/09/2025		boys basketball camp	05 2900 000 001 0 068	360.00		
Check Number: 16222	Check Type: Check	Check Date: 05/09/2025	Vendor: MEADLUMBER	MEAD LUMBER	Check Total:	2,105.94	
11868795	05/09/2025	ACT04602	project supplies	05 2900 000 001 0 025	173.19		
11877056	05/09/2025	ACT04602	project supplies	05 2900 000 001 0 025	300.78		
11895581	05/09/2025	ACT04602	project supplies	05 2900 000 001 0 025	224.14		
11899475	05/09/2025	ACT04602	project supplies	05 2900 000 001 0 025	417.43		
11899552	05/09/2025	ACT04602	project supplies	05 2900 000 001 0 025	63.32		
11970685	05/09/2025	ACT04602	project supplies	05 2900 000 001 0 025	757.05		
11980359	05/09/2025	ACT04602	project supplies	05 2900 000 001 0 025	208.39		
839297-C	05/09/2025	ACT04602	project supplies	05 2900 000 001 0 025	(38.36)		
Check Number: 16223	Check Type: Check	Check Date: 05/09/2025	Vendor: MUALPHATHE	Mu Alpha Theta	Check Total:	17.00	
29053	05/09/2025		fee & cord	05 2900 000 001 0 050	17.00		
Check Number: 16224	Check Type: Check	Check Date: 05/09/2025	Vendor: NSAA	NEBRASKA SCHOOL ACTIVITIES ASSOCIATION	Check Total:	331.37	
20250509	05/09/2025		sub-district soccer host fee	05 2900 000 001 0 137	331.37		
Check Number: 16225	Check Type: Check	Check Date: 05/09/2025	Vendor: RUNZALEX	Runza	Check Total:	324.56	
4/10/25	05/09/2025	ACT04768	Lunches for JV tennis Invite	05 2900 000 001 0 137	324.56		
Check Number: 16226	Check Type: Check	Check Date: 05/09/2025	Vendor: SCRIBACK	John Scrimger	Check Total:	120.00	
5/10/25	05/09/2025		soccer official	05 2900 000 001 0 135	120.00		
Check Number: 16227	Check Type: Check	Check Date: 05/09/2025	Vendor: TOVAR	Ivan Tovar	Check Total:	100.00	
5/10/25	05/09/2025		soccer official	05 2900 000 001 0 135	100.00		
Check Number: 16228	Check Type: Check	Check Date: 05/09/2025	Vendor: VARSITY	Varsity Spirit Fashions	Check Total:	14,888.72	
68900621	05/09/2025	ACT04747	cheer supplies	05 2900 000 001 0 065	14,888.72		
Check Number: 16229	Check Type: Check	Check Date: 05/09/2025	Vendor: WORLDSFINE	World's Finest Chocolate, Inc	Check Total:	2,895.00	

<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>		
91541229	05/09/2025		fundraiser	05 2900 000 001 0 065	2,895.00		
Check Number: 16230	Check Type: Check		Check Date: 05/19/2025	Vendor: AMERICANBA	AMERICAN BAND ACCESSORIES, LLC	Check Total:	1,234.86
<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>		
811141	05/19/2025	ACT04760	Uniform Racks	05 2900 000 002 0 211	1,234.86		
Check Number: 16231	Check Type: Check		Check Date: 05/19/2025	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>		
5/13/25	05/19/2025		track entry	05 2900 000 001 0 123	100.00		
Check Number: 16232	Check Type: Check		Check Date: 05/19/2025	Vendor: BIGAPPLEFU	Big Apple Fun Center	Check Total:	511.10
<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>		
265917	05/19/2025	ACT04781	field trip	05 2900 000 099 0 903	511.10		
Check Number: 16233	Check Type: Check		Check Date: 05/19/2025	Vendor: BURSAMBE	Amber Burson	Check Total:	2,020.00
<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>		
20250519	05/19/2025		golf payouts	05 2900 000 001 0 063	2,020.00		
Check Number: 16234	Check Type: Check		Check Date: 05/19/2025	Vendor: WALMARTCOM	Capital One	Check Total:	1,775.74
<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>		
20250519	05/19/2025		FCCLA	05 2900 000 001 0 040	105.57		
20250519	05/19/2025		High School Circle of Friends	05 2900 000 001 0 048	60.65		
20250519	05/19/2025		GIRLS SOCCER FUNDRAISING	05 2900 000 001 0 061	40.37		
20250519	05/19/2025		High School Track	05 2900 000 001 0 123	101.64		
20250519	05/19/2025		GIRLS TENNIS	05 2900 000 001 0 126	32.68		
20250519	05/19/2025		HS GENERAL ACTIVITIES	05 2900 000 001 0 130	28.20		
20250519	05/19/2025		High School Team Travel	05 2900 000 001 0 136	14.64		
20250519	05/19/2025		High School Team Travel	05 2900 000 001 0 136	131.91		
20250519	05/19/2025		High School Team Travel	05 2900 000 001 0 136	8.34		
20250519	05/19/2025		High School Team Travel	05 2900 000 001 0 136	354.43		
20250519	05/19/2025		High School Team Travel	05 2900 000 001 0 136	642.30		
20250519	05/19/2025		High School Gate Receipts	05 2900 000 001 0 137	65.10		
20250519	05/19/2025		MORTON ACTIVITY	05 2900 000 004 0 402	189.91		
Check Number: 16235	Check Type: Check		Check Date: 05/19/2025	Vendor: CHANGECLOT	Change Clothing	Check Total:	549.40
<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>		
20250519	05/19/2025	ACT04806	Orange and Black Gift certificate-prizes	05 2900 000 001 0 063	450.00		
20250519-0001	05/19/2025	ACT04804	zoo shirts	05 2900 000 006 0 600	99.40		
Check Number: 16236	Check Type: Check		Check Date: 05/19/2025	Vendor: FAIRFIELD3	Fairfield by Marriott	Check Total:	880.35
<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>		
20250519	05/19/2025		tennis rooms	05 2900 000 001 0 136	880.35		
Check Number: 16237	Check Type: Check		Check Date: 05/19/2025	Vendor: FISHER1	KJ Fisher	Check Total:	90.00

Checking Account: 5

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<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>
spring 2025	05/19/2025		Activity work	05 2900 000 001 0 135	90.00
Check Number: 16238	Check Type: Check	Check Date: 05/19/2025	Vendor: GRANDISLA3	GRAND ISLAND NORTHWEST HIGH SCHOOL	Check Total: 120.00
<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>
5/19/25	05/19/2025		golf invite	05 2900 000 001 0 125	120.00
Check Number: 16239	Check Type: Check	Check Date: 05/19/2025	Vendor: KEARNEYCAT	KEARNEY CATHOLIC HIGH SCHOOL	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>
5/12/25	05/19/2025		streaming soccer	05 2900 000 001 0 137	50.00
Check Number: 16240	Check Type: Check	Check Date: 05/19/2025	Vendor: KEARNEYCHI	Kearney Children's Museum	Check Total: 45.00
<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>
142349	05/19/2025	ACT04753	STARS field trip	05 2900 000 006 0 600	45.00
Check Number: 16241	Check Type: Check	Check Date: 05/19/2025	Vendor: KOERTING	Sarah Koerting	Check Total: 144.00
<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>
spring 2025	05/19/2025		Activity work	05 2900 000 001 0 135	144.00
Check Number: 16242	Check Type: Check	Check Date: 05/19/2025	Vendor: LEXPSGF2	LEXINGTON PUBLIC SCHOOLS-GENERAL FUND	Check Total: 736.07
<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>
5/13/25	05/19/2025	ACT04805	Brownies and Ice Cream for Banquet	05 2900 000 001 0 021	376.56
5/21/25	05/19/2025	ACT04798	Food for Orange and Black Golf Fundraise	05 2900 000 001 0 063	359.51
Check Number: 16243	Check Type: Check	Check Date: 05/19/2025	Vendor: MFATHLETIC	M-F ATHLETIC COMPANY, INC.	Check Total: 136.53
<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>
INV334084	05/19/2025	ACT04764	Parts for Pole Vault Pits and Standards	05 2900 000 002 0 255	68.27
INV334084	05/19/2025	ACT04764	Parts for Pole Vault Pits and Standards	05 2900 000 002 0 256	68.26
Check Number: 16244	Check Type: Check	Check Date: 05/19/2025	Vendor: MISKOSPORT	MISKO SPORTS, INC.	Check Total: 536.65
<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-4191	05/19/2025	ACT04742	track meet ribbons	05 2900 000 003 0 300	134.17
INV-4191	05/19/2025	ACT04742	track meet ribbons	05 2900 000 004 0 402	134.16
INV-4191	05/19/2025	ACT04742	track meet ribbons	05 2900 000 005 0 509	134.16
INV-4191	05/19/2025	ACT04742	track meet ribbons	05 2900 000 006 0 600	134.16
Check Number: 16245	Check Type: Check	Check Date: 05/19/2025	Vendor: NORTHCAROL	North Carolina Farms	Check Total: 646.51
<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>
INV1103821	05/19/2025	ACT04647	rooted plugs	05 2900 000 001 0 026	222.55
INV1103822	05/19/2025	ACT04647	rooted plugs	05 2900 000 001 0 026	423.96
Check Number: 16246	Check Type: Check	Check Date: 05/19/2025	Vendor: ON2CORPORA	ON2 Corporation	Check Total: 946.59
<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>
19268	05/19/2025	ACT04803	supplies	05 2900 000 002 0 211	946.59

Checking Account: 5

5

Check Number: 16247	Check Type: Check	Check Date: 05/19/2025	Vendor: PIZZAHUT	Pizza Hut	Check Total:	208.25
<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>	
5/13/25	05/19/2025		concessions	05 2900 000 001 0 032	208.25	
Check Number: 16248	Check Type: Check	Check Date: 05/19/2025	Vendor: PLATINUMAW	Platinum Awards & Gifts	Check Total:	493.00
<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>	
161223	05/19/2025	ACT04795	Update Spring Plaques	05 2900 000 001 0 130	493.00	
161223	05/19/2025	ACT04795	Update Spring Plaques	05 2900 000 001 0 137	0.00	
Check Number: 16249	Check Type: Check	Check Date: 05/19/2025	Vendor: SIGNPRO	SIGN PRO	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>	
lexi22425	05/19/2025	ACT04802	update WR sign	05 2900 000 001 0 130	25.00	
Check Number: 16250	Check Type: Check	Check Date: 05/19/2025	Vendor: STJUDECHIL	ST. JUDE CHILDREN'S RESEARCH HOSPITAL	Check Total:	3,479.59
<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>	
20250519	05/19/2025		fundraiser	05 2900 000 000 0 953	3,479.59	

\*Denotes Expensed Invoice Item

Checking Account ID: 5

Total without Voids: 82,675.77

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							
<b>05 704 0948</b>		<b>Social Work Fundraising</b>				<b>*Previous Balance</b>						363.61
						<b>*Ending Balance:</b>	0.00	0.00	0.00	0.00	0.00	363.61
<b>05 704 0949</b>		<b>Student Fee Waivers</b>				<b>*Previous Balance</b>						1,371.01
05 704 0949 Student Fee Waivers												
05 2900 000 000 0 949 Student Fee Waivers												
02/14/2025	PO	ACT04694			Juan Mendez-Adame sports physical	PLUM CREEK MEDICAL GROUP, P.C.	0.00	0.00	0.00	95.00		
02/14/2025	PO	ACT04695			Jose Mendez-Adame sports physical	PLUM CREEK MEDICAL GROUP, P.C.	0.00	0.00	0.00	95.00		
02/21/2025	PO	ACT04701			Jesus Gomez-Munoz sports physical	PLUM CREEK MEDICAL GROUP, P.C.	0.00	0.00	0.00	95.00		
02/25/2025	PO	ACT04714			Gelvin Valle-Saquil sports physical	PLUM CREEK MEDICAL GROUP, P.C.	0.00	0.00	0.00	95.00		
05/09/2025	CD	20250509	5	72131	Student Fee Waivers	VISA	44.98	0.00	0.00	0.00		
<b>05 704 0949</b>		<b>Student Fee Waivers</b>				<b>*Current Activity</b>						(424.98)
						<b>*Ending Balance:</b>	44.98	0.00	0.00	380.00	0.00	946.03
<b>05 704 0953</b>		<b>Early Learning Academy</b>				<b>*Previous Balance</b>						1,842.55
05 704 0953 Early Learning Academy												
05 1710 0953 Early Learning Academy												
05/13/2025	CR				ELA - Soda / Baskets	Early Learning Academy	0.00	275.31	0.00	0.00		
05/13/2025	CR				ELA - Trike	Early Learning Academy	0.00	1,704.28	0.00	0.00		
05 2900 000 000 0 953 Early Learning Academy												
05/19/2025	CD	20250519	5	16250	fundraiser	ST. JUDE CHILDREN'S RESEARCH HOSPITAL	3,479.59	0.00	0.00	0.00		
<b>05 704 0953</b>		<b>Early Learning Academy</b>				<b>*Current Activity</b>						(1,500.00)
						<b>*Ending Balance:</b>	3,479.59	1,979.59	0.00	0.00	0.00	342.55
<b>05 704 0956</b>		<b>ELEMENTARY RECORDERS</b>				<b>*Previous Balance</b>						6,507.61
						<b>*Ending Balance:</b>	0.00	0.00	0.00	0.00	0.00	6,507.61
<b>05 704 0957</b>		<b>NE SPECIAL OLYMPICS</b>				<b>*Previous Balance</b>						2,199.73
						<b>*Ending Balance:</b>	0.00	0.00	0.00	0.00	0.00	2,199.73
<b>05 704 0958</b>		<b>GIFTED PROGRAMS</b>				<b>*Previous Balance</b>						(725.78)
						<b>*Ending Balance:</b>	0.00	0.00	0.00	0.00	0.00	(725.78)
<b>05 704 0959</b>		<b>AUTISM Programs</b>				<b>*Previous Balance</b>						396.96
						<b>*Ending Balance:</b>	0.00	0.00	0.00	0.00	0.00	396.96
<b>05 704 0960</b>		<b>ADULT ACTIVITY TICKETS</b>				<b>*Previous Balance</b>						11,583.75
						<b>*Ending Balance:</b>	0.00	0.00	0.00	0.00	0.00	11,583.75
<b>05 704 0961</b>		<b>INSUFFICIENT CHECKS</b>				<b>*Previous Balance</b>						93.30
						<b>*Ending Balance:</b>	0.00	0.00	0.00	0.00	0.00	93.30
<b>05 704 0966</b>		<b>Alumni Funds</b>				<b>*Previous Balance</b>						841.00
						<b>*Ending Balance:</b>	0.00	0.00	0.00	0.00	0.00	841.00
<b>05 704 0967</b>		<b>Majestic Theatre</b>				<b>*Previous Balance</b>						(24,549.29)

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							
						<b>*Ending Balance:</b>	0.00	0.00	0.00	0.00	0.00	(24,549.29)
<b>05 704 0968</b>					<b>MONA</b>	<b>*Previous Balance</b>						230.22
						<b>*Ending Balance:</b>	0.00	0.00	0.00	0.00	0.00	230.22
<b>05 704 0969</b>					<b>STUDENT iPad DAMAGE COVERAGE</b>	<b>*Previous Balance</b>						528,138.78
05 704 0969					STUDENT iPad DAMAGE COVERAGE							
05 1710 0969					STUDENT iPad DAMAGE COVERAGE							
05/02/2025	CR	0012986			LMS iPad Fees - Students	Middle School	0.00	117.00	0.00	0.00		
05/05/2025	CR				HS iPad Fees / Fines	High School	0.00	1,166.00	0.00	0.00		
05/19/2025	CR	0012987			LMS iPad Fees - Students	Middle School	0.00	1,127.00	0.00	0.00		
05/27/2025	CR				RevTrak - iPad Damage Protection	PINNACLE BANK	0.00	38.00	0.00	0.00		
05/27/2025	CR				LMS iPad Fees - Students	Middle School	0.00	944.00	0.00	0.00		
<b>05 704 0969</b>					<b>STUDENT iPad DAMAGE COVERAGE</b>	<b>*Current Activity</b>						3,392.00
						<b>*Ending Balance:</b>	0.00	3,392.00	0.00	0.00	0.00	531,530.78
<b>05 704 0970</b>					<b>STUDENT LAPTOP BAGS</b>	<b>*Previous Balance</b>						6,645.00
						<b>*Ending Balance:</b>	0.00	0.00	0.00	0.00	0.00	6,645.00
<b>05 704 0971</b>					<b>STUDENT USB DRIVES</b>	<b>*Previous Balance</b>						834.07
						<b>*Ending Balance:</b>	0.00	0.00	0.00	0.00	0.00	834.07
<b>05 704 0980</b>					<b>TRANSPORTATION</b>	<b>*Previous Balance</b>						14.66
						<b>*Ending Balance:</b>	0.00	0.00	0.00	0.00	0.00	14.66
<b>05 704 1011</b>					<b>CLASS OF 2019</b>	<b>*Previous Balance</b>						679.40
						<b>*Ending Balance:</b>	0.00	0.00	0.00	0.00	0.00	679.40
<b>05 704 1012</b>					<b>CLASS OF 2020</b>	<b>*Previous Balance</b>						716.24
						<b>*Ending Balance:</b>	0.00	0.00	0.00	0.00	0.00	716.24
<b>05 704 1014</b>					<b>HS Counseling</b>	<b>*Previous Balance</b>						2,615.75
						<b>*Ending Balance:</b>	0.00	0.00	0.00	0.00	0.00	2,615.75
<b>05 704 1016</b>					<b>High School Student Support</b>	<b>*Previous Balance</b>						1,939.61
						<b>*Ending Balance:</b>	0.00	0.00	0.00	0.00	0.00	1,939.61
<b>05 704 1017</b>					<b>High School Student Teammaker Account</b>	<b>*Previous Balance</b>						2,827.17
						<b>*Ending Balance:</b>	0.00	0.00	0.00	0.00	0.00	2,827.17
<b>05 704 1018</b>					<b>High School Technology Club</b>	<b>*Previous Balance</b>						184.57
						<b>*Ending Balance:</b>	0.00	0.00	0.00	0.00	0.00	184.57
<b>05 704 1019</b>					<b>High School Prom Fundraising</b>	<b>*Previous Balance</b>						5,064.96
						<b>*Ending Balance:</b>	0.00	0.00	0.00	0.00	0.00	5,064.96
<b>05 704 1021</b>					<b>Booster Club (flow-through)</b>	<b>*Previous Balance</b>						15,273.96
05 704 1021					Booster Club (flow-through)							
05 2900 000 001 0 021					Booster Club (flow-through)							
04/14/2025	PO	ACT04772			Signs -- Booster Club Wishlist	Varsity Spirit Fashions	0.00	0.00	0.00	372.85		

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							
04/29/2025	PO	ACT04786			milk	LEXINGTON PUBLIC SCHOOLS-GENERAL FUND	0.00	0.00	0.00	1,500.00		
05/05/2025	CD	ACT04782	5	16186	supplies	Amazon Capital Services	902.08	0.00	0.00	0.00		
05/05/2025	CD	ACT04783	5	16186	supplies	Amazon Capital Services	289.95	0.00	0.00	0.00		
05/05/2025	PO	ACT04796			Bags. Booster Club Wish List Item	BSN Sports	0.00	0.00	0.00	839.88		
05/05/2025	PO	ACT04797			Sand Bells. Booster Club Wish List Item	Hyper Wear	0.00	0.00	0.00	208.08		
05/09/2025	CD	20250509	5	72131	Booster Club (flow-through)	VISA	121.65	0.00	0.00	0.00		
05/09/2025	CD	20250509	5	72131	Booster Club (flow-through)	VISA	1,789.91	0.00	0.00	0.00		
05/09/2025	CD	20250509	5	72132	Booster Club (flow-through)	VISA	584.95	0.00	0.00	0.00		
05/09/2025	CD	20250509	5	72133	Booster Club (flow-through)	VISA	1,798.00	0.00	0.00	0.00		
05/09/2025	CD	ACT04792	5	16211	4 Way Tackling Apparatus	BSN Sports	1,000.00	0.00	0.00	0.00		
05/19/2025	CD	ACT04805	5	16242	Brownies and Ice Cream for Banquet	LEXINGTON PUBLIC SCHOOLS-GENERAL FUND	376.56	0.00	0.00	0.00		
05/29/2025	PO	ACT04817			WRESTLING MATS	Dollamur Sport Surfaces	0.00	0.00	0.00	18,369.00		
<b>05 704 1021</b>					<b>Booster Club (flow-through)</b>	<b>*Previous Balance</b>					<b>(28,152.91)</b>	
						<b>*Ending Balance:</b>	<b>6,863.10</b>	<b>0.00</b>	<b>0.00</b>	<b>21,289.81</b>	<b>0.00</b>	
<b>05 704 1022</b>					<b>HS SkillsUSA</b>	<b>*Previous Balance</b>					<b>1,557.80</b>	
05 704 1022					HS SkillsUSA							
05 1710 1022					HS SkillsUSA							
05/05/2025	CR	0009600			HS SkillsUSA	High School	0.00	233.20	0.00	0.00		
05/27/2025	CR	0009616			HS SkillsUSA - Meatsticks/Popcorn Sales	High School	0.00	518.00	0.00	0.00		
05 2900 000 001 0 022					HS SkillsUSA							
03/03/2025	PO	ACT04721			Popcorn for Fundraiser	Grandpa Dan's Popcorn, LLC	0.00	0.00	0.00	635.00		
05/09/2025	CD	20250509	5	72129	HS SkillsUSA	Visa	187.56	0.00	0.00	0.00		
05/09/2025	CD	20250509	5	72129	HS SkillsUSA	Visa	34.72	0.00	0.00	0.00		
05/09/2025	CD	20250509	5	72129	HS SkillsUSA	Visa	105.50	0.00	0.00	0.00		
05/09/2025	CD	20250509	5	72129	HS SkillsUSA	Visa	230.50	0.00	0.00	0.00		
<b>05 704 1022</b>					<b>HS SkillsUSA</b>	<b>*Current Activity</b>					<b>(442.08)</b>	
						<b>*Ending Balance:</b>	<b>558.28</b>	<b>751.20</b>	<b>0.00</b>	<b>635.00</b>	<b>0.00</b>	
<b>05 704 1023</b>					<b>HS Auto Resale</b>	<b>*Previous Balance</b>					<b>1,820.60</b>	
05 704 1023					HS Auto Resale							
05 1710 1023					HS Auto Resale							
05/27/2025	CR				HS Auto - Donation - S10	High School	0.00	80.00	0.00	0.00		
05 2900 000 001 0 023					HS Auto Resale							
05/08/2025	PO	ACT04799			windshield repair kit	Amazon Capital Services	0.00	0.00	0.00	19.99		
05/28/2025	PO	ACT04814			rear break drum	OReilly Auto Parts	0.00	0.00	0.00	100.00		
<b>05 704 1023</b>					<b>HS Auto Resale</b>	<b>*Previous Balance</b>					<b>(39.99)</b>	
						<b>*Ending Balance:</b>	<b>0.00</b>	<b>80.00</b>	<b>0.00</b>	<b>119.99</b>	<b>0.00</b>	
<b>05 704 1024</b>					<b>HS Welding</b>	<b>*Previous Balance</b>					<b>2,391.64</b>	
						<b>*Ending Balance:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2,391.64</b>	

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							
<b>05 704 1025</b>		<b>HS WOOD SHOP RESALE</b>				<b>*Previous Balance</b>						(2,252.82)
05 704 1025					HS WOOD SHOP RESALE							
05 1710 1025					HS WOOD SHOP RESALE							
05/06/2025	CR	0009602			HS Woodshop Resale	High School	0.00	2,580.00	0.00	0.00		
05 2900 000 001 0 025					HS WOOD SHOP RESALE							
05/09/2025	CD	ACT04602 11868795	5	16222	project supplies	MEAD LUMBER	173.19	0.00	0.00	0.00		
05/09/2025	CD	ACT04602 11877056	5	16222	project supplies	MEAD LUMBER	300.78	0.00	0.00	0.00		
05/09/2025	CD	ACT04602 11895581	5	16222	project supplies	MEAD LUMBER	224.14	0.00	0.00	0.00		
05/09/2025	CD	ACT04602 11899475	5	16222	project supplies	MEAD LUMBER	417.43	0.00	0.00	0.00		
05/09/2025	CD	ACT04602 11899552	5	16222	project supplies	MEAD LUMBER	63.32	0.00	0.00	0.00		
05/09/2025	CD	ACT04602 839297-C	5	16222	project supplies	MEAD LUMBER	(38.36)	0.00	0.00	0.00		
05/09/2025	CD	ACT04602 11970685	5	16222	project supplies	MEAD LUMBER	757.05	0.00	0.00	0.00		
05/09/2025	CD	ACT04602 11980359	5	16222	project supplies	MEAD LUMBER	208.39	0.00	0.00	0.00		
<b>05 704 1025</b>		<b>HS WOOD SHOP RESALE</b>				<b>*Current Activity</b>						474.06
						<b>*Ending Balance:</b>	2,105.94	2,580.00	0.00	0.00	0.00	(1,778.76)
<b>05 704 1026</b>		<b>FFA</b>				<b>*Previous Balance</b>						2,781.63
05 704 1026					FFA							
05 1710 1026					FFA							
05/01/2025	CR	547924			HS FFA - Greenhouse	High School	0.00	774.00	0.00	0.00		
05/05/2025	CR	547925			HS FFA - Greenhouse	High School	0.00	439.10	0.00	0.00		
05/12/2025	CR				In Memory of Doran Post - LHS FFA	LEXINGTON COMMUNITY FOUNDATION	0.00	100.00	0.00	0.00		
05/12/2025	CR	547926			HS FFA - Greenhouse	High School	0.00	1,280.00	0.00	0.00		
05/20/2025	GJ				Transfer from MortonFlowerGarden/ Plants		0.00	84.00	0.00	0.00		
05/29/2025	CR	547927			HS FFA - Greenhouse	Lexington Public Schools	0.00	699.00	0.00	0.00		
05 2900 000 001 0 026					FFA							
05/05/2025	CD	20250505	5	16187	FFA rooms	Annabell Gardens	2,866.00	0.00	0.00	0.00		
05/05/2025	CD	136	5	16193	FFA	College of Technical Agriculture, Nebraska	36.96	0.00	0.00	0.00		
05/05/2025	CD	1517	5	16188	FFA	Around the Block Catering	524.84	0.00	0.00	0.00		
05/05/2025	CD	2025-1358	5	16200	FFA lodging	Leadership Center, The	235.00	0.00	0.00	0.00		
05/09/2025	CD	20250509	5	72132	FFA	VISA	138.00	0.00	0.00	0.00		
05/09/2025	CD	20250509	5	72132	FFA	VISA	117.44	0.00	0.00	0.00		
05/09/2025	CD	20250509	5	72132	FFA	VISA	73.39	0.00	0.00	0.00		
05/09/2025	CD	20250509	5	72132	FFA	VISA	11.70	0.00	0.00	0.00		
05/09/2025	CD	ACT04732 PSI0734625 Void Check	5	16128	Greenhouse Supplies for FFA	Greenhouse Megastore	(229.75)	0.00	0.00	0.00		
05/19/2025	CD	ACT04647 INV1103822	5	16245	rooted plugs	North Carolina Farms	423.96	0.00	0.00	0.00		
05/19/2025	CD	ACT04647 INV1103821	5	16245	rooted plugs	North Carolina Farms	222.55	0.00	0.00	0.00		
<b>05 704 1026</b>		<b>FFA</b>				<b>*Current Activity</b>						(1,043.99)

Fund: 05 ACTIVITY FUND

Chart of Account Number		Chart of Account Description				Entity Name	Expenses	Revenues	Outstanding AP	Outstanding PO	Balance Change	Balance
						<b>*Ending Balance:</b>	4,420.09	3,376.10	0.00	0.00	0.00	1,737.64
<b>05 704 1027</b>			<b>ATHLETIC LETTER CLUB</b>			<b>*Previous Balance</b>						1,508.22
						<b>*Ending Balance:</b>	0.00	0.00	0.00	0.00	0.00	1,508.22
<b>05 704 1028</b>			<b>HS STUDENT COUNCIL</b>			<b>*Previous Balance</b>						5,690.30
						<b>*Ending Balance:</b>	0.00	0.00	0.00	0.00	0.00	5,690.30
<b>05 704 1029</b>			<b>HS FINES</b>			<b>*Previous Balance</b>						15,797.47
05 704 1029			HS FINES									
05 1710 1029			HS FINES									
05 2900 000 001 0 029	05/05/2025	CR	0030430		HS Fees/Fines	High School	0.00	1,065.00	0.00	0.00		
04/17/2025	PO	ACT04778			bowling	STRIKE & SPARE BOWL	0.00	0.00	0.00	750.00		
05/13/2025	PO	ACT04807			secretaries lunch	Madeline's Cafe & Bakery	0.00	0.00	0.00	125.00		
05/23/2025	PO	ACT04811			lunch	Madeline's Cafe & Bakery	0.00	0.00	0.00	300.00		
<b>05 704 1029</b>			<b>HS FINES</b>			<b>*Previous Balance</b>						(110.00)
						<b>*Ending Balance:</b>	0.00	1,065.00	0.00	1,175.00	0.00	15,687.47
<b>05 704 1030</b>			<b>HS MISCELLANEOUS</b>			<b>*Previous Balance</b>						1,278.87
						<b>*Ending Balance:</b>	0.00	0.00	0.00	0.00	0.00	1,278.87
<b>05 704 1031</b>			<b>High School Recycling</b>			<b>*Previous Balance</b>						2,844.66
						<b>*Ending Balance:</b>	0.00	0.00	0.00	0.00	0.00	2,844.66
<b>05 704 1032</b>			<b>CONCESSIONS</b>			<b>*Previous Balance</b>						29,861.66
05 704 1032			CONCESSIONS									
05 1710 1032			CONCESSIONS									
05/02/2025	CR	0009597			HS Concession 4/29	High School	0.00	696.75	0.00	0.00		
05/05/2025	CR	0009600			HS Concession JV Soccer	High School	0.00	349.80	0.00	0.00		
05/08/2025	CR	0009604			HS Concession - Sub Districts	High School	0.00	336.15	0.00	0.00		
05/12/2025	CR	0009607			HS Concession - District Finals	High School	0.00	192.00	0.00	0.00		
05 2900 000 001 0 032			CONCESSIONS									
05/09/2025	CD	14576802	5	16213	CONCESSIONS	CASH-WA DISTRIBUTING CO.	339.70	0.00	0.00	0.00		
05/09/2025	CD	14584048	5	16213	CONCESSIONS	CASH-WA DISTRIBUTING CO.	771.49	0.00	0.00	0.00		
05/09/2025	CD	14588845	5	16213	CONCESSIONS	CASH-WA DISTRIBUTING CO.	418.59	0.00	0.00	0.00		
05/09/2025	CD	14592090	5	16213	CONCESSIONS	CASH-WA DISTRIBUTING CO.	326.38	0.00	0.00	0.00		
05/09/2025	CD	14596835	5	16213	CONCESSIONS	CASH-WA DISTRIBUTING CO.	173.61	0.00	0.00	0.00		
05/09/2025	CD	20250509	5	16214	CONCESSIONS	CHESTERMAN COCA COLA	2,960.40	0.00	0.00	0.00		
05/19/2025	CD	5/13/25	5	16247	concessions	Pizza Hut	208.25	0.00	0.00	0.00		
<b>05 704 1032</b>			<b>CONCESSIONS</b>			<b>*Current Activity</b>						(3,623.72)
						<b>*Ending Balance:</b>	5,198.42	1,574.70	0.00	0.00	0.00	26,237.94
<b>05 704 1033</b>			<b>HONOR SOCIETY</b>			<b>*Previous Balance</b>						555.96
05 704 1033			HONOR SOCIETY									
05 2900 000 001 0 033			HONOR SOCIETY									
05/09/2025	CD	20250509	5	72128	HONOR SOCIETY	Visa	432.27	0.00	0.00	0.00		
<b>05 704 1033</b>			<b>HONOR SOCIETY</b>			<b>*Current Activity</b>						(432.27)
						<b>*Ending Balance:</b>	432.27	0.00	0.00	0.00	0.00	123.69

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 1034					High School Cap & Gown	*Previous Balance					5,320.26	
						*Ending Balance:	0.00	0.00	0.00	0.00	5,320.26	
05 704 1035					AMBASSADORS OF MUSIC	*Previous Balance					4,860.19	
05 704 1035					AMBASSADORS OF MUSIC							
05 1710 1035					AMBASSADORS OF MUSIC							
05/13/2025	CR	0009609			HS MFAA Coffee Fundraiser	High School	0.00	30.00	0.00	0.00		
05 704 1035					AMBASSADORS OF MUSIC	*Current Activity					30.00	
						*Ending Balance:	0.00	30.00	0.00	0.00	4,890.19	
05 704 1036					ART LAB FEE	*Previous Balance					318.52	
						*Ending Balance:	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	3,026.84	
05 704 1038					High School Robotics Club	*Previous Balance					293.00	
						*Ending Balance:	0.00	0.00	0.00	0.00	293.00	
05 704 1039					HS Yo Yo Club	*Previous Balance					613.43	
						*Ending Balance:	0.00	0.00	0.00	0.00	613.43	
05 704 1040					FCCLA	*Previous Balance					(454.73)	
05 704 1040					FCCLA							
05 1710 1040					FCCLA							
05/16/2025	CR	0009613			FCCLA - 2024 NLC Payment	High School	0.00	200.00	0.00	0.00		
05 2900 000 001 0 040					FCCLA							
05/09/2025	CD	20250509	5	72131	FCCLA	VISA	157.11	0.00	0.00	0.00		
05/09/2025	CD	20250509	5	72131	FCCLA	VISA	20.89	0.00	0.00	0.00		
05/09/2025	CD	20250509	5	72131	FCCLA	VISA	58.53	0.00	0.00	0.00		
05/19/2025	CD	20250519	5	16234	FCCLA	Capital One	105.57	0.00	0.00	0.00		
05 704 1040					FCCLA	*Current Activity					(142.10)	
						*Ending Balance:	342.10	200.00	0.00	0.00	(596.83)	
05 704 1041					HS Animation/Comic Book Club	*Previous Balance					149.00	
						*Ending Balance:	0.00	0.00	0.00	0.00	149.00	
05 704 1044					DC SENIOR TRIP	*Previous Balance					9,174.17	
						*Ending Balance:	0.00	0.00	0.00	0.00	9,174.17	
05 704 1045					RONALD C. MURDOCK	*Previous Balance					424.53	
						*Ending Balance:	0.00	0.00	0.00	0.00	424.53	
05 704 1046					High School ELL Club	*Previous Balance					1,991.54	
						*Ending Balance:	0.00	0.00	0.00	0.00	1,991.54	
05 704 1047					High School Powerlifting	*Previous Balance					3,662.43	
						*Ending Balance:	0.00	0.00	0.00	0.00	3,662.43	
05 704 1048					High School Circle of Friends	*Previous Balance					678.86	

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 1048					High School Circle of Friends							
05 2900 000 001 0 048					High School Circle of Friends							
05/19/2025	CD	20250519	5	16234	High School Circle of Friends	Capital One	60.65	0.00	0.00	0.00		
<b>05 704 1048</b>					<b>High School Circle of Friends</b>	<b>*Current Activity</b>					(60.65)	
						<b>*Ending Balance:</b>	60.65	0.00	0.00	0.00	618.21	
<b>05 704 1049</b>					<b>High School SpEd Activity</b>	<b>*Previous Balance</b>					5,078.88	
05 2900 000 001 0 049					High School SpEd Activity							
04/07/2025	PO	ACT04762			popcorn & supplies	LEXINGTON PUBLIC SCHOOLS-GENERAL FUND	0.00	0.00	0.00	483.60		
<b>05 704 1049</b>					<b>High School SpEd Activity</b>	<b>*Previous Balance</b>					(483.60)	
						<b>*Ending Balance:</b>	0.00	0.00	0.00	483.60	4,595.28	
<b>05 704 1050</b>					<b>MATH CLUB</b>	<b>*Previous Balance</b>					1,103.05	
05 704 1050					MATH CLUB							
05 1710 1050					MATH CLUB							
05/14/2025	CR				UNL Math Day Cancelled-Reimb.MathClub	State of Nebraska	0.00	304.00	0.00	0.00		
05 2900 000 001 0 050					MATH CLUB							
05/09/2025	CD	29053	5	16223	fee & cord	Mu Alpha Theta	17.00	0.00	0.00	0.00		
<b>05 704 1050</b>					<b>MATH CLUB</b>	<b>*Current Activity</b>					287.00	
						<b>*Ending Balance:</b>	17.00	304.00	0.00	0.00	1,390.05	
<b>05 704 1051</b>					<b>SENIOR TRIBUTE</b>	<b>*Previous Balance</b>					2,482.70	
05 704 1051					SENIOR TRIBUTE							
05 1710 1051					High School Social Committee							
05/02/2025	CR	0009599			High School Social Committee	High School	0.00	60.00	0.00	0.00		
05 2900 000 001 0 051					High School Social Committee							
04/30/2025	PO	ACT04790			Senior Tribute Breakfast	LEXINGTON PUBLIC SCHOOLS-GENERAL FUND	0.00	0.00	0.00	967.82		
<b>05 704 1051</b>					<b>SENIOR TRIBUTE</b>	<b>*Previous Balance</b>					(907.82)	
						<b>*Ending Balance:</b>	0.00	60.00	0.00	967.82	1,574.88	
<b>05 704 1052</b>					<b>MISC. MEMORIAL FUNDS</b>	<b>*Previous Balance</b>					307.00	
						<b>*Ending Balance:</b>	0.00	0.00	0.00	0.00	307.00	
<b>05 704 1054</b>					<b>HS LIBRARY</b>	<b>*Previous Balance</b>					2,107.43	
05 704 1054					HS LIBRARY							
05 1710 1054					HS LIBRARY							
05/28/2025	CR	0009619			HS Library - Fines	High School	0.00	200.00	0.00	0.00		
<b>05 704 1054</b>					<b>HS LIBRARY</b>	<b>*Current Activity</b>					200.00	
						<b>*Ending Balance:</b>	0.00	200.00	0.00	0.00	2,307.43	
<b>05 704 1055</b>					<b>OCTAGON CLUB</b>	<b>*Previous Balance</b>					676.41	
						<b>*Ending Balance:</b>	0.00	0.00	0.00	0.00	676.41	
<b>05 704 1056</b>					<b>AROUND THE MUNDO</b>	<b>*Previous Balance</b>					149.48	
						<b>*Ending Balance:</b>	0.00	0.00	0.00	0.00	149.48	

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 1057			DON BADER SCHOLARSHIPS			*Previous Balance					49.50	
						*Ending Balance:	0.00	0.00	0.00	0.00	49.50	
05 704 1058			HS PEP CLUB			*Previous Balance					353.50	
						*Ending Balance:	0.00	0.00	0.00	0.00	353.50	
05 704 1059			HS Student Advisory Committee			*Previous Balance					1,079.11	
						*Ending Balance:	0.00	0.00	0.00	0.00	1,079.11	
05 704 1060			High School Speech Fundraising			*Previous Balance					857.36	
						*Ending Balance:	0.00	0.00	0.00	0.00	857.36	
05 704 1061			GIRLS SOCCER FUNDRAISING			*Previous Balance					3,476.79	
05 704 1061			GIRLS SOCCER FUNDRAISING									
05 2900 000 001 0 061			GIRLS SOCCER FUNDRAISING									
05/09/2025	CD	20250509	5	72129	GIRLS SOCCER FUNDRAISING	Visa	796.90	0.00	0.00	0.00		
05/09/2025	CD	20250509	5	72130	GIRLS SOCCER FUNDRAISING	VISA	119.96	0.00	0.00	0.00		
05/09/2025	CD	20250509	5	72128	GIRLS SOCCER FUNDRAISING	Visa	177.55	0.00	0.00	0.00		
05/19/2025	CD	20250519	5	16234	GIRLS SOCCER FUNDRAISING	Capital One	40.37	0.00	0.00	0.00		
05 704 1061			GIRLS SOCCER FUNDRAISING			*Current Activity					(1,134.78)	
						*Ending Balance:	1,134.78	0.00	0.00	0.00	2,342.01	
05 704 1062			GIRLS BASKETBALL FUNDRAISING			*Previous Balance					2,463.58	
						*Ending Balance:	0.00	0.00	0.00	0.00	2,463.58	
05 704 1063			High School Orange & Black Fundraising			*Previous Balance					23,763.32	
05 704 1063			High School Orange & Black Fundraising									
05 1710 1063			High School Orange & Black Fundraising									
05/12/2025	CR	0009606			HS Orange & Black Fundraising	High School	0.00	1,790.00	0.00	0.00		
05/27/2025	CR	0009617			HS Orange & Black Fundraising	High School	0.00	12,295.00	0.00	0.00		
05 2900 000 001 0 063			High School Orange & Black Fundraising									
05/23/2024	PO	ACT04480			Hole sponsor signs for O&B Golf Tourney	SIGN PRO	0.00	0.00	0.00	60.00		
05/23/2024	PO	ACT04481			Weight Room Record Board Updates	SIGN PRO	0.00	0.00	0.00	100.00		
05/28/2024	PO	ACT04483			Thank You Add for Orange and Black	CLIPPER - HERALD	0.00	0.00	0.00	300.00		
04/03/2025	PO	ACT04752			Umbrellas for orange and black	DUANE SVEC ADVERTISING	0.00	0.00	0.00	390.00		
05/05/2025	CD	ACT04791 1250500	5	16194	Golf carts for Orange and Black	CRAWFORD REPAIR	3,150.00	0.00	0.00	0.00		
05/09/2025	CD	20250509	5	72132	High School Orange & Black Fundraising	VISA	299.25	0.00	0.00	0.00		
05/09/2025	CD	20250509	5	72132	High School Orange & Black Fundraising	VISA	450.00	0.00	0.00	0.00		
05/19/2025	CD	20250519	5	16233	golf payouts	Burson, Amber	2,020.00	0.00	0.00	0.00		
05/19/2025	CD	ACT04798 5/21/25	5	16242	Food for Orange and Black Golf Fundraise	LEXINGTON PUBLIC SCHOOLS-GENERAL FUND	359.51	0.00	0.00	0.00		
05/19/2025	CD	ACT04806 20250519	5	16235	Orange and Black Gift certificate-prizes	Change Clothing	450.00	0.00	0.00	0.00		
05/19/2025	PO	ACT04810			Sign Updates for Wt. Room	SIGN PRO	0.00	0.00	0.00	200.00		
05/19/2025	PO	ACT04809			Orange & Black Golfer T-Shirts	MOONLIGHT EMBROIDERY	0.00	0.00	0.00	2,000.00		
05/28/2025	PO	ACT04813			Pork Chops for Orange & Black	Three 21 Tavern	0.00	0.00	0.00	375.00		

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							
<b>05 704 1063</b>		<b>High School Orange &amp; Black Fundraising</b>				<b>*Previous Balance</b>						3,931.24
						<b>*Ending Balance:</b>	6,728.76	14,085.00	0.00	3,425.00	0.00	27,694.56
<b>05 704 1064</b>		<b>High School Softball Fundraising</b>				<b>*Previous Balance</b>						753.80
						<b>*Ending Balance:</b>	0.00	0.00	0.00	0.00	0.00	753.80
<b>05 704 1065</b>		<b>High School Cheerleading Fundraising</b>				<b>*Previous Balance</b>						6,753.99
05 704 1065		High School Cheerleading Fundraising										
05 1710 1065		High School Cheerleading Fundraising										
05/13/2025	CR	0009610			High School Cheerleading Fundraising	High School	0.00	2,445.45	0.00	0.00		
05/28/2025	CR	0009621			HS Cheerleading Fundraising - chocolate	High School	0.00	5,730.00	0.00	0.00		
05 2900 000 001 0 065		High School Cheerleading Fundraising										
05/05/2025	CD	125040241 R2	5	16208	Cheerleading Fundraising	Wyhe's Choice Fundraising	2,073.00	0.00	0.00	0.00		
05/09/2025	CD	ACT04747 68900621	5	16228	cheer supplies	Varsity Spirit Fashions	14,888.72	0.00	0.00	0.00		
05/09/2025	CD	91541229	5	16229	fundraiser	World's Finest Chocolate, Inc	2,895.00	0.00	0.00	0.00		
<b>05 704 1065</b>		<b>High School Cheerleading Fundraising</b>				<b>*Current Activity</b>						(11,681.27)
						<b>*Ending Balance:</b>	19,856.72	8,175.45	0.00	0.00	0.00	(4,927.28)
<b>05 704 1066</b>		<b>FOOTBALL FUNDRAISING</b>				<b>*Previous Balance</b>						21,342.21
05 704 1066		FOOTBALL FUNDRAISING										
05 2900 000 001 0 066		FOOTBALL FUNDRAISING										
05/09/2025	CD	ACT04792 929767390	5	16211	4 Way Tackling Apparatus	BSN Sports	651.99	0.00	0.00	0.00		
<b>05 704 1066</b>		<b>FOOTBALL FUNDRAISING</b>				<b>*Current Activity</b>						(651.99)
						<b>*Ending Balance:</b>	651.99	0.00	0.00	0.00	0.00	20,690.22
<b>05 704 1067</b>		<b>VOLLEYBALL FUNDRAISING</b>				<b>*Previous Balance</b>						5,474.99
						<b>*Ending Balance:</b>	0.00	0.00	0.00	0.00	0.00	5,474.99
<b>05 704 1068</b>		<b>Boys Basketball Fundraising</b>				<b>*Previous Balance</b>						1,068.22
05 704 1068		Boys Basketball Fundraising										
05 2900 000 001 0 068		Boys Basketball Fundraising										
05/09/2025	CD	20250509	5	16209	boys basketball camp	Adams Central High School	250.00	0.00	0.00	0.00		
05/09/2025	CD	20250509	5	16216	boys basketball camp	KEARNEY HIGH SCHOOL	200.00	0.00	0.00	0.00		
05/09/2025	CD	20250509	5	16221	boys basketball camp	Martinez, Tino	360.00	0.00	0.00	0.00		
05/09/2025	CD	20250509	5	16217	boys basketball camp	Langan, Robert	150.00	0.00	0.00	0.00		
<b>05 704 1068</b>		<b>Boys Basketball Fundraising</b>				<b>*Current Activity</b>						(960.00)
						<b>*Ending Balance:</b>	960.00	0.00	0.00	0.00	0.00	108.22
<b>05 704 1069</b>		<b>HS Boys Soccer Fundraising</b>				<b>*Previous Balance</b>						4,484.72
05 704 1069		HS Boys Soccer Fundraising										
05 2900 000 001 0 069		HS Boys Soccer Fundraising										
05/09/2025	CD	ACT04785 1F3D-GTTD-XRVK	5	16210	mini soccer balls	Amazon Capital Services	102.96	0.00	0.00	0.00		
05/09/2025	CD	4/26/25	5	16218	meal reimbursement	Lemus-Leon, Joel	123.15	0.00	0.00	0.00		
05/09/2025	CD	20250509	5	72131	HS Boys Soccer Fundraising	VISA	511.85	0.00	0.00	0.00		





Activity Fund Balance Report - Detail - Include Encumbrances

05/2025 - 05/2025

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 1710 1112					HS ONE ACT PLAY							
05/02/2025	CR	0009597			HS One Act Play - Conc. Sales 4/29	High School	0.00	464.50	0.00	0.00		
<b>05 704 1112</b>					<b>HS ONE ACT PLAY</b>	<b>*Current Activity</b>					464.50	
						<b>*Ending Balance:</b>	0.00	464.50	0.00	0.00	157.64	
<b>05 704 1113</b>					<b>ANNUAL</b>	<b>*Previous Balance</b>					(14,064.08)	
05 704 1113					ANNUAL							
05 1710 1113					ANNUAL							
05/28/2025	CR	0009501			HS Yearbook	High School	0.00	200.00	0.00	0.00		
<b>05 704 1113</b>					<b>ANNUAL</b>	<b>*Current Activity</b>					200.00	
						<b>*Ending Balance:</b>	0.00	200.00	0.00	0.00	(13,864.08)	
<b>05 704 1114</b>					<b>HS FOOTBALL</b>	<b>*Previous Balance</b>					(11,209.38)	
05 704 1114					HS FOOTBALL							
05 2900 000 001 0 114					HS FOOTBALL							
12/05/2024	PO	ACT04643			Helmet reconditioning	Harco Athletic Reconditioning	0.00	0.00	0.00	4,100.00		
12/06/2024	PO	ACT04644			New Helmets	Harco Athletic Reconditioning	0.00	0.00	0.00	6,650.00		
05/09/2025	CD	ACT04793	5	16210	football supplies	Amazon Capital Services	126.36	0.00	0.00	0.00		
		16TF-HNMM-6H9M										
<b>05 704 1114</b>					<b>HS FOOTBALL</b>	<b>*Current Activity</b>					(10,876.36)	
						<b>*Ending Balance:</b>	126.36	0.00	0.00	10,750.00	(22,085.74)	
<b>05 704 1115</b>					<b>CROSS COUNTRY</b>	<b>*Previous Balance</b>					(2,631.67)	
05 2900 000 001 0 115					CROSS COUNTRY							
12/01/2024	PO	ACT04646			Pennants for Cross Country and Track, Orange and Black	On Track	0.00	0.00	0.00	92.50		
<b>05 704 1115</b>					<b>CROSS COUNTRY</b>	<b>*Previous Balance</b>					(92.50)	
						<b>*Ending Balance:</b>	0.00	0.00	0.00	92.50	(2,724.17)	
<b>05 704 1116</b>					<b>HS VOLLEYBALL</b>	<b>*Previous Balance</b>					(99.74)	
05 2900 000 001 0 116					HS VOLLEYBALL							
05/01/2025	PO	ACT04815			Knurled Knob for TP/CP	Future Pro, Inc	0.00	0.00	0.00	130.00		
05/01/2025	PO	ACT04815			VB10 Positive Lock Pin	Future Pro, Inc	0.00	0.00	0.00	100.00		
05/01/2025	PO	ACT04815			Service Fee	Future Pro, Inc	0.00	0.00	0.00	26.00		
05/01/2025	PO	ACT04815			shipping	Future Pro, Inc	0.00	0.00	0.00	20.00		
<b>05 704 1116</b>					<b>HS VOLLEYBALL</b>	<b>*Previous Balance</b>					(276.00)	
						<b>*Ending Balance:</b>	0.00	0.00	0.00	276.00	(375.74)	
<b>05 704 1117</b>					<b>HS BOWLING</b>	<b>*Previous Balance</b>					242.26	
						<b>*Ending Balance:</b>	0.00	0.00	0.00	0.00	242.26	
<b>05 704 1118</b>					<b>GIRLS GOLF</b>	<b>*Previous Balance</b>					(492.52)	
						<b>*Ending Balance:</b>	0.00	0.00	0.00	0.00	(492.52)	
<b>05 704 1119</b>					<b>BOYS TENNIS</b>	<b>*Previous Balance</b>					733.59	
						<b>*Ending Balance:</b>	0.00	0.00	0.00	0.00	733.59	

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 1120		HS BOYS BASKETBALL				*Previous Balance						2,896.80
						*Ending Balance:	0.00	0.00	0.00	0.00	0.00	2,896.80
05 704 1121		HS WRESTLING				*Previous Balance						(791.77)
						*Ending Balance:	0.00	0.00	0.00	0.00	0.00	(791.77)
05 704 1122		HS GIRLS BASKETBALL				*Previous Balance						4,980.71
						*Ending Balance:	0.00	0.00	0.00	0.00	0.00	4,980.71
05 704 1123		High School Track				*Previous Balance						(2,031.37)
05 704 1123		High School Track										
05 1710 1123		High School Track										
05/19/2025	CR	0009614			High School Track Entry Fees	High School	0.00	2,125.00	0.00	0.00		
05/28/2025	CR	0009618			HS Track Entry Fees	High School	0.00	75.00	0.00	0.00		
05 2900 000 001 0 123		High School Track										
06/14/2024	PO	ACT04499			5 Poles (valuing), 12 Black Sweats (fill in), 10 sets of bibs, 10 bags of spikes, 3 gross Safety pins, 6 Dynamex Med Balls, 4 Foam crossbars, 4 stopwatches, 8 plastic totes, 4 hip number rolls	BSN Sports	0.00	0.00	0.00	1,491.66		
04/07/2025	PO	ACT04761			Porta Potties for Bader Track Meet	JOHNNY ON THE SPOT	0.00	0.00	0.00	500.00		
05/05/2025	CD	5/5/25	5	16204	High School Track	NORTH PLATTE HIGH SCHOOL	100.00	0.00	0.00	0.00		
05/05/2025	CD	5/1/25	5	16198	unified track entry	Grand Island Senior High	150.00	0.00	0.00	0.00		
05/05/2025	CD	4/29/25	5	16198	track entry fee	Grand Island Senior High	150.00	0.00	0.00	0.00		
05/09/2025	CD	4/29/25 Void Check	5	16149	track meet	Grand Island Parks & Recreation Dept.	(150.00)	0.00	0.00	0.00		
05/19/2025	CD	20250519	5	16234	High School Track	Capital One	101.64	0.00	0.00	0.00		
05/19/2025	CD	5/13/25	5	16231	track entry	AURORA HIGH SCHOOL	100.00	0.00	0.00	0.00		
05 704 1123		High School Track				*Current Activity						(243.30)
						*Ending Balance:	451.64	2,200.00	0.00	1,991.66	0.00	(2,274.67)
05 704 1124		High School Unified Bowling				*Previous Balance						354.26
						*Ending Balance:	0.00	0.00	0.00	0.00	0.00	354.26
05 704 1125		BOYS GOLF				*Previous Balance						(5,313.74)
05 704 1125		BOYS GOLF										
05 1710 1125		BOYS GOLF										
05/19/2025	CR	0009614			HS Boys Golf Entry Fees	High School	0.00	855.00	0.00	0.00		
05/28/2025	CR	0009618			HS Boys Golf Entry Fees	High School	0.00	190.00	0.00	0.00		
05 2900 000 001 0 125		BOYS GOLF										
05/05/2025	CD	5/14/25	5	16202	golf entry	MINDEN HIGH SCHOOLS	150.00	0.00	0.00	0.00		
05/05/2025	CD	5/9/25	5	16197	golf entry	GRAND ISLAND NORTHWEST HIGH SCHOOL	120.00	0.00	0.00	0.00		
05/19/2025	CD	5/19/25	5	16238	golf invite	GRAND ISLAND NORTHWEST HIGH SCHOOL	120.00	0.00	0.00	0.00		
05 704 1125		BOYS GOLF				*Current Activity						655.00
						*Ending Balance:	390.00	1,045.00	0.00	0.00	0.00	(4,658.74)
05 704 1126		GIRLS TENNIS				*Previous Balance						(1,413.69)

Activity Fund Balance Report - Detail - Include Encumbrances

05/2025 - 05/2025

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 1126					GIRLS TENNIS							
05 1710 1126					GIRLS TENNIS							
05/16/2025	CR	0009611			HS Girls Tennis Entries	High School	0.00	595.00	0.00	0.00		
05 2900 000 001 0 126					GIRLS TENNIS							
05/05/2025	CD	5/8/25	5	16199	girls tennis entry	KEARNEY CATHOLIC HIGH SCHOOL	90.00	0.00	0.00	0.00		
05/05/2025	CD	5/10/25	5	16206	tennis invite	Skutt Catholic High School	75.00	0.00	0.00	0.00		
05/19/2025	CD	20250519	5	16234	GIRLS TENNIS	Capital One	32.68	0.00	0.00	0.00		
<b>05 704 1126</b>					<b>GIRLS TENNIS</b>	<b>*Current Activity</b>					397.32	
						<b>*Ending Balance:</b>	197.68	595.00	0.00	0.00	0.00	(1,016.37)
<b>05 704 1127</b>					<b>HS ATHLETICS/RESALE</b>	<b>*Previous Balance</b>						949.29
						<b>*Ending Balance:</b>	0.00	0.00	0.00	0.00	0.00	949.29
<b>05 704 1128</b>					<b>BOYS SOCCER</b>	<b>*Previous Balance</b>						859.08
05 704 1128					BOYS SOCCER							
05 2900 000 001 0 128					BOYS SOCCER							
09/26/2023	PO	ACT04292			medium magnetic tactical board	Soccer Innovations	0.00	0.00	0.00	87.00		
09/26/2023	PO	ACT04292			soccer captain badge - orange	Soccer Innovations	0.00	0.00	0.00	30.00		
09/26/2023	PO	ACT04292			soccer captain badge - neon	Soccer Innovations	0.00	0.00	0.00	30.00		
09/26/2023	PO	ACT04292			field/pitch line marking set (yellow)	Soccer Innovations	0.00	0.00	0.00	111.00		
06/14/2024	PO	ACT04499			Soccer Nets, Net Clips, Laundry Bags, Pennies, Ball Pumps, Parachutes, Equipment Bags, Whistles	BSN Sports	0.00	0.00	0.00	1,736.34		
05/09/2025	CD	20250509	5	72127	BOYS SOCCER	Visa	150.00	0.00	0.00	0.00		
<b>05 704 1128</b>					<b>BOYS SOCCER</b>	<b>*Current Activity</b>					(2,144.34)	
						<b>*Ending Balance:</b>	150.00	0.00	0.00	1,994.34	0.00	(1,285.26)
<b>05 704 1129</b>					<b>HS ATHLETIC PHYSICALS</b>	<b>*Previous Balance</b>						830.71
						<b>*Ending Balance:</b>	0.00	0.00	0.00	0.00	0.00	830.71
<b>05 704 1130</b>					<b>HS GENERAL ACTIVITIES</b>	<b>*Previous Balance</b>						(2,862.98)
05 704 1130					HS GENERAL ACTIVITIES							
05 1710 1130					HS GENERAL ACTIVITIES							
05/28/2025	CR	0009501			HS General Activities	High School	0.00	400.00	0.00	0.00		
05/28/2025	CR	0009620			HS General Activities	High School	0.00	12.40	0.00	0.00		
05 2900 000 001 0 130					HS GENERAL ACTIVITIES							
08/15/2024	PO	ACT04535			Advertising for two editions	CLIPPER - HERALD	0.00	0.00	0.00	400.00		
05/05/2025	CD	ACT04788 314020 & 314491	5	16189	Post Season Awards	AWARDS UNLIMITED, INC.	146.31	0.00	0.00	0.00		
05/09/2025	CD	ACT04789 4/25/25	5	16219	Food for Bader Invite	LEXINGTON FOOD SERVICE	815.82	0.00	0.00	0.00		
05/19/2025	CD	161223	5	16248	Update Spring Plaques	Platinum Awards & Gifts	493.00	0.00	0.00	0.00		
05/19/2025	CD	20250519	5	16234	HS GENERAL ACTIVITIES	Capital One	28.20	0.00	0.00	0.00		
05/19/2025	CD	ACT04802 lexi22425	5	16249	update WR sign	SIGN PRO	25.00	0.00	0.00	0.00		
<b>05 704 1130</b>					<b>HS GENERAL ACTIVITIES</b>	<b>*Current Activity</b>					(1,495.93)	
						<b>*Ending Balance:</b>	1,508.33	412.40	0.00	400.00	0.00	(4,358.91)

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 1131		HS PRINTING/ADVERTISING				*Previous Balance						424.75
						*Ending Balance:	0.00	0.00	0.00	0.00	0.00	424.75
05 704 1132		HS GIRLS SOFTBALL				*Previous Balance						4,669.67
05 2900 000 001 0 132			HS GIRLS SOFTBALL									
08/20/2024	PO	ACT04539			Breakfast Sandwiches for Softball Tourney	Burger King, Lexington	0.00	0.00	0.00	200.00		
05 704 1132		HS GIRLS SOFTBALL				*Previous Balance						(200.00)
						*Ending Balance:	0.00	0.00	0.00	200.00	0.00	4,469.67
05 704 1133		GIRLS SOCCER				*Previous Balance						7,182.94
						*Ending Balance:	0.00	0.00	0.00	0.00	0.00	7,182.94
05 704 1135		High School Officials				*Previous Balance						(29,637.00)
05 704 1135			High School Officials									
05 2900 000 001 0 135			High School Officials									
05/05/2025	CD	5/5/25	5	16196	soccer official	Gomez, Eduardo	100.00	0.00	0.00	0.00		
05/05/2025	CD	5/6/25	5	16205	soccer official	Sanchez-Contreras, Fernando	200.00	0.00	0.00	0.00		
05/05/2025	CD	5/5/25	5	16207	soccer official	Tovar, Ivan	100.00	0.00	0.00	0.00		
05/05/2025	CD	5/5/25	5	16195	soccer official	Cruz-Castaneda, Alex	100.00	0.00	0.00	0.00		
05/05/2025	CD	5/5/25	5	16190	soccer official	Bailey, Matt	130.00	0.00	0.00	0.00		
05/09/2025	CD	5/10/25	5	16212	soccer official	Carr, David	160.00	0.00	0.00	0.00		
05/09/2025	CD	5/10/25	5	16226	soccer official	Scrimger, John	120.00	0.00	0.00	0.00		
05/09/2025	CD	5/10/25	5	16227	soccer official	Tovar, Ivan	100.00	0.00	0.00	0.00		
05/19/2025	CD	spring 2025	5	16237	Activity work	Fisher, KJ	90.00	0.00	0.00	0.00		
05/19/2025	CD	spring 2025	5	16241	Activity work	Koerting, Sarah	144.00	0.00	0.00	0.00		
05 704 1135		High School Officials				*Current Activity						(1,244.00)
						*Ending Balance:	1,244.00	0.00	0.00	0.00	0.00	(30,881.00)
05 704 1136		High School Team Travel				*Previous Balance						(56,263.07)
05 704 1136			High School Team Travel									
05 2900 000 001 0 136			High School Team Travel									
05/05/2025	CD	5/1/25	5	16203	meal reimbursement	Moyer, Zion	81.31	0.00	0.00	0.00		
05/09/2025	CD	20250509	5	72130	High School Team Travel	VISA	530.00	0.00	0.00	0.00		
05/09/2025	CD	20250509	5	72132	High School Team Travel	VISA	145.35	0.00	0.00	0.00		
05/09/2025	CD	20250509	5	72132	High School Team Travel	VISA	223.58	0.00	0.00	0.00		
05/09/2025	CD	20250509	5	72127	High School Team Travel	Visa	114.90	0.00	0.00	0.00		
05/09/2025	CD	20250509	5	72127	High School Team Travel	Visa	76.32	0.00	0.00	0.00		
05/09/2025	CD	20250509	5	72127	High School Team Travel	Visa	262.60	0.00	0.00	0.00		
05/09/2025	CD	20250509	5	72128	High School Team Travel	Visa	440.00	0.00	0.00	0.00		
05/09/2025	CD	20250509	5	72128	High School Team Travel	Visa	73.40	0.00	0.00	0.00		
05/09/2025	CD	20250509	5	72128	High School Team Travel	Visa	63.70	0.00	0.00	0.00		
05/09/2025	CD	20250509	5	72128	High School Team Travel	Visa	63.59	0.00	0.00	0.00		
05/09/2025	CD	20250509	5	72130	High School Team Travel	VISA	361.48	0.00	0.00	0.00		
05/09/2025	CD	20250509	5	72130	High School Team Travel	VISA	110.63	0.00	0.00	0.00		
05/09/2025	CD	20250509	5	72130	High School Team Travel	VISA	126.34	0.00	0.00	0.00		
05/09/2025	CD	20250509	5	72130	High School Team Travel	VISA	74.64	0.00	0.00	0.00		
05/09/2025	CD	20250509	5	72130	High School Team Travel	VISA	12.08	0.00	0.00	0.00		
05/09/2025	CD	20250509	5	72130	High School Team Travel	VISA	142.13	0.00	0.00	0.00		



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 2206			MS Summer School			*Previous Balance					4,032.87	
05 2900 000 002 0 206			MS Summer School									
10/03/2023	PO	ACT04296			ASP bowling	STRIKE & SPARE BOWL	0.00	0.00	0.00	341.25		
05/15/2025	PO	ACT04808			summer school supplies	Amazon Capital Services	0.00	0.00	0.00	643.73		
05 704 2206			MS Summer School			*Previous Balance					(984.98)	
						*Ending Balance:	0.00	0.00	0.00	984.98	0.00	3,047.89
05 704 2208			MS Circle of Friends			*Previous Balance					1,029.11	
						*Ending Balance:	0.00	0.00	0.00	0.00	0.00	1,029.11
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					4,634.27	
						*Ending Balance:	0.00	0.00	0.00	0.00	0.00	4,634.27
05 704 2211			MS MUSIC RESALE			*Previous Balance					11,231.07	
05 704 2211			MS MUSIC RESALE									
05 2900 000 002 0 211			MS MUSIC RESALE									
03/25/2025	PO	ACT04746			Drum Supplies	Yanda's Music	0.00	0.00	0.00	891.84		
05/19/2025	CD	ACT04803 19268	5	16246	supplies	ON2 Corporation	946.59	0.00	0.00	0.00		
05/19/2025	CD	ACT04760 811141	5	16230	Uniform Racks	AMERICAN BAND ACCESSORIES, LLC	1,234.86	0.00	0.00	0.00		
05 704 2211			MS MUSIC RESALE			*Current Activity					(3,073.29)	
						*Ending Balance:	2,181.45	0.00	0.00	891.84	0.00	8,157.78
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					820.95	
						*Ending Balance:	0.00	0.00	0.00	0.00	0.00	820.95
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					2,928.00	
						*Ending Balance:	0.00	0.00	0.00	0.00	0.00	2,928.00
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					405.00	
05 704 2222			MS PADLOCK FEES									
05 1710 2222			MS PADLOCK FEES									
05/23/2025	CR	0012988			MS Padlock Fees	Middle School	0.00	5.00	0.00	0.00		
05 704 2222			MS PADLOCK FEES			*Current Activity					5.00	

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							
<b>05 704 2223 MS Patriots</b>						<b>*Ending Balance:</b>	0.00	5.00	0.00	0.00	0.00	410.00
						<b>*Previous Balance</b>						227.08
<b>05 704 2248 MS Soccer</b>						<b>*Ending Balance:</b>	0.00	0.00	0.00	0.00	0.00	227.08
						<b>*Previous Balance</b>						1,850.65
<b>05 704 2249 MS Cross Country</b>						<b>*Ending Balance:</b>	0.00	0.00	0.00	0.00	0.00	1,850.65
						<b>*Previous Balance</b>						478.96
<b>05 704 2250 MS FOOTBALL</b>						<b>*Ending Balance:</b>	0.00	0.00	0.00	0.00	0.00	478.96
						<b>*Previous Balance</b>						(5,518.08)
05 2900 000 002 0 250					MS FOOTBALL							
12/05/2024	PO	ACT04643			Helmet reconditioning	Harco Athletic Reconditioning	0.00	0.00	0.00	3,200.00		
<b>05 704 2250 MS FOOTBALL</b>						<b>*Previous Balance</b>						(3,200.00)
						<b>*Ending Balance:</b>	0.00	0.00	0.00	3,200.00	0.00	(8,718.08)
<b>05 704 2251 MS VOLLEYBALL</b>						<b>*Previous Balance</b>						(1,349.24)
						<b>*Ending Balance:</b>	0.00	0.00	0.00	0.00	0.00	(1,349.24)
<b>05 704 2252 MS BOYS BASKETBALL</b>						<b>*Previous Balance</b>						(35.00)
						<b>*Ending Balance:</b>	0.00	0.00	0.00	0.00	0.00	(35.00)
<b>05 704 2253 MS WRESTLING</b>						<b>*Previous Balance</b>						(1,089.19)
05 2900 000 002 0 253					MS WRESTLING							
06/14/2024	PO	ACT04499			4 sets of ankle bands, 2000 wristbands, 2 jugs mat kleen	BSN Sports	0.00	0.00	0.00	102.06		
<b>05 704 2253 MS WRESTLING</b>						<b>*Previous Balance</b>						(102.06)
						<b>*Ending Balance:</b>	0.00	0.00	0.00	102.06	0.00	(1,191.25)
<b>05 704 2254 MS GIRLS BASKETBALL</b>						<b>*Previous Balance</b>						(35.00)
						<b>*Ending Balance:</b>	0.00	0.00	0.00	0.00	0.00	(35.00)
<b>05 704 2255 MS BOYS TRACK</b>						<b>*Previous Balance</b>						(750.07)
05 704 2255					MS BOYS TRACK							
05 2900 000 002 0 255					MS BOYS TRACK							
05/05/2025	CD	5/9/25	5	16191	MS track	Barr Middle School	25.00	0.00	0.00	0.00		
05/05/2025	CD	5/5/2025	5	16204	MS BOYS TRACK	NORTH PLATTE HIGH SCHOOL	62.50	0.00	0.00	0.00		
05/05/2025	CD	5/5/25	5	16204	track entry	NORTH PLATTE HIGH SCHOOL	50.00	0.00	0.00	0.00		
05/09/2025	CD	20250509	5	72128	MS BOYS TRACK	Visa	159.89	0.00	0.00	0.00		
05/19/2025	CD	ACT04764 INV334084	5	16243	Parts for Pole Vault Pits and Standards	M-F ATHLETIC COMPANY, INC.	68.27	0.00	0.00	0.00		
<b>05 704 2255 MS BOYS TRACK</b>						<b>*Current Activity</b>						(365.66)
						<b>*Ending Balance:</b>	365.66	0.00	0.00	0.00	0.00	(1,115.73)
<b>05 704 2256 MS GIRLS TRACK</b>						<b>*Previous Balance</b>						(609.23)
05 704 2256					MS GIRLS TRACK							
05 2900 000 002 0 256					MS GIRLS TRACK							
05/05/2025	CD	5/5/25	5	16204	MS GIRLS TRACK	NORTH PLATTE HIGH SCHOOL	50.00	0.00	0.00	0.00		

Activity Fund Balance Report - Detail - Include Encumbrances

05/2025 - 05/2025

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							
05/05/2025	CD	5/5/2025	5	16204	MS GIRLS TRACK	NORTH PLATTE HIGH SCHOOL	62.50	0.00	0.00	0.00		
05/05/2025	CD	5/9/25	5	16191	MS track	Barr Middle School	25.00	0.00	0.00	0.00		
05/09/2025	CD	20250509	5	72128	MS GIRLS TRACK	Visa	159.90	0.00	0.00	0.00		
05/19/2025	CD	ACT04764 INV334084	5	16243	Parts for Pole Vault Pits and Standards	M-F ATHLETIC COMPANY, INC.	68.26	0.00	0.00	0.00		
<b>05 704 2256</b>					<b>MS GIRLS TRACK</b>	<b>*Current Activity</b>					<b>(365.66)</b>	
						<b>*Ending Balance:</b>	365.66	0.00	0.00	0.00	<b>(974.89)</b>	
<b>05 704 2257</b>					<b>MS ATHLETICS/RESALE</b>	<b>*Previous Balance</b>					<b>135.56</b>	
						<b>*Ending Balance:</b>	0.00	0.00	0.00	0.00	<b>135.56</b>	
<b>05 704 2258</b>					<b>MS BOOSTER DONATION</b>	<b>*Previous Balance</b>					<b>365.61</b>	
						<b>*Ending Balance:</b>	0.00	0.00	0.00	0.00	<b>365.61</b>	
<b>05 704 2260</b>					<b>MS Officials</b>	<b>*Previous Balance</b>					<b>(9,540.00)</b>	
						<b>*Ending Balance:</b>	0.00	0.00	0.00	0.00	<b>(9,540.00)</b>	
<b>05 704 3300</b>					<b>BRYAN Bobcat</b>	<b>*Previous Balance</b>					<b>5,271.43</b>	
05 704 3300					BRYAN Bobcat							
05 1710 3300					BRYAN Bobcat							
05/07/2025	CR	0001883			Bryan Bobcat End of Year Celebration	Bryan Elementary School	0.00	56.80	0.00	0.00		
05/13/2025	CR	0001884			Bryan Bobcat End of Year Celebration	Bryan Elementary School	0.00	100.00	0.00	0.00		
05/20/2025	CR	0001885			Bryan Bobcat End of Year Celebration	Bryan Elementary School	0.00	420.30	0.00	0.00		
05 2900 000 003 0 300					BRYAN BOBCAT							
05/19/2025	CD	ACT04742 INV-4191	5	16244	track meet ribbons	MISKO SPORTS, INC.	134.17	0.00	0.00	0.00		
<b>05 704 3300</b>					<b>BRYAN Bobcat</b>	<b>*Current Activity</b>					<b>442.93</b>	
						<b>*Ending Balance:</b>	134.17	577.10	0.00	0.00	<b>5,714.36</b>	
<b>05 704 3301</b>					<b>S. C. HEALTH PARTNERS</b>	<b>*Previous Balance</b>					<b>339.29</b>	
						<b>*Ending Balance:</b>	0.00	0.00	0.00	0.00	<b>339.29</b>	
<b>05 704 3302</b>					<b>BRYAN LIBRARY</b>	<b>*Previous Balance</b>					<b>221.91</b>	
						<b>*Ending Balance:</b>	0.00	0.00	0.00	0.00	<b>221.91</b>	
<b>05 704 3303</b>					<b>BRYAN POP</b>	<b>*Previous Balance</b>					<b>1,138.37</b>	
						<b>*Ending Balance:</b>	0.00	0.00	0.00	0.00	<b>1,138.37</b>	
<b>05 704 3304</b>					<b>BRYAN Popcorn</b>	<b>*Previous Balance</b>					<b>530.63</b>	
05 2900 000 003 0 304					BRYAN Popcorn							
11/26/2024	PO	ACT04637			popcorn supplies	LEXINGTON PUBLIC SCHOOLS-GENERAL FUND	0.00	0.00	0.00	95.18		
<b>05 704 3304</b>					<b>BRYAN Popcorn</b>	<b>*Previous Balance</b>					<b>(95.18)</b>	
						<b>*Ending Balance:</b>	0.00	0.00	0.00	95.18	<b>435.45</b>	
<b>05 704 3305</b>					<b>BRYAN PE</b>	<b>*Previous Balance</b>					<b>175.33</b>	
						<b>*Ending Balance:</b>	0.00	0.00	0.00	0.00	<b>175.33</b>	

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 3307			BRYAN Music			*Previous Balance					18.86	
						*Ending Balance:	0.00	0.00	0.00	0.00	18.86	
05 704 3308			WALK FOR LIFE			*Previous Balance					1,404.90	
						*Ending Balance:	0.00	0.00	0.00	0.00	1,404.90	
05 704 3309			CORPORATE			*Previous Balance					6,251.81	
						*Ending Balance:	0.00	0.00	0.00	0.00	6,251.81	
05 704 4401			MORTON Memorial (Sue Barnes)			*Previous Balance					781.10	
						*Ending Balance:	0.00	0.00	0.00	0.00	781.10	
05 704 4402			MORTON ACTIVITY			*Previous Balance					583.59	
05 704 4402			MORTON ACTIVITY									
05 2900 000 004 0 402			MORTON ACTIVITY									
05/01/2025	PO	ACT04794			hamburgers	LEXINGTON PUBLIC SCHOOLS-GENERAL FUND	0.00	0.00	0.00	67.80		
05/19/2025	CD	20250519	5	16234	MORTON ACTIVITY	Capital One	189.91	0.00	0.00	0.00		
05/19/2025	CD	ACT04742 INV-4191	5	16244	track meet ribbons	MISKO SPORTS, INC.	134.16	0.00	0.00	0.00		
05 704 4402			MORTON ACTIVITY			*Current Activity					(391.87)	
						*Ending Balance:	324.07	0.00	0.00	67.80	0.00	191.72
05 704 4403			MORTON PE			*Previous Balance					9.71	
						*Ending Balance:	0.00	0.00	0.00	0.00	9.71	
05 704 4404			MORTON LIBRARY			*Previous Balance					257.30	
						*Ending Balance:	0.00	0.00	0.00	0.00	257.30	
05 704 4405			MORTON POP			*Previous Balance					105.84	
						*Ending Balance:	0.00	0.00	0.00	0.00	105.84	
05 704 4406			Flower Garden			*Previous Balance					1,672.45	
05 704 4406			Flower Garden									
05 1710 4406			Flower Garden									
05/08/2025	CR				Morton Flower Garden	Morton Elementary School	0.00	36.10	0.00	0.00		
05 2900 000 004 0 406			Flower Garden									
05/20/2025	GJ				Payment for Plants to HS FFA		84.00	0.00	0.00	0.00		
05 704 4406			Flower Garden			*Current Activity					(47.90)	
						*Ending Balance:	84.00	36.10	0.00	0.00	0.00	1,624.55
05 704 4407			Morton Popcorn			*Previous Balance					2,912.65	
05 704 4407			Morton Popcorn									
05 2900 000 004 0 407			Morton Popcorn									
10/21/2024	PO	ACT04604			oil	Mac's Creek	0.00	0.00	0.00	129.84		
05/05/2025	CD	ACT04657 1476	5	16201	movie	Majestic Theatre	1,096.00	0.00	0.00	0.00		
05/09/2025	CD	ACT04780 4/22/25	5	16220	popcorn	LEXINGTON PUBLIC SCHOOLS-GENERAL FUND	52.32	0.00	0.00	0.00		
05 704 4407			Morton Popcorn			*Current Activity					(1,278.16)	

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							
						<b>*Ending Balance:</b>	1,148.32	0.00	0.00	129.84	0.00	1,634.49
<b>05 704 4411</b>					<b>MORTON Recycling</b>	<b>*Previous Balance</b>						441.54
						<b>*Ending Balance:</b>	0.00	0.00	0.00	0.00	0.00	441.54
<b>05 704 4413</b>					<b>MORTON Pencils</b>	<b>*Previous Balance</b>						207.87
						<b>*Ending Balance:</b>	0.00	0.00	0.00	0.00	0.00	207.87
<b>05 704 5500</b>					<b>PERSHING LIBRARY</b>	<b>*Previous Balance</b>						1,405.10
						<b>*Ending Balance:</b>	0.00	0.00	0.00	0.00	0.00	1,405.10
<b>05 704 5501</b>					<b>PERSHING Music</b>	<b>*Previous Balance</b>						324.93
						<b>*Ending Balance:</b>	0.00	0.00	0.00	0.00	0.00	324.93
<b>05 704 5502</b>					<b>PERSHING ACTIVITY</b>	<b>*Previous Balance</b>						10,523.74
05 704 5502					PERSHING ACTIVITY							
05 1710 5502					PERSHING ACTIVITY							
05/22/2025	CR	0003714			Pershing Activity - Stuhr Museum/T-shirt	Pershing Elementary School	0.00	4,797.50	0.00	0.00		
05 2900 000 005 0 502					PERSHING ACTIVITY							
05/05/2025	CD	ACT04787 20250505	5	16192	track shirts	Change Clothing	2,658.96	0.00	0.00	0.00		
<b>05 704 5502</b>					<b>PERSHING ACTIVITY</b>	<b>*Current Activity</b>						2,138.54
						<b>*Ending Balance:</b>	2,658.96	4,797.50	0.00	0.00	0.00	12,662.28
<b>05 704 5504</b>					<b>STUDENT LEADERSHIP</b>	<b>*Previous Balance</b>						19.30
						<b>*Ending Balance:</b>	0.00	0.00	0.00	0.00	0.00	19.30
<b>05 704 5507</b>					<b>PERSHING KITCHEN</b>	<b>*Previous Balance</b>						111.03
						<b>*Ending Balance:</b>	0.00	0.00	0.00	0.00	0.00	111.03
05 704 5509					PERSHING PE							
05 2900 000 005 0 509					PERSHING PE							
05/19/2025	CD	ACT04742 INV-4191	5	16244	track meet ribbons	MISKO SPORTS, INC.	134.16	0.00	0.00	0.00		
<b>05 704 5509</b>					<b>PERSHING PE</b>	<b>*Current Activity</b>						(134.16)
						<b>*Ending Balance:</b>	134.16	0.00	0.00	0.00	0.00	(134.16)
<b>05 704 5510</b>					<b>PERSHING PLAYGROUND</b>	<b>*Previous Balance</b>						500.00
						<b>*Ending Balance:</b>	0.00	0.00	0.00	0.00	0.00	500.00
<b>05 704 5511</b>					<b>PERSHING REFRESHMENTS</b>	<b>*Previous Balance</b>						1,579.15
05 704 5511					PERSHING REFRESHMENTS							
05 1710 5511					PERSHING REFRESHMENTS							
05/09/2025	CR				Pershing Refreshments	CHESTERMAN COCA COLA	0.00	13.50	0.00	0.00		
<b>05 704 5511</b>					<b>PERSHING REFRESHMENTS</b>	<b>*Current Activity</b>						13.50
						<b>*Ending Balance:</b>	0.00	13.50	0.00	0.00	0.00	1,592.65
<b>05 704 6600</b>					<b>SANDOZ ACTIVITY &amp; POP</b>	<b>*Previous Balance</b>						3,964.62
05 704 6600					SANDOZ ACTIVITY & POP							

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 1710 6600			SANDOZ ACTIVITY & POP									
05/15/2025	CR	0005659			Sandoz Activity - \$\$ collected 3rd gr co	Sandoz	0.00	1,106.17	0.00	0.00		
05/15/2025	CR	0005660			Sandoz Activity - Box Tops	Sandoz	0.00	6.80	0.00	0.00		
05/15/2025	CR	0005661			Sandoz Activity - \$\$ from selling popcorn	Sandoz	0.00	134.00	0.00	0.00		
05/15/2025	CR	0005662			Sandoz Activity - \$\$ 2nd gr. students	Sandoz	0.00	57.00	0.00	0.00		
05 2900 000 006 0 600			SANDOZ ACTIVITY & POP									
05/05/2025	CD	20250505-0001	5	16192	Sandoz zoo shirts	Change Clothing	1,673.75	0.00	0.00	0.00		
05/19/2025	CD	ACT04804 20250519-0001	5	16235	zoo shirts	Change Clothing	99.40	0.00	0.00	0.00		
05/19/2025	CD	ACT04753 142349	5	16240	STARS field trip	Kearney Children's Museum	45.00	0.00	0.00	0.00		
05/19/2025	CD	ACT04742 INV- 4191	5	16244	track meet ribbons	MISKO SPORTS, INC.	134.16	0.00	0.00	0.00		
<b>05 704 6600</b>			<b>SANDOZ ACTIVITY &amp; POP</b>				<b>*Current Activity</b>					<b>(648.34)</b>
						<b>*Ending Balance:</b>	<b>1,952.31</b>	<b>1,303.97</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>3,316.28</b>
<b>05 704 6601</b>			<b>SANDOZ LIBRARY</b>				<b>*Previous Balance</b>					<b>350.18</b>
						<b>*Ending Balance:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>350.18</b>
<b>05 704 6610</b>			<b>SANDOZ HONOR CHOIR</b>				<b>*Previous Balance</b>					<b>0.00</b>
						<b>*Ending Balance:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>05 704 6612</b>			<b>SANDOZ FIELDTRIPS</b>				<b>*Previous Balance</b>					<b>0.00</b>
						<b>*Ending Balance:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>05 704 9902</b>			<b>INTEREST</b>				<b>*Previous Balance</b>					<b>1,758.51</b>
05 704 9902			INTEREST									
05 1710 9902			INTEREST									
05/30/2025	CR				Interest Annual Yield 0.75%	PINNACLE BANK	0.00	38.34	0.00	0.00		
<b>05 704 9902</b>			<b>INTEREST</b>				<b>*Current Activity</b>					<b>38.34</b>
						<b>*Ending Balance:</b>	<b>0.00</b>	<b>38.34</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,796.85</b>
<b>05 704 9903</b>			<b>Elementary Summer School</b>				<b>*Previous Balance</b>					<b>8,388.41</b>
05 704 9903			Elementary Summer School									
05 2900 000 099 0 903			Elementary Summer School									
05/05/2025	CD	ACT04763 1477	5	16201	movie & popcorn	Majestic Theatre	122.00	0.00	0.00	0.00		
05/19/2025	CD	ACT04781 265917	5	16232	field trip	Big Apple Fun Center	511.10	0.00	0.00	0.00		
05/29/2025	PO	ACT04816			PIZZA	LITTLE CAESARS	0.00	0.00	0.00	70.00		
<b>05 704 9903</b>			<b>Elementary Summer School</b>				<b>*Previous Balance</b>					<b>(703.10)</b>
						<b>*Ending Balance:</b>	<b>633.10</b>	<b>0.00</b>	<b>0.00</b>	<b>70.00</b>	<b>0.00</b>	<b>7,685.31</b>
<b>05 704 9906</b>			<b>Central Office Coke Machine</b>				<b>*Previous Balance</b>					<b>1,498.70</b>
05 704 9906			Central Office Coke Machine									
05 1710 9906			Central Office Coke Machine									
05/09/2025	CR				Central Office Coca-Cola	CHESTERMAN COCA COLA	0.00	1.70	0.00	0.00		
<b>05 704 9906</b>			<b>Central Office Coke Machine</b>				<b>*Current Activity</b>					<b>1.70</b>

Activity Fund Balance Report - Detail - Include Encumbrances

05/2025 - 05/2025

Chart of Account Number      Chart of Account Description

Entry Date   JR   Reference #   Check Acct   Check #   Description

						<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>
						*Ending Balance:	0.00	1.70	0.00	0.00	0.00	1,500.40
05 704 9908						Autism Awareness						368.88
						*Previous Balance:						368.88
						*Ending Balance:	0.00	0.00	0.00	0.00	0.00	368.88
05 704 9909						Staff Resale						28.00
						*Previous Balance:						28.00
						*Ending Balance:	0.00	0.00	0.00	0.00	0.00	28.00
Fund Total: 05							82,380.02	54,434.35	0.00	54,989.21	0.00	714,800.15

Lexington Public Schools  
General Fund Summary Report

General Fund	General Fund Expenditures	24/25 Budget	Expended During Month	Spent YTD 24/25	Spent YTD 23/24	Percent of previous year	Balance remaining	Percent Remaining	YTD Percent (Over)/Under Budget
1100	Regular Instruction	\$18,806,514	\$1,819,908	\$15,513,946	\$14,961,517	103.69%	\$3,292,568	17.51%	-7.49%
1200	Special Education Programs	\$5,349,765	\$461,602	\$4,415,063	\$4,170,693	105.86%	\$934,702	17.47%	-7.53%
2230	Instruction-Related Technology	\$1,529,194	\$99,951	\$930,517	\$864,220	107.67%	\$598,677	39.15%	14.15%
1300	Summer School	\$675,978	\$13,414	\$14,581	\$16,915	86.21%	\$661,397	97.84%	72.84%
1101	Activities	\$1,062,285	\$117,418	\$1,004,450	\$933,178	107.64%	\$57,835	5.44%	-19.56%
2120	Attendance & Guidance Services	\$1,255,577	\$95,638	\$817,227	\$828,768	98.61%	\$438,350	34.91%	9.91%
2130	Health Services	\$455,295	\$37,996	\$352,248	\$341,066	103.28%	\$103,047	22.63%	-2.37%
2200	Staff Support	\$1,268,847	\$101,900	\$931,653	\$777,823	119.78%	\$337,194	26.57%	1.57%
2300	General Administration	\$450,131	\$39,145	\$353,472	\$342,119	103.32%	\$96,659	21.47%	-3.53%
2400	Office of the Principal	\$1,602,766	\$141,716	\$1,324,096	\$1,288,473	102.76%	\$278,670	17.39%	-7.61%
2500	Fiscal & Personnel Services	\$730,920	\$70,446	\$526,600	\$502,148	104.87%	\$204,320	27.95%	2.95%
2600	Buildings, Grounds & Equipment	\$4,272,854	\$276,546	\$3,109,602	\$2,906,414	106.99%	\$1,163,252	27.22%	2.22%
2700	Pupil Transportation	\$736,949	\$95,032	\$664,949	\$690,974	96.23%	\$72,000	9.77%	-15.23%
3000	State & Other Categorical Programs	\$396,568	\$33,782	\$249,413	\$243,066	102.61%	\$147,155	37.11%	12.11%
6000	Federal Programs	\$4,572,096	\$286,450	\$2,915,591	\$3,027,155	96.31%	\$1,656,505	36.23%	11.23%
8000	Transfers to Other Funds	\$1,250,000	\$0	\$0	\$0	N/A	\$1,250,000	100.00%	75.00%
9000	Miscellaneous	\$0	\$525	(\$2,301)	\$3,214	-71.59%	\$2,301	N/A	N/A
	<b>Total Expenditures</b>	<b>\$44,415,739</b>	<b>\$3,691,469</b>	<b>\$33,121,108</b>	<b>\$31,897,743</b>	<b>103.84%</b>	<b>\$11,294,631</b>	<b>25.43%</b>	<b>0.43%</b>

\$1,223,365

General Fund	General Fund Revenues	24/25 Budget	Revenue During Month	Received YTD 24/25	Received YTD 23/24	Percent of previous year	Balance remaining	Percent Remaining	YTD Percent (Over)/Under Budget
1000	Local Receipts	\$11,853,519	\$2,449,716	\$6,338,105	\$7,652,539	82.82%	\$5,515,414	46.53%	21.53%
2000	County and ESU Receipts	\$296,780	\$24,844	\$227,642	\$101,298	224.72%	\$69,138	23.30%	-1.70%
3000	State Receipts	\$25,308,650	\$4,665,149	\$30,930,279	\$25,715,051	120.28%	-\$5,621,629	-22.21%	-47.21%
	<b>Subtotal State &amp; Local Receipts</b>	<b>\$37,458,949</b>	<b>\$7,139,710</b>	<b>\$37,496,026</b>	<b>\$33,468,888</b>	<b>112.03%</b>	<b>-\$37,077</b>	<b>-0.10%</b>	<b>-25.10%</b>
4000	Federal Receipts	\$6,945,509	\$0	\$6,901,268	\$5,011,232	137.72%	\$44,241	0.64%	-24.36%
5000-9000	Non-Revenue Receipts	\$11,281	\$699	\$11,829	\$4,182	282.85%	-\$548	-4.86%	
	<b>Total Revenue</b>	<b>\$44,415,739</b>	<b>\$7,140,409</b>	<b>\$44,409,123</b>	<b>\$38,484,302</b>	<b>115.40%</b>	<b>\$6,616</b>	<b>0.01%</b>	<b>-24.99%</b>

**NET Revenues/Expenditures**

**\$0      \$3,448,940      \$11,288,015      \$6,586,559**

**25.41%**

**Cash Flow Report**  
Regular; Processing Month 5/2025

<b>Fund</b>	<b>Cash Flow Beginning Cash</b>	<b>Cash Flow Revenues</b>	<b>Cash Flow Expenses</b>	<b>Cash Flow Ending Cash</b>
GENERAL FUND	13,118,710.88	7,140,409.20	(3,691,469.15)	16,567,650.93
DEPRECIATION	2,613,448.47	0.00	(170,125.18)	2,443,323.29
EMPLOYEE BENEFIT	89,552.44	0.00	0.00	89,552.44
ACTIVITY FUND	797,735.03	54,434.35	(82,380.02)	769,789.36
SCHOOL LUNCH	900,877.34	273,398.66	(268,320.32)	907,083.92
SPECIAL BUILDING	1,213,309.30	243,270.07	(100.00)	1,456,479.37
COOPERATIVE FUND	618,085.43	11,122.00	(7,522.91)	621,684.52
GENERAL FUND-Restricted	6,087,409.00	0.00	0.00	6,087,409.00
<b>Grand Total:</b>	<b>25,439,127.89</b>	<b>7,722,634.28</b>	<b>(4,219,917.58)</b>	<b>28,942,972.83</b>

**General Fund Cash Balances**

<b>Month-Year</b>	<b>Receipts</b>	<b>Expenditures</b>	<b>Cash Balance</b>	<b>Cash Balance/Avg. Monthly Expenditure</b>
September-24	\$2,606,463.82	(\$3,783,003.43)	\$7,215,632.28	1.9
October-24	\$3,534,451.23	(\$3,740,335.81)	\$9,984,620.52	2.7
November-24	\$335,682.02	(\$3,599,991.17)	\$6,720,311.37	1.8
December-24	\$11,179,529.55	(\$3,713,458.83)	\$14,186,382.09	3.8
January-25	\$5,552,558.23	(\$3,706,305.65)	\$16,032,634.67	4.3
February-25	\$2,206,429.44	(\$3,521,210.30)	\$14,717,853.81	4.0
March-25	\$8,025,342.69	(\$3,413,981.84)	\$19,329,214.66	5.4
April-25	\$3,828,256.89	(\$3,951,351.67)	\$19,206,119.88	5.2
May-25	\$7,140,409.20	(\$3,691,469.15)	\$22,655,059.93	6.2
June-25				
July-25				
August-25				
<b>Monthly Average:</b>	<b>\$4,934,347.01</b>	<b>(\$3,680,123.09)</b>	<b>\$14,449,758.80</b>	<b>3.9</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 **Maria Garcia-Patiño**, 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 11, 2025, and conclude on or about May 22, 2026. 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, 2025, 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.

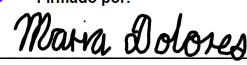
**TENTH:** Teacher shall report to the District within 24 hours any arrest, criminal charge, or criminal conviction of Teacher. Teacher shall report to the District within 24 hours any filing against the Teacher under section 43-247 of the Nebraska statutes or any other provision of the Nebraska Juvenile 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 5, 2025, shall constitute a rejection of this offer of employment.

**THIRTEENTH:** Other Contract Terms:

Executed 6/2/2025.

Firmado por:  
  
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 **Macey Johnson**, 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 11, 2025, and conclude on or about May 22, 2026. 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, 2025, 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.

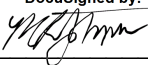
**TENTH:** Teacher shall report to the District within 24 hours any arrest, criminal charge, or criminal conviction of Teacher. Teacher shall report to the District within 24 hours any filing against the Teacher under section 43-247 of the Nebraska statutes or any other provision of the Nebraska Juvenile 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 5, 2025, shall constitute a rejection of this offer of employment.

**THIRTEENTH:** Other Contract Terms:

Executed 6/2/2025

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 **Brandy Popken**, 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 11, 2025, and conclude on or about May 22, 2026. 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, 2025, 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 5, 2025, shall constitute a rejection of this offer of employment.

**THIRTEENTH:** Other Contract Terms:

Executed 6/2/2025.

Signed by:  
Brandy Popken  
Teacher ID: FE59E42A2ACC426...

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 **Vittorio Samson**, 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 11, 2025, and conclude on or about May 22, 2026. Teacher accepts such employment at a salary based upon placement on step 5 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, 2025, 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 5, 2025, shall constitute a rejection of this offer of employment.

**THIRTEENTH:** Other Contract Terms:

Executed 6/2/2025.

Signed by:  
Vittorio Samson  
Teacher

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

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

Attest:

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

## **1002 Creation, Amendment and Distribution of Policies**

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

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

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

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

### **~~Annual Review~~**

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

~~Parental Involvement Policy~~

~~Title I Parental Involvement Policy~~

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

~~Student Fees Policy~~

~~Bullying~~

~~Multicultural Education~~

~~Student Assessment~~

~~Teacher Evaluation~~

~~Student Academic Performance~~

~~Safety and Security Committee~~

~~Attendance and Excessive Absenteeism~~

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

Adopted on: November 12, 2012

Revised on: October 9, 2017

Revised on: June 9, 2025

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

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

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

## **2006 Complaint Procedure**

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

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

Under this policy, factual conclusions will be based on a preponderance of the evidence.

~~A preponderance of the evidence will be required to discipline a party accused of misconduct. This means that the investigator must conclude that it is more likely than not that misconduct occurred.~~

### **Complaint and Appeal Process.**

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

- a) Complaints about the operation, decisions, or personnel within a building should be submitted to the principal of the building.
- b) Complaints about the 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 technology matters should be submitted to the Technology Director.
- d) Complaints about the operation, decisions, or personnel relating to district business or financial matters should be submitted to the Finance Director.
- e) Complaints about the operation, decisions, or personnel relating to special education, migrant/EL programs, curriculum/instruction, extended learning, or other student services should be submitted to the appropriate coordinator.
- f) Complaints about coordinators should be submitted to the Student Programs 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 Facilities 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, a building principal, or director should be submitted in writing to the Superintendent.
- j) Complaints about the Superintendent 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, sex, marital status, disability, or age may also be submitted at any time during

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

3. When a complainant submits a complaint to an administrator, director, or coordinator; the administrator, director, or coordinator shall first determine whether another applicable procedure is required by policy or law and if so, direct the complaint to the appropriate person to follow that procedure. If not, the administrator, director, or coordinator will promptly and thoroughly investigate the complaint, and shall:
  - a) Determine whether the complainant has discussed the matter with the respondent.
    - 1) If the complainant has not, urge the complainant to discuss the matter directly with the respondent, if appropriate.
    - 2) If the complainant refuses to discuss the matter with the respondent, the administrator, director, or coordinator shall, in his or her sole discretion, determine whether the complaint should or must be pursued further.
  - b) Strongly encourage the complainant to reduce his or her concerns to writing.
  - c) Interview the complainant and, if necessary, the respondent against whom the complaint is filed, to determine:
    - 1) All relevant details of the complaint;
    - 2) All witnesses and documents which the complainant believes support the complaint;
    - 3) The action or solution which the complainant seeks.
  - d) Respond to the complainant. If the complaint involves discrimination or harassment, the response shall be in writing and shall be submitted within 180 calendar days

after the administrator, director, or coordinator receives the complaint.

4. If either the complainant or the respondent is not satisfied with the —decision he or she may appeal the decision to the Superintendent. The Superintendent may assign a qualified designee to hear any appeal. ~~This provision applies to appeals under the board's policies governing complaints of discrimination or harassment, including Title IX and any other policy with a separate grievance or complaint procedure, unless that other procedure includes its own appeal process. All requirements for appeals within any other policy apply, and in addition to those requirements, the following also apply.~~
  - a) The appeal must be in writing.
  - b) This appeal must be received by the Superintendent no later than three (3) calendar days from the date of the decision.
  - c) For complaints addressed through other applicable procedures that do not include a separate investigatory process, the Superintendent will investigate as he or she deems appropriate.
  - d) The Superintendent will prepare a written decision and provide it to the complainant and any other person entitled by law to receive the appeal decision. For complaints involving discrimination or harassment, the Superintendent shall submit the decision within 180 calendar days after the Superintendent received complainant's written appeal. Appeals to the Superintendent from complaints involving discrimination or harassment are final once the Superintendent delivers the written decision, as are all other appeals/complaints to the superintendent unless the complaint can be appealed on the limited grounds to appeal to the board below.
5. The Board of Education's (Board) role is to set policy, establish and implement a budget, and evaluate the superintendent. The Board does not manage the daily operations of the school district entrusted to its administration unless required by law or policy. Because of the Board's statutory roles, it does not hear complaints or appeals that may involve oversight or discipline of students, staff, or others, unless those involve the Superintendent as

discussed below. The Board does not hear complaints or appeals based on allegations of discrimination or harassment unless otherwise required by law. The Board will hear appeals only in the following circumstances:

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

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

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

6. Formal complaints about the Superintendent shall be filed with the President of the Board. However, complaints about the Superintendent do not include disagreement with the Superintendent's decision on appeal based on a complaint of discrimination, harassment, or action of any other employee who is not the Superintendent. Upon receipt of a complaint, the President of the Board or his or her designee shall promptly and thoroughly investigate the complaint, and shall:
  - a) Coordinate with school district staff, other than the Superintendent, to determine if another procedure in policy or law requires the complaint against the Superintendent to follow another procedure. If so, the President of the Board will coordinate handling the complaint through that procedure. If another procedure applies, such as in the case of allegations of sex discrimination against the Superintendent, the President of the Board or, at his or her discretion, the full Board will serve only to hear any appeal by a party to the complaint.
  - b) Determine whether the complainant has discussed the matter with the Superintendent.
    - 1) If the complainant has not, the President of the Board or designee will urge or require the complainant to discuss the matter directly with the Superintendent, if appropriate or required.
    - 2) If the complainant refuses to discuss the matter with the Superintendent, the President of the Board shall, in his or her sole discretion, determine whether the complaint should or must be pursued further.
  - c) Determine, in his or her sole discretion, whether to place the matter on the Board agenda for consideration at a regular or special meeting by the full Board.
  - d) Respond to the complainant or appeal. If the complaint or appeal involves discrimination or harassment, the response shall be in writing and shall be submitted within 180 calendar days after the President received the complaint.

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

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

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

Complaints about the educational services provided a student with a disability, including but not limited to services provided to a student with an IEP, access to curricular and extracurricular activities, and educational placement must be submitted to the school district's Student Programs Director. The Student Programs 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 504 Coordinator. The 504 Coordinator will address the complaint in a manner that he/she deems appropriate and will provide the complainant with a copy of the Notice of Section 504 Parental Rights adopted by the board of education.

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

**Bad Faith or Serial Filings.** The purpose of the complaint procedure is to resolve complaints at the lowest level possible within the chain of

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

Adopted on: October 8, 2012

Revised on: June 8, 2015

Revised on: June 11, 2018

Revised on: July 8, 2019

Revised on: June 10, 2024

Revised on: June 9, 2025

## **3003**

### **Bidding for Construction, Remodeling, Repair, or Site Improvement**

#### **I. Applicability of this policy.**

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

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

#### **II. Projects with an Estimated Cost of Less than \$109,000**

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

#### **III. Formal Bidding for Major Purchases and Construction**

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

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

- B. In projects that involve professional engineering or architecture, the board will have a registered professional engineer or architect prepare the plans, specifications, and estimates when the anticipated cost of the project exceeds ~~\$144,000-\$118,000.~~\$118,000.

C. Advertising for Bids

1. The superintendent or designee will arrange to advertise for bids under this section by publishing notice in any newspaper of general circulation within the school district at least 7 calendar days prior to the date on which bids are due.
2. Nothing in this policy shall prevent the superintendent or designee from advertising in additional media outlets or for a longer period of time.

D. Bid Documents

1. The bid documents shall identify the day upon which the bids shall be returned, received or opened and shall identify the hour at which the bids will close or be received or opened.
2. The invitation for bids will be sufficiently certain and specific, will include any specifications and pertinent attachments, and will define the items or services in order to allow the bidder to properly respond.
3. The bid documents shall also provide that such bids shall be opened simultaneously in the presence of the bidders or their representatives.
4. Bids received after the date and time specified in the bid documents shall be returned to the bidder unopened.
5. If bids are being opened on more than one contract, the board, in its discretion, may award each contract as the bids are opened.
6. Sealed bids will be opened in a place and at the specific time

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

7. The board shall have discretion in determining which bidders are responsible and responsive and shall award the contract to the lowest, responsible, and responsive bidder whose bid meets the bid specifications.
- E. Any or all bids may be rejected if there is a sound documented reason
- F. The terms of any construction project undertaken pursuant to this policy will be memorialized in a written contract which has been reviewed by the district's legal counsel and approved by the board.

Adopted on: December 10, 2012

Revised on: July 13, 2015

Reviewed on: June 12, 2017

Revised on: June 12, 2021

Revised on: June 9, 2025

## **3004.1 Fiscal Management for Purchasing and Procurement Using Federal Funds**

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

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

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

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

### **II. Procurement System**

The District maintains the following purchasing procedures.

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

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

## **B. Methods of Purchasing**

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

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

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

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

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

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

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

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

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

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

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

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

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

5. **Competitive Proposals.**

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

- 1) Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals must be considered;
  - 2) Proposals must be solicited from an adequate number of qualified sources; and
  - 3) Contracts must be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered.
- b) The District may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used to procure A/E professional services. The method may not be used to purchase other services provided by A/E firms are a potential source to perform the proposed effort.
- c) The District may select a proposal that offers the best value and that is based upon the proposer's responsiveness to the proposal, experience, reputation, staff qualifications, ability and capacity to carry on the work, price, honesty, integrity, skills, business judgment, financial stability, past performance, and other relevant factors. The evaluation may be conducted by the school board, a designated committee, or another designee of the school board.

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

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

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

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

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

### **E. Debarment and Suspension**

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

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

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

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

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

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

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

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

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

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

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

### **D. Enforcement**

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

## **IV. Property Management Systems**

### **A. Property Classifications**

1. Equipment means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost that equals or exceeds the lesser of the capitalization level established by the District for financial statement purposes, or \$10,000.
2. Supplies means all tangible personal property other than those described in §200.33 Equipment. A computing device is a supply if the acquisition cost is less than the lesser of the

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

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

## **B. Inventory Procedure**

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

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

## **C. Inventory Records**

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

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

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

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

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

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

#### **E. Maintenance**

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

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

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

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

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

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

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

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

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

### **I. Equipment Retention**

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

### **J. Equipment and Capital Expenditures**

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

### **K. Depreciation**

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

### **L. Reporting and Recording Federal Property Interest**

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

### **V. Financial Management**

## **A. Identification**

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

## **B. Financial Reporting**

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

## **C. Accounting Records**

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

## **D. Internal Controls**

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

## **E. Budget Control**

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

## **F. Payment Methods**

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

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

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

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

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

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

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

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

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

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

### **I. Cost Sharing or Matching**

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

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

### **J. Documentation of Personnel Expenses**

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

## **VI. Written Compensation Policies**

### **A. Time and Effort Standards**

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

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

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

#### **B. Time and Effort Procedures**

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

#### **C. Fringe Benefits**

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

#### **D. Leave**

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

#### **E. Unexpected or Extraordinary Circumstances**

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

## **F. Documentation for Personnel Expenses**

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

## **VII. Other Contract Matters.**

### **A. Required Terms**

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

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

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

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

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

### **C. Record Keeping**

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

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

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

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

## 2. Maintenance of Procurement Records

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

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

#### **D. Privacy**

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

Adopted on: June 12, 2017

Revised on: July 8, 2019

Revised on: October 12, 2020

Revised on: June 12, 2021

Revised on: June 13, 2022

Revised on: June 12, 2023

Revised on: June 10, 2024

Revised on: December 9, 2024

Revised on: June 9, 2025

## **3023 Record Management and Retention**

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

### **Special Rules Related to Electronic Forms of Communication.**

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

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

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

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

information will be maintained by the school district pursuant to its policy on student records.

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

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

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

Adopted on: February 11, 2013

Revised on: November 13, 2017

Revised on: July 9, 2018

Revised on: Junely 9, 2025

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

## **3026 Handbooks**

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

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

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

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

Adopted on: May 13, 2013

Revised on: June 9, 2025

## **3036 Purchasing (Credit) Card Program**

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

**Authorized Purchases.** Authorized users have standing authority to use the purchasing card to charge actual, necessary, and reasonable travel expenses. Otherwise, the purchasing card may only be used to purchase goods and services approved by the board or the superintendent or designee.

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

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

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

**Suspension or Termination of Privileges.** The board or the superintendent (or his or her designee) (1) ***shall*** temporarily or permanently suspend the

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

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

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

Adopted on: June 12, 2023

Revised on: June 9, 2025

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

## 3043 Design-Build Contracts

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

~~J.N.~~ **Request for Proposals (RFP)** means the documentation by which the District solicits ~~Pro~~**Superintendent** means the District's Superintendent of Schools, ~~or his or her designee.~~

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

~~II.~~ **Rules and Procedures for Selecting and Hiring a PCD for a Specific Project. Resolution to Select Design-Build.** The Board shall adopt a resolution by a two-thirds affirmative vote selecting the design-build

contract delivery system prior to proceeding with any of the steps described below.

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

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

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

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

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

a. ~~The shall~~ Superintendent will solicit statements of qualification from potential PCDs. Such solicitation shall include a general description of the project and shall indicate how interested individuals or firms can apply for consideration by the District. The Superintendent may, but is not required to, give public notice of such solicitation.

b. Based on the statements of qualifications and any other relevant information that the Superintendent receives, the Superintendent shall make a finding identifying the applicant most qualified to serve as the PCD for the project based on the applicant's capabilities to perform, adequacy of personnel, past record and performance, experience, and such other factors as may be determined by the Superintendent to be applicable to the District's particular requirements for the project.

c. Following such finding, the Superintendent shall recommend to the Board that it negotiate a contract with the applicant so identified.

**2. Project Cost in Excess of \$896,000.** For a project whose basic construction cost is estimated by the District to exceed \$896,000, the District will use the following procedures for identifying the most qualified PCD:

- a. ~~The District will~~ encourage ~~eligible persons~~individuals or ~~organizations~~firms who desire to provide professional services to the District as ~~its~~ PCD for the project to submit a statement of qualifications ~~and performance data to the District.~~ At least thirtyfive (15) days prior to selecting and hiring a PCDthe deadline to respond, the District ~~shall~~will publish notice in a newspaper of general circulation in the District that it is seeking a PCD for a design-build project. The notice shall include the following:
- i. A general description of the ~~Design-Build~~ project; ~~Directions regarding how~~
  - ii. How interested ~~persons or organizations~~firms can apply for consideration by the District; and
  - iii. The date by which ~~persons~~individuals or ~~organizations~~firms must submit their ~~applications~~statements of qualifications; and
  - iv. A statement that any ~~person~~individual or ~~organization~~firm applying for consideration by the District must obtain a copy of the District's Design-Build Contract Policy from the Superintendent.
- b. To apply to be the District's PCD, applicants must submit a current statement of qualifications ~~and performance data~~ to the District. The statement of qualifications must include evidence that the applicant is licensed or certified to practice architecture or engineering pursuant to the NEARA. Applicants must update any information provided to the District to reflect any changed conditions of the applicant.
- c. Applicants shall first be certified by the Superintendent as qualified to act as a PCD for the District. In order to certify an applicant, the Superintendent shall make a finding that a PCD is fully qualified to render the required service. Factors to be considered in making this finding shall include capabilities to perform, adequacy of personnel, past record and performance, and experience; and may also include consideration of recent, current, and projected workloads; ~~experience;~~ equipment and facilities; promptness, ~~and;~~ the quality of work previously done by applicant; suitability to the particular task; willingness to meet time and budget requirements; and such other qualities as are found necessary to consider in order to determine whether or not,

if awarded the contract, the applicant could perform it ~~strictly~~ in accordance with its terms ~~capabilities to perform~~.

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

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

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

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

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

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

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

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

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

#### **D. Effect of Unsuccessful Negotiations**

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

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

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

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

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

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

A

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

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

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

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

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

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

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

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

## **Procedures**

### **2. ~~Preparing Requests for the preparation and content of RFPs.~~**

~~III.V. Proposals (RFP).~~ The District, with the ~~help~~assistance of the PCD, ~~shall~~will prepare the RFP, which shall contain:

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

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

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

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

**Procedures for preparing**

**~~V.~~VII. Preparing and ~~submitting~~Submitting Proposals.**

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

**Procedures for evaluating**

**~~VI.~~VIII. Evaluating Proposals.**

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

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

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

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

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

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

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

~~D.F.~~<sup>e</sup>F.~~D.~~ The District shall then evaluate and rank each ~~proposal~~Proposal on the basis of best meeting the criteria in the ~~request for proposals~~RFP and taking into consideration the recommendation of the selection committee.

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

## **IX. Negotiating a Design-Build Contract**

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

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

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

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

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

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

### **Procedures for Filing and Acting on**

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

### **A. — Definitions.**

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

1. **Interested party** shall mean an actual or prospective ~~bidder~~Design-Builder whose direct economic interest would be affected by the award of a contract by the District to another party or by the failure of the District to award a contract to such actual or prospective ~~bidder~~Design-Builder.
  2. **Protest** shall mean a written objection by an interested party on any phase of the bidding procurement process, including specification, preparation, ~~bid solicitation~~performance criteria development, RFP, pre-qualification, ranking, contract negotiations, and ~~intent to~~ award.
- B. **Right to Protest.** An interested party may protest to the Superintendent. The protest shall be submitted in writing on company letterhead within five working days after ~~public notice of the bid event~~ giving rise to the protest. Protests based on alleged apparent improprieties in a solicitation or other request for ~~proposals~~Proposals must be filed before ~~bid~~Proposal opening or the ~~closing date~~deadline for receipt of proposals. In all other cases, the protest must be filed within five working days following the selection of the ~~design-builder~~Design-Builder. To expedite handling of protests, the envelope containing the protest should be clearly labeled "Protest". The written protest shall include as a minimum the following:
1. The name and address of the interested party;
  2. Appropriate identification of the relevant solicitation, and if a ~~bid~~Proposal has been opened, its number, and date of opening;
  3. A detailed statement of reasons for the protest;
  4. Supporting, exhibits, evidence, or documents to substantiate any claims unless not available within the filing time, in which case the expected availability date shall be indicated; and a list of all persons who have knowledge of facts relevant to the protest; and
  5. The action(s) the protestor desires the ~~school district~~District to take to resolve the protest.

The Superintendent will immediately decide upon receipt of the protest whether or not the award of a contract shall be delayed, or if the protest is timely received after the award, whether the performance of the contract should be suspended. The ~~school district~~District shall not proceed further with the solicitation or with the award of the contract and shall suspend performance under the contract, if awarded, unless the Superintendent makes a written determination that the protest is

clearly without merit or that award of the contract without delay is necessary to protect the substantial interests of the District.

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

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

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

XII. Adherence to Performance Criteria. Throughout the project, the PCD shall remain engaged on the project and shall be responsible for monitoring the Design-Builder's adherence to the Performance Criteria in the Design-Builder's performance of the D-B Contract. Upon PCD's observation that the Design-Builder's performance of the D-B Contract has or is reasonably likely to materially diverge from the Performance Criteria, the PCD shall promptly notify the District of such observation and the basis for the same.

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

Adopted on: June 12, 2017

Revised on: June 12, 2021

Revised on: June 9, 2025

## **3047 Data Breach Response**

### **I. Preparation**

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

#### **A. Data Governance**

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

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

#### **B. New Devices and Software**

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

### **II. Incident Response Plan**

#### **A. Assessment and Investigation**

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

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

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

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

**B. Notification of Effected Individuals**

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

**C. Notification of Law Enforcement and Outside Organizations**

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

[Adopted on: June 12, 2017](#)

Revised on: July 9, 2018

Revised on: June 9, 2025 Adopted on: \_\_\_\_\_

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

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

**3057**  
**Title IX Policy**

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

Adopted on: June 13, 2022  
Revised on: June 10, 2024  
Revised on: June 9, 2025

**4051**  
**Staff and District Social Media Use**

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

**I. Personal Versus School-Affiliated Social Media Use**

**A. Personal Social Media Use**

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

**B. School-Affiliated Social Media Use**

1. Any social media account which purports to be “the official” account of the school district (e.g., “[Bulldog 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 beare](#) required to provide their supervising administrator with the username and password to school-affiliated social media accounts.
3. Staff may be required to interact with specified individuals on school-affiliated social media accounts.
4. When staff use school-affiliated social media accounts to comment on school-related matters, they do not do so as private citizens and are therefore not entitled to First Amendment protections. [They are also not allowed to make any press releases or other official communications on behalf of the district without prior administrative approval. In other words, staff do not speak “for the district” directly or indirectly unless specifically authorized and directed to do so.](#)

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

### **A. General Use and Conditions**

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

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

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

## **B. Acceptable Use**

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

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

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

## **C. Unacceptable Use**

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

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

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

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

### **III. School-Affiliated Digital Content**

#### **A. General Use and Conditions for School-Affiliated Accounts**

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

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

#### **B. Moderation of Third Party Content**

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

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

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

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

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

Adopted on: February 10, 2013

Revised on: July 10, 2017

Revised on: June 9, 2025 ~~Adopted on:~~ \_\_\_\_\_

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

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

**4059**  
**Behavioral and Mental Health Training**

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

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

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

Adopted on: June 8, 2015

Revised on: October 10, 2016

Revised on: June 12, 2023

Revised on: June 9, 2025 Adopted on: \_\_\_\_\_

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

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

**5001  
Compulsory Attendance and Excessive Absenteeism**

**Required Attendance**

Every person residing in the school district who has legal or actual charge or control of any child who is of mandatory attendance age shall cause that child to attend a public or private school regularly unless the child has graduated from high school or has been allowed to disenroll pursuant to this policy.

**Mandatory Attendance Age**

All children who are or will turn six years old before January 1 of the current school year are of mandatory attendance age. Children who have not turned eighteen years of age are of mandatory attendance age.

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

**Discontinuing Enrollment – 5 Year Old Students**

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

**Discontinuing Enrollment – 16 and 17 Year Old Students**

Only children who are at least 16 years of age may be disenrolled from the district. The person seeking to discontinue the child's enrollment shall submit a signed, written request and submit it to the superintendent using the form which is attached to this policy. The district will follow the procedures outlined on the attached form in considering requests to disenroll.

Only children disenrolling to attend a 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, excluding absences identified in item 6 below, from any course in any given semester in order to earn academic credit for that course for that semester. Mandatory attendance at summer school (**considered a part of the preceding regular school year term**) 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. See student handbook for additional information.
3. Elementary and Middle School: Students must not acquire more than the equivalent of 20 school day absences, excluding absences identified in item 6 below, in a school year. Mandatory attendance at summer school (**considered a part of the preceding regular school year term**) 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 whose residence ceases or who miss more than 10 consecutive days of school for any reason will be dropped from enrollment.** The administration will consider requirements for residence, domicile, and attendance under state statute and Department of Education rules when making this determination. If they should subsequently return, they will be required to re-enroll once disenrolled. 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 **or** licensed mental health practitioner (LMHP), 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, injured, or disabled that attendance is impracticable or impossible. **Time necessarily missed** due to medical appointments or procedures confirmed in writing from a licensed health care provider shall also not count against a student. 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 participation in a school-sponsored activity;
- d) student has been suspended or expelled from school by the school district;
- 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; and

- f) up to two college, military recruitment, or other valid post-secondary visits (one day each) as approved by the principal; additional visits may be allowed at the discretion of the principal. (Applicable only to the visiting student, not accompanying siblings.)
- g) Earned time off for achieving performance goals in a district alternative education program.
- h) Absences related to district-approved work study, job shadowing arrangements, college coursework, or other post-secondary programs.
- i) All other absences will be recorded simply as “absent”. They include, but are not limited to, absences due to: physical or mental illness, injury, or disability not confirmed in writing by a licensed health care provider by the deadline established in 6a); religious holidays; funerals; incapacitated or sick parents or other family members; vehicle unavailability or breakdowns; travel delays; or family vacations, situations, or events.

7. Upon return from every absence or partial-day absence, students shall confer with their teachers about missed classwork. Please refer to the individual teacher’s class syllabus for late/makeup work procedure. See student/parent handbooks for additional information on making up assignments.

Adopted on: July 14, 2014  
Revised on: May 11, 2015  
Reviewed on: September 12, 2016  
Revised on: July 10, 2017  
Revised on: June 11, 2018  
Revised on: July 8, 2019  
Re-adopted on: July 13, 2020  
Re-adopted on: July 12, 2021  
Revised on: December 13, 2021  
Revised on: June 13, 2022  
Reviewed on: July 10, 2023  
Revised on: June 10, 2024  
Revised on: June 9, 2025

## **Disenrollment Packet**

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.



**Alternative Educational Arrangements for Six-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 \_\_\_\_\_ 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 Lexington 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



## 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

## 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.*

**5015**  
**Protection of Pupil Rights**

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

**1. Surveys**

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

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

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

iii.

d. The district will also comply with any survey requirements found in the district's policy on Parent Involvement in Education Practices.

## **2. Invasive Physical Examinations**

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

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

### **3. Collection of Personal Information from Students for Marketing**

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

### **4. Inspection of Instructional Material**

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

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

**5. Notification of Rights and Procedures**

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

Adopted on: March 10, 2014

Revised on: July 10, 2017

Revised on: June 9, 2025

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

## **5016 Student Records**

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

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

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

Students or their parents, guardians, teachers, counselors, or school administrators shall have access to the school's files or records maintained concerning themselves or their students. For purposes of this policy, "teachers" include paraeducators and volunteers who are providing educational services to a student on behalf of the School District. A school official may access, maintain, and use education records containing personally identifiable information (PII) when he or she has a legitimate educational interest in such. "School official" includes any agent, volunteer, or contractor performing an institutional service or function for which the school would otherwise use its own employees and who is under the school district's direct control with respect to their access to, maintenance of, and use of PII from

student records. For example, a school official may include, but would not be limited to, a teacher or other educator, administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); school board member; volunteer; contractor or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, representative of the district's insurance providers, auditor, medical consultant, therapist, or a third-party website operator who has contracted with the school district or its agent to offer online programs for the benefit of students and/or the district; members of law enforcement acting on behalf of the school district; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a "legitimate educational interest" if the official needs to review an education record in order to fulfill a school-related professional, contractual, statutory, or regulatory responsibility.

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

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

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

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

Adopted on: March 10, 2014

Revised on: July 14, 2014

Revised on: June 13, 2016

Revised on: July 8, 2019

Revised on: June 8, 2020

Revised on: June 9, 2025

## 5018

### Parent ~~and Guardian~~ Involvement ~~In-in~~ Education Practices

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

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

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

1. ~~Parents/Guardians~~ will be provided access, ~~as described in district procedures,~~ to district-approved textbooks, tests, activities information; digital materials; websites or applications used for learning; training materials for teachers, administrators, and staff; procedures for the review and approval of training materials, learning materials, and activities; and other curriculum materials ("curricular materials") ~~textbooks and other curricular materials and tests used in the district upon request~~ as follows:-
  - a. A parental request to review specific ~~approved textbooks and other district- or building-approved~~ curricular materials (written, visual, ~~or~~ audio) should be made to the principal of the building where the ~~textbooks and curriculum~~ curricular materials are used.
  - ~~b.~~ Parents may check out textbooks and may review curricular materials such as video and audio recordings within a time frame determined by the ~~The building principal will assess the request and determine the allowable volume and time frame of the review to prevent disruption of the instructional processto the efficient operations of the district.~~
  - ~~b-c.~~ The purpose of this provision is to allow reasonable access to the extent practicable. Individuals who make requests (a) for the purpose of adding staff burden; (b) at an unreasonable frequency or volume; or (c) for purposes inconsistent with the efficient operations of the district may be denied access to materials.
  - ~~c.d.~~ A parental request to review specific standardized and criterion-referenced tests used in the district should be made in writing to

the building principal. Copies of the most recent tests used in the district will be available for parent review. Parents wishing to review statewide assessments will be provided with sample questions and a copy of a practice test, but will not be provided with copies of the actual assessment due to testing security. In the case of other secure tests such as the ACT, parents must contact the publisher to obtain copies of the test.

2. Parents/~~Guardians~~ will be permitted, within district procedures, to attend and observe courses, assemblies, counseling sessions, and other instructional activities.
  - a. Parents/~~guardians~~ are invited to make appointments with the building principal to visit classes, assemblies, and other instructional activities. The principal shall give permission after determining that parental/~~guardian~~ observation would not disrupt the activity. Observations that last more than 60 minutes or occur on consecutive days are typically disruptive and will not be permitted absent unusual circumstances, in the sole discretion of the building principal.
  - b. Parents/~~guardians~~ may contact the building principal to request permission to attend counseling sessions in which their child is involved.
3. ~~Parents/guardians will be permitted, within district procedures, to ask~~ may request that their children be excused from testing (except as provided below), classroom instruction, learning materials, activities, guest speaker events, and other school experiences (“school events”) that parents find objectionable.
  - a. Parents must submit this request in writing to the building principal for consideration.
  - a.b. Building principals may excuse a student from any ~~single~~ school event~~experience~~ at the parent's written request if, in the principal's professional judgment, excusal from the activity would not result in diminution of the student's educational experience.
  - b.c. When ~~the building principal determines it appropriate~~, alternative experiences ~~will~~ may be provided for the student by the school.

4. Parents/~~guardians~~ will be informed through the student handbook and district policies of the manner that the district will provide access to records of students.
5. Parents/~~guardians~~ will be informed of the standardized and criterion-referenced district testing program. Parents may request additional information from the building principal.
6. Parents/~~guardians~~ will be informed of the circumstances under which they may opt-out of state and federal assessments.
  - a. In accordance with federal law, at the beginning of the school year, the District shall provide notice of the right to request a copy of this policy to parents/~~guardians~~ of students attending schools receiving Title I funds. The District will provide a copy of this policy to a requesting parent in a timely manner.

b. State Assessments

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

c. National Assessment of Educational Progress

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

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

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

7. Parents/**guardians** will be notified of their right to remove their children from surveys prior to district participation in surveys.
  - a. The principal must approve all surveys intended to gather information from students before they are administered to students.
  - b. Students' participation in surveys is voluntary. Parents/**guardians** may restrict their child from participating in any survey.
  - c. If the school administers (1) a survey requesting that students provide sexual information, mental health information, medical information, information on health-risk behaviors, religious information, information of political affiliation, or any other information that the school board deems to be sensitive in nature or (2) a non-anonymous survey requesting students provide information relating to drug, vape, alcohol, or tobacco use, the school district shall, at least fifteen days prior to the administration of the survey, notify parents, guardians, and educational decisionmakers of students that are to receive such survey. The notice will be made through the school's electronic notification system or by physical mail to the address on file for the student. The notice will describe the nature and types of questions included in the survey, the purposes and age-appropriateness of the survey, how information collected by the survey will be used, who will have access to such information, the steps that will be taken to protect student privacy, and whether and how any findings or results of such survey will be disclosed.
  - d. Parents have the right to: (1) request that a copy of the survey be sent through the school's electronic notification system or physical mail to the address on file for the student, (2) review the survey in person at the school, and (3) exempt their child from participating in the survey.
  - e. Unless required by federal or state law or regulation, school personnel administering any survey shall not disclose personally identifiable information of a child.

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

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

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

Adopted on: August 12, 2013

Reviewed on: July 13, 2015

Reviewed and affirmed on: August 15, 2016

Revised on: August 14, 2017

Affirmed on: July 9, 2018

Affirmed on: July 8, 2019

Affirmed on: July 13, 2020

Revised on: October 12, 2020

Affirmed on: July 12, 2021

Affirmed on: July 11, 2022

Affirmed on: July 10, 2023

Revised on: June 9, 2025

**5034**  
**[INTENTIONALLY LEFT BLANK]**

Adopted on: June 9, 2025

## 6006

### Commencement Ceremony and Early Graduation

#### 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) by 3:25 PM on the last school day for seniors will be allowed to participate in the commencement ceremony. Students are additionally required to adhere to the district attendance policy their final semester. Students who have exceeded 10 "unexcused" absences (i.e. ones counted toward excessive absenteeism) in any class enrolled their final semester or alter the graduation cap or gown worn at graduation, notwithstanding the provisions of policy 5031, will not participate in the commencement ceremony. Only school-issued accessories or those otherwise authorized by statute, board policy, and approved by the administration shall be allowed to be worn at the commencement ceremony. Black with the caps and gowns shall be worn by all graduates.

#### 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 December 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.

Adopted on: February 9, 2015

Revised on: August 14, 2017

Revised on: June 11, 2018

Revised on: April 12, 2021

Revised on: June 13, 2022

Revised on: June 12, 2023

Revised on: June 10, 2024

Revised on: June 9, 2025

## 6025 Student Cell Phone and Other Electronic Devices

Students are prohibited from using cellular phones or other electronic devices while at school from 8:00 am - 3:25 pm or at any other times school is in session, ~~except as provided in this policy or as deemed appropriate by a student's education team~~ except as deemed appropriate for educational, medical, or other reasons expressly permitted by the administration and/or a student's education team.

By bringing their cell phones and other electronic communication devices to school, students consent to the search of said devices by school staff when permitted by law.

Students may not have cell phones or electronic devices on, during or outside school hours, while they are in district locker rooms, restrooms, or any other area in which others may have a reasonable expectation of privacy.

The taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (including things like texting, sexting, emailing, etc.) may constitute a crime under state and/or federal law. Any person engaged in these activities while on school grounds, in a school vehicle or at a school activity will be subject to the disciplinary procedures of the student code of conduct.

~~While~~ While on school property, at a school activity, or in a school vehicle, students may not use their cell phones or electronic devices to bully, harass, or intimidate any other person as governed by the student code of conduct.

Students shall be personally and solely responsible for the security of their electronic devices. The district is not responsible for theft, loss or damage of any electronic device, including any calls or downloads.

Students who violate this policy may have their cell phones or electronic devices confiscated immediately. The administration will return confiscated devices to the parent or guardian of the offending student, after meeting with the parent or 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.

See student handbooks for building-specific rules and consequences.

Adopted on: April 13, 2015

Revised on: May 14, 2018

Revised on: June 11, 2018

Revised on: June 10, 2024

Revised on: June 9, 2025

## **6031 Emergency Exclusion**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Adopted on: April 13, 2015

Revised on: June 11, 2018

Revised on: June 10, 2024

Revised: June 9, 2025Adopted on: \_\_\_\_\_

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

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

## 6034 Concussion Awareness

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

The School District will:

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

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

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

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

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

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

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

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

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

Adopted on: April 13, 2015

Revised on: June 9, 2025

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

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

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

**6044**  
**Participation and Assignment of Athletic Teams**

**Designation of Athletic Team or Sport.** The terms male, female, and coed are defined as provided by state law. All athletic and sports teams of the district are hereby designated as male, female, or coed as follows:

<b>Sport/Team</b>	<b>Designation</b>
Football	Male
Volleyball	Female
Cross Country	Male and Female Teams
Golf	Male and Female Teams
Basketball	Male and Female Teams
Wrestling	Male and Female Teams
Softball	Female
Track and Unified Track	Male, Female, and Coed Teams
Bowling and Unified Bowling	Male, Female, and Coed Teams
Soccer	Male and Female Teams
Tennis	Male and Female Teams
Powerlifting	Male and Female Teams
Cheer and Dance	Coed Teams
eSports	Coed Teams

**Participation on Assigned Teams.** Males shall not participate on teams designated for females. Females may only participate on male teams when there is no female team offered or available for such sport. Males and females may participate on coed teams and in coed events as long as their participation is consistent with the eligibility and other rules of that team or event.

**Determination of Student Sex.** To determine eligibility, a student and the student's parent or guardian shall provide the district with confirmation of the student's sex on a document signed by a doctor or signed under authority of a doctor.

**Conduct of Visitors and the Public.** Visitors and members of the public attending district interscholastic team activities are expected to comply with all district policies and practices, including sportsmanship rules.

Adopted on: June 9, 2025

## 6045

### Behavioral Intervention

**General Approach.** The district utilizes a tiered system of support to foster a positive school climate and culture, encourage appropriate student behavior, and provide the necessary supports for academic and behavioral success.

**Interaction with Student Discipline Policy.** This policy does not replace the Student Discipline policy or limit the District's authority under the Student Discipline Act when behaviors warrant action under that policy or Act.

**Classroom Removal.** Students may be removed from the classroom if the student poses a threat to their own safety, the safety of others, or the environment or if the student's behavior is disruptive to the learning environment. When appropriate, prior to removal staff should consider the use of de-escalation techniques, behavior redirection, or other Tier 1 or Tier 2 or comparable interventions.

When classroom removal is appropriate, the District will consider whether the student requires additional support to transition back to the classroom and continue to monitor the student's behavior to adjust interventions and supports as needed.

**Required Training.** The School District, independently or through the educational service unit, will develop and provide behavioral awareness and intervention training to employees with behavioral management responsibilities. Each employee with behavior management responsibilities must complete the behavioral awareness and intervention training during the 2026-27 school year or during the first year of employment with the district. The length of such training will be at least .5 hours.

**Behavioral Awareness Point of Contact (BAPC).** Each school building must designate one or more school employees as a BAPC. Each BAPC must have knowledge of community services providers and other resources available for students and families. Each BAPC must coordinate access to support services for students.

The BAPC will be identified on the district website and in the school directory.

Adopted on: June 9, 2025

## 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. If a student is absent without previously notifying the school, parents should expect a phone call from the principal's office. 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, will not be permitted in school.

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.~~

### **Discipline Policy**

The Early Learning Academy uses a positive and proactive approach to helping all children develop social/emotional skills. We use the Pyramid Model to ensure that all teachers and staff use effective and culturally responsive teaching practices. The Pyramid Model (Positive Behavior Support - PBS) is guided by a leadership team that uses data for decision making, builds partnerships with families, and identifies challenging behaviors.

In our program, we have established the following program-wide expectations for all children and adults:

#### **Be Safe—Be Respectful—Be Responsible—Be a Friend**

All staff members teach children about these expectations. These expectations can also be taught at home. Children are more capable of understanding and meeting these expectations when we all work together.

The Pyramid Model Framework involves “best practices” to teach children how to get along and use skills to solve their own problems. The Pyramid Model uses three main stages of learning:

1. Show and 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)

The model provides a plan for identifying challenging behaviors, an understanding of their purpose and function, and developing a support plan to help change the behavior and teach new skills, if needed. If a child has behavior challenges that are a concern:

- We will work with the family to develop and implement a plan to teach the child social/emotional skills.
- If dangerous or harmful behaviors occur, we will continue to work with the family and district specialists.

**We encourage families to ask questions if they have concerns about their child's development.**



**LEXINGTON PUBLIC SCHOOLS**  
**STUDENT/PARENT/ACTIVITIES HANDBOOK**  
**2025-2026**

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## WELCOME

Dear Students and Parents:

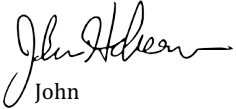
On behalf of the faculty, administration and board of education, we welcome you to another school year. We are looking forward to helping your children reach their learning potential and achieve their educational goals in the upcoming year.

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.

## NOTICE OF NONDISCRIMINATION

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

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Students who believe that they have been the subject of unlawful discrimination or harassment due to their disability, or that have other related concerns or questions, should contact the following Section 504 Coordinator: Amy Pepplitsch at 308.324.1231, by email at [amy.pepplitsch@lexschools.org](mailto:amy.pepplitsch@lexschools.org) or in person at the District Administration Building.

Students who believe that they have been the subject of unlawful discrimination or harassment due to their sex, or that have other related concerns or questions, should contact the Title IX Coordinator: Angie Kovarik at 308.324.1209, by email at [angie.kovarik@lexschools.org](mailto:angie.kovarik@lexschools.org), by mail at Lexington Public Schools, [PO Box 890](#), Lexington, NE 68850 or in person at the District Administration Building. The School District’s specific Notice of Nondiscrimination on the Basis of Sex may be accessed at the following link: <https://www.lexschools.org/title-ix/>

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Students who believe that they have been the subject of unlawful discrimination or harassment due to their race, color, or national origin, or that have other related concerns or questions, should contact the Title VI Coordinator: Angie Kovarik at 308.324.1209, by email at [angie.kovarik@lexschools.org](mailto:angie.kovarik@lexschools.org), by mail at Lexington Public Schools, [PO Box 890](#), Lexington, NE 68850 or in person at the District Administration Building.

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Students who believe that they have been the subject of any other unlawful discrimination or harassment should contact the Student Services Director, Angie Kovarik at 308.324.1209, by email at [angie.kovarik@lexschools.org](mailto:angie.kovarik@lexschools.org) or in person at the District Administration Building. Students may report discrimination or harassment to any staff member who will then forward it on to the appropriate coordinator or administrator. The staff member will follow school district policies to respond to the report.

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

## SECTION ONE: BASIC SCHOOL RULES AND GENERAL PRACTICES

### Asbestos Management Plan

Federal law requires districts to have an asbestos management plan for all of their buildings—owned or leased—and to update it periodically, among other requirements for inspections and training if staff work in buildings that contain or may contain asbestos. The school's plan may be found in the Office of the Superintendent.

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### **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.

#### Exceptions

This policy does not apply when attendance is made impossible or impracticable by severe weather conditions or by the mental or physical illness of the student or a child whom the student is parenting.

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

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#### 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.

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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, excluding absences identified in item 6 below, from any course in any given semester in order to earn academic credit for that course for that semester. Mandatory attendance at summer school ([considered a part of the preceding regular school year term](#)) 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.
- 3) Elementary and Middle School: Students must not acquire more than the equivalent of 20 school day absences, excluding absences identified in item 6 below, in a school year. Mandatory attendance at summer school ([considered a part of the preceding regular school year term](#)) 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 whose residence ceases or who miss more than 10 consecutive days of school for any reason will be dropped from enrollment.](#) The administration will consider requirements for residence, domicile, and attendance under state statute and Department of Education rules when making this determination. If they should subsequently return, they will be required to re-enroll once disenrolled. 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 or licensed mental health practitioner \(LMHP\), 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](#)

**Deleted:** Students in grades preK-12 whose residence ceases, or when other evidence exists that they will no longer attend the school district, will be dropped from enrollment.

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mentally ill, injured, or disabled that attendance is impracticable or impossible. Time necessarily missed due to medical appointments or procedures confirmed in writing from a licensed health care provider shall also not count against a student. 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 participation in a school-sponsored activity;

d) student has been suspended or expelled from school by the school district;

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; and

f) up to two college, military recruitment, or other valid post-secondary visits (one day each) as approved by the principal; additional visits may be allowed at the discretion of the principal. (Applicable only to the visiting student, not accompanying siblings.)

g) Earned time off for achieving performance goals in a district alternative education program.

h) Absences related to district-approved work study, job shadowing arrangements, college coursework, or other post-secondary programs.

i) All other absences will be recorded simply as "absent". They include, but are not limited to, absences due to: physical or mental illness, injury, or disability not confirmed in writing by a licensed health care provider by the deadline established in 6a); religious holidays; funerals; incapacitated or sick parents or other family members; vehicle unavailability or breakdowns; travel delays; or family vacations, situations, or events.

7) Upon return from every absence or partial-day absence, students shall confer with their teachers about missed classwork. Please refer to the individual teacher's class syllabus for late/makeup work procedure. See student/parent handbooks for additional information on making up assignments.

8) Pregnant and Parenting Students

The District will not discriminate in its education program or activity against any student based on the student's current, potential, or past pregnancy. Students who are pregnant or parenting are encouraged to continue participating in the district's educational and extracurricular programs. Students who anticipate deviations from their regular school experience or accrue absences due to pregnancy or parenting should notify their building principal as early as possible to discuss their educational programming in collaboration with the Title IX Coordinator.

#### **Band (Policy 5045)**

Students may participate in the elementary band and begin taking band lessons in the 5th grade. Students in grades 6-8 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

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**Deleted:** 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.

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**Deleted:** due to weather conditions that have made the roads impassable so that the student's attendance is impracticable or impossible; student participation in a school-sponsored activity; student has been suspended or expelled from school by the school district; and 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. 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.

\$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 [Nebraska Vital Records](#), 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 buildings 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)**

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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. It 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 in-person and cyberbullying behaviors.

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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.

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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.

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The superintendent will take appropriate measures if there is an epidemic or outbreak of a communicable disease which may include, but is not limited to, the emergency exclusion or alternative placement of students or the closure of a school building or the entire school district.

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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.

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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 physician's written permission 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 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.

Pinworm. 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

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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.

The District shall attempt to keep parents informed of significant events involving their children at school, but some events will ordinarily NOT be communicated to parents, including but not limited to, the following examples:

1. Student visits to the counseling office unless there is a serious issue that the counselor believes a parent should be made aware of.
2. A minor injury (bump, bruise, scrape, etc.) a child might have sustained during PE or recess, or a transient ailment that resolves while a student is at school (e.g. a stomach ache). Minor medical treatments (e.g. ice packs, band-aids, etc.) for injuries may also not be reported to parents.
3. Some forms of inappropriate or questionable student communications over school devices, applications, or platforms. The decision to report such communications to parents shall be made at the discretion of the administration based on the severity and nature of the communication.
4. Minor disciplinary incidents that may involve deprivation of recess time or an in-school suspension.

Parents are encouraged to be proactive by making their child's school aware of medical issues, adversarial relationships, or other contingencies that might affect a student's success or well-being at school. Parents are also strongly encouraged to monitor their child's activities on their personal devices and to make reports directly to police for harassment or other violations of law when they do not occur in school. The school may also not have authority to discipline students for harassment or other forms of misconduct occurring outside school.

#### **Complaint Procedure (Policy 2006)**

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

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

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[Under this policy, factual conclusions will be based on a preponderance of the evidence.](#)

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## **Complaint and Appeal Process.**

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1. The first step is for the complainant to speak directly to the person(s) with whom the complainant has a concern. For example, a parent who is unhappy with a classroom teacher should initially discuss the matter with the teacher. However, the complainant should skip the first step if complainant reasonably believes speaking directly to the person would subject complainant or complainant's student to discrimination or harassment.
2. The second step is for the complainant to speak to the building principal, coordinator, superintendent, or president of the board of education, as set forth below. Anyone with questions about the appropriate person to speak with may request clarification from the Superintendent.
  - a) Complaints about the operation, decisions, or personnel within a building should be submitted to the principal of the building.
  - b) Complaints about the 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 technology matters should be submitted to the Technology Director.
  - d) Complaints about the operation, decisions, or personnel relating to district business or financial matters should be submitted to the Finance Director.
  - e) Complaints about the operation, decisions, or personnel relating to special education, migrant/EL programs, curriculum/instruction, extended learning, or other student services should be submitted to the appropriate coordinator.
  - f) Complaints about coordinators should be submitted to the Student Programs 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 Facilities 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, a building principal, or director should be submitted in writing to the Superintendent.
  - j) Complaints about the Superintendent 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, sex, marital status, disability, or age may also be submitted at any time during the complaint procedure to the applicable coordinator. Complaints involving discrimination or harassment may also be submitted at any time to the Office for Civil Rights, U.S. Department

of Education: by email at OCR.KansasCity@ed.gov; by telephone at (816) 268-0550; or by fax at (816) 268-0599.

3. When a complainant submits a complaint to an administrator, director, or coordinator; the administrator, director, or coordinator shall first determine whether another applicable procedure is required by policy or law and if so, direct the complaint to the appropriate person to follow that procedure. If not, the administrator, director, or coordinator will promptly and thoroughly investigate the complaint, and shall:
  - a) Determine whether the complainant has discussed the matter with the respondent.
    - 1) If the complainant has not, urge the complainant to discuss the matter directly with the respondent, if appropriate.
    - 2) If the complainant refuses to discuss the matter with the respondent, the administrator, director, or coordinator shall, in his or her sole discretion, determine whether the complaint should or must be pursued further.
  - b) Strongly encourage the complainant to reduce his or her concerns to writing.
  - c) Interview the complainant and, if necessary, the respondent against whom the complaint is filed, to determine:
    - 1) All relevant details of the complaint;
    - 2) All witnesses and documents which the complainant believes support the complaint;
    - 3) The action or solution which the complainant seeks.
  - d) Respond to the complainant. If the complaint involves discrimination or harassment, the response shall be in writing and shall be submitted within 180 calendar days after the administrator, director, or coordinator receives the complaint.
4. If either the complainant or the respondent is not satisfied with the decision, he or she may appeal the decision to the Superintendent. The Superintendent may assign a qualified designee to hear any appeal.
  - a) The appeal must be in writing.
  - b) This appeal must be received by the Superintendent no later than three (3) calendar days from the date of the decision.
  - c) For complaints addressed through other applicable procedures that do not include a separate investigatory process, the Superintendent will investigate as he or she deems appropriate.
  - d) The Superintendent will prepare a written decision and provide it to the complainant and any other person entitled by law to receive the appeal decision. For complaints involving discrimination or harassment, the Superintendent shall submit the decision within 180 calendar days after the Superintendent received complainant's written appeal. Appeals to

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

the Superintendent from complaints involving discrimination or harassment are final once the Superintendent delivers the written decision, as are all other appeals/complaints to the superintendent unless the complaint can be appealed on the limited grounds to appeal to the board below.

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

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

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

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

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

- a) Coordinate with school district staff, other than the Superintendent, to determine if another procedure in policy or law requires the complaint against the Superintendent to follow another procedure. If so, the President of the Board will coordinate handling the complaint through that procedure. If another procedure applies, such as in the case of allegations of

sex discrimination against the Superintendent, the President of the Board or, at his or her discretion, the full Board will serve only to hear any appeal by a party to the complaint.

- b) Determine whether the complainant has discussed the matter with the Superintendent.
  - 1) If the complainant has not, the President of the Board or designee will urge or require the complainant to discuss the matter directly with the Superintendent, if appropriate or required.
  - 2) If the complainant refuses to discuss the matter with the Superintendent, the President of the Board shall, in his or her sole discretion, determine whether the complaint should or must be pursued further.
- c) Determine, in his or her sole discretion, whether to place the matter on the Board agenda for consideration at a regular or special meeting by the full Board.
- d) Respond to the complainant or appeal. If the complaint or appeal involves discrimination or harassment, the response shall be in writing and shall be submitted within 180 calendar days after the President received the complaint.
- e) Appoint or contract with other individuals qualified to assist the Board through this process or any other applicable procedure used to address allegations against the Superintendent.

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**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 Programs Director. The Student Programs 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 504 Coordinator. The 504 Coordinator will address the complaint in a manner that he/she deems appropriate and will provide the complainant with a copy of the Notice of Section 504 Parental Rights adopted by the board of education.

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

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

**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, and review the school district’s copyright compliance policy. You can find more information on copyright compliance requirements and permitted uses from the U.S. Copyright Office at: <https://copyright.gov/history/> and the Library of Congress at the following site: <http://www.loc.gov/teachers/usingprimarysources/copyright.html>.

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**Damage to School Property**

Students who damage school property either intentionally or unintentionally may be required to pay to replace or restore the property, at the discretion of the administration.

**Dating Violence (Policy 5030)**

Dating violence, as that term is defined by Nebraska law, will not be tolerated by the school district. Students who engage in dating violence on school grounds, in a school vehicle or at a school activity or that otherwise violates the Nebraska Student Discipline Act will receive consequences consistent with the Act and the district’s student discipline policies.

The school district shall provide dating violence training to staff deemed appropriate by the administration and in accordance with Nebraska law.

**Discrimination and Harassment**

Students who believe that they have been the subject of unlawful discrimination or harassment due to their disability should contact the following Section 504 Coordinator: Amy Pepplichtsch at 308.324.1231, by email at [amy.pepplichtsch@lexschools.org](mailto:amy.pepplichtsch@lexschools.org) or in person at the District Administrative Office Building. Students who believe that they have been the subject of unlawful discrimination or harassment due to their sex should contact the following Title IX Coordinator: Angie Kovarik at 308.324.1209, by email at [angie.kovarik@lexschools.org](mailto:angie.kovarik@lexschools.org), by mail at Lexington Public Schools, [PO Box 890](#), Lexington, NE 68850 or in person at the District Administrative Office Building. Students who believe that they have been the subject of any other unlawful discrimination or harassment 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 Administrative

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Office Building. Students may report discrimination or harassment to any staff member who will then forward it on to the appropriate coordinator or administrator. The staff member will follow school district policies to respond to the report.

### **Dress Code (Policy 5031)**

The District prohibits student attire or appearance that:

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

Examples of prohibited attire or appearance:

- Caps, hats, bandannas, and hoods worn over the head during the school day
- Bare feet and footwear determined to be inappropriate by the building principal
- Short-shorts and biker shorts
- Hairstyles which distract from the learning process or the health and safety for either the student or others
- Any clothing that could cause damage to others or school property
- Shirts, blouses, or other clothing worn unbuttoned, unzipped, or otherwise inappropriately unfastened, as determined by the principal
- "Grubby clothes," those which are purposely torn or bedraggled or threadbare, dirty or disheveled
- Costumes and/or those clothes intended only for leisure (including pajamas), entertaining or special occasions
- Bare "midriff" (belly button) styles, see-through and low cut blouses, halters, tank tops or thin- strapped tops (spaghetti straps)
- Pants and shorts worn below the waist so as to expose undergarments
- Pants that drag on the floor
- Chains hanging or attached to pants or shorts
- Coats during school hours, unless the student has permission from the principal
- Clothing with tears or holes that expose flesh above the thighs or underclothes

Face coverings. District administrators may require the wearing of face coverings to limit the spread of contagious disease.

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

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

Refer to policy 5031 for additional guidance.

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**Deleted:** 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:

- Clothing displaying indecent, suggestive or profane writing, pictures or slogans
- Clothing that advertises or displays alcohol, tobacco or any illegal substance
- Caps, hats, bandannas, and hoods worn over the head during the school day
- Bare feet and footwear determined to be inappropriate by the building principal
- Short-shorts and biker shorts
- Hairstyles which distract from the learning process or the health and safety for either the student or others
- Any clothing that could cause damage to others or school property
- Shirts, blouses, or other clothing worn unbuttoned, unzipped, or otherwise inappropriately unfastened, as determined by the principal
- "Grubby clothes," those which are purposely torn or bedraggled or threadbare, dirty or disheveled
- Costumes and/or those clothes intended only for leisure (including pajamas), entertaining or special occasions

### **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°F 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 [the](#) 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**

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 sponsored by the school. Scholarships sponsored 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**

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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 vision 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**

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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.

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#### **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 are disruptive to the school environment or distracting to others. Prohibited conduct includes hugging, kissing, touching or any other display of affection that a staff member determines to be inappropriate.

#### **Reasonable Suspicion Testing**

Students may be required to submit to drug or alcohol testing if there is a reasonable suspicion that the student is under the influence of drugs or alcohol.

#### **Reporting Child Abuse and Neglect (Policy 4054)**

School employees will report suspected abuse or neglect of a child as required by state law and school policy. Nebraska law defines abuse or neglect as knowingly, intentionally, or negligently causing or permitting a minor child or an incompetent or disabled person to be (1) placed in a situation that endangers his or her life or physical or mental health; (2) cruelly confined or cruelly punished; (3) deprived of necessary food, clothing, shelter or care; (4) left unattended in a motor vehicle, if such child is six years of age or younger; (5) sexually abused; or (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 6037)**

**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.

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### 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 Nondiscrimination

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.

### School Wellness Policy

The school district is committed to providing a school environment that enhances learning and the development of lifelong wellness. The goals outlined in this policy were determined and selected after reviewing and considering evidence-based strategies.\*

#### 1. Goals for Nutrition Promotion and Education

- a. The district will promote healthy food and beverage choices for all students, as well as encourage participation in school meal programs by such methods as implementing evidence-based healthy food promotion techniques through the school meal programs and promoting foods and beverages that meet or exceed the USDA Smart Snacks in School nutrition standards.
- b. The health curriculum will include information on good nutrition and healthy living habits.
- c. Teachers will incorporate information on nutrition and wellness into the classroom curriculum as appropriate.
- d. The district will collaborate with public and private entities to promote student wellness.
- e. Water will be made available to students throughout the school day.

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2. Goals for Physical Activity

- a. The school district's curriculums shall include instruction on physical activity and habits for healthy living.
- b. Students will be encouraged to engage in physical activities throughout the school day and will be provided with opportunities to do so.
- c. The district encourages parents and guardians to support their children's participation in physical activity, to be physically active role models, and to include physical activity in family events.

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3. Goals for Other School-Based Activities Designed to Promote Student Wellness

- a. The district will participate in state and federal child nutrition programs as appropriate.
- b. The district will provide professional development, support, and resources for staff about student wellness.
- c. Students will be provided sufficient time in which to eat school-provided meals.
- d. The district's lunchrooms will be attractive and well-lighted.
- e. The district will allow other health-related entities to use school facilities for activities such as health clinics and screenings so long as the activities meet the district's requirements and criteria for the use of facilities.
- f. The district may partner with other individuals or entities in the community to support the implementation of this policy.
- g. The district will strive to provide physical activity breaks for all students, recess for elementary students, and before and after school activities, as well as encourage students to use active transport (walking, biking, etc.)
- h. The district will use evidence-based strategies to develop, structure, and support student wellness.

4. Standards and Nutrition Guidelines for All Foods and Beverages Sold to Students on the School Campus and During the School Day

- a. The district will ensure that student access to foods and beverages meet federal, state and local laws and guidelines including, but not limited to:
  - i. USDA National School Lunch and School Breakfast nutrition standards
  - ii. USDA Smart Snacks in School nutrition standards.

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- b. The district will offer students a variety of age-appropriate, healthy food and beverage selections with plenty of fruits, vegetables, and whole grains aimed at meeting the nutrition

needs of students within their calorie requirements in order to promote student health and reduce childhood obesity.

#### 5. Standards for All Foods and Beverages Provided, But Not Sold to Students During the School Day

The district may provide a list of healthy party ideas or food and beverage alternatives to parents, teachers, and students for classroom parties, rewards and incentives, or classroom snacks. The district discourages the use of food and beverages as a reward or incentive for performance or behavior.

#### 6. Food and Beverage Marketing

Marketing and advertising is only allowed on school grounds or at school activities for foods and beverages that meet or exceed the USDA Smart Snacks in School nutrition standards, except as follows:

- a. This requirement does not apply to marketing that occurs at events outside of school hours such as after school sporting or any other events, including school fundraising events.
- b. The district will not immediately replace menu boards, coolers, tray liners, beverage cups, and other food service equipment with depictions of noncompliant products or logos to comply with the new USDA Smart Snacks in Schools nutrition requirements. All previously purchased products will be used, and all existing contracts honored.
- c. All equipment that currently displays noncompliant marketing materials will not be removed or replaced (e.g., a score board with a Coca-Cola logo). However, as the district reviews and considers new contracts, and as scoreboards or other such durable equipment are replaced or updated over time, any products that are marketed and advertised will meet or exceed the USDA Smart Snacks in School nutrition standards

#### 7. Public Participation

Parents, students, representatives of the school food authority, teachers, school health professionals, board members, school administrators, and members of the general public shall be allowed to provide their input to the school district during the wellness policy adoption and review process.

#### 8. Competitive Foods (Includes Food and Beverages Sold in Vending Machines, School Stores, and Fundraisers)

- a. Definitions. "Competitive food" means all food and beverages other than meals reimbursed under programs authorized by the Richard B. Russell National School Lunch Act and the Child Nutrition Act of 1966 available for sale to students on the school campus during the school day. For the purpose of competitive food standards implementation, "school day" means the period from the midnight before to 30 minutes after the end of the official school day.
- b. Applicability. Except as otherwise allowed by the Nebraska Department of Education (NDE) or applicable law, all competitive food sold during the school day must meet the USDA Smart Snacks Standards and the nutrition standards found in 7 CFR § 210.11. The competitive food restrictions do not apply to food sold during non-school day hours, weekends, and off-campus fundraising events such as concessions during after-school sporting events, school

plays or concerts; or to bulk food items that are sold for consumption at home. (Ex: frozen pizzas, cookie dough tubs, etc.)

- c. **Fundraiser Exemptions.** A special exemption is allowed for the sale of food and/or beverages that do not meet the competitive food standards as required in this section for the purpose of conducting an infrequent school-sponsored fundraiser. The specially exempted fundraisers must not take place more than the frequency specified by NDE during such periods that schools are in session. No specially exempted fundraiser foods or beverages may be sold in competition with school meals in the food service area during the meal service.
- d. **Other Exemptions.** The only other nutrition exemptions from the competitive food requirements are those found in 7 CFR § 210.11.
- e. **Other Limitations.** No competitive food can be sold to children anywhere on school premises beginning one half hour before breakfast and/or lunch service until one half hour after meal service unless all proceeds earned during these time periods go to the school nutrition program.

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9. Triennial Assessment

The school board shall assess and review this policy at least every three years to determine:

- a. Compliance with this policy;
- b. How this policy compares to NDE model wellness policies;
- c. Progress made in attaining the goals of this policy.

The school board will update or modify this policy as appropriate.

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10. Public Notice

In addition to identifying the topic on its meeting agenda as required by the Open Meetings Act, the school district will provide notice of this policy at least annually to the public and other stakeholders identified in this policy by one or more of the following methods: on its webpage, in its newsletter, in the student and employee handbooks, newspaper advertisements, direct mailings, electronic mail, and public postings.

In addition to identifying the topic on its meeting agenda as required by the Open Meetings Act, the school district will provide notice of the Triennial Assessment and progress reports towards meeting the goals in this policy using one or more of those same methods.

11. Recordkeeping

The District will retain records to document compliance with the requirements of the wellness policy at its central office.

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12. Operational Responsibility

The superintendent is responsible for coordinating the implementation of this policy and for monitoring the district's progress in meeting the goals established by this policy. The superintendent will periodically report to the board on the district's progress in implementing this policy.

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\* These strategies include, but are not necessarily limited to, those cited in the Alliance for a Healthier Generation's Model Wellness Policy (Updated June 2020 to Reflect the USDA Final Rule) found at <https://api.healthiergeneration.org/resource/2>.

**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.

### **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

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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 K-11 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:

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1. For participation in extracurricular activities.
2. For admission and transportation costs for spectators attending extracurricular activities, including activity tickets for discounted admission to extracurricular 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 extracurricular activities.
11. For costs related to optional (non-credit or graded) trips, excursions, or activities.

#### **Definitions and Guidelines**

**Extracurricular 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 extracurricular 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.

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**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 extracurricular 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 extracurricular 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 Coverage:** Students will be required to purchase school provided damage coverage 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 coverage 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 extracurricular 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 extracurricular 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.

**Driver's Education:** Driver's 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 Driver's 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 collected 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 fee 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/activities 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.

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**Lexington Public Schools Student Fees:**

<b>Program</b>	<b>General Description of Fee or Materials</b>	<b>Anticipated Cost</b>
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 donation lists available from schools.	ELA - \$25 Kindergarten - \$25 Grade one - \$35 Grade two - \$35 Grade three- \$45 Grade four - \$45 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 Grade seven- \$60 Grade eight - \$60
3 <sup>rd</sup> Grade	Recorders	\$7 - \$15
5 <sup>th</sup> – 8 <sup>th</sup> Grade	Band Books PE athletic shoes with rubber soles Flash drive Ear buds	\$10 \$25 \$10 \$10
	Admission 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
	Overdue library materials	\$0.05 per day with a \$5.00 maximum fee. Overdue reserved materials \$0.24 per hour after 10:00 AM
	Copies for student use	\$0.25 per page color copy; \$0.05 for black and white

	Post-secondary tuition or costs	As established by the school or college to be paid directly to the college, not normally to exceed \$1,000.00 per course.
	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	\$0.40 daily
	Reduced Breakfast	\$0.30 daily
	Extra Milk	\$0.50/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 / iPads	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
Fees That May be Charged	Replacement of lost or damaged books or equipment	Actual cost depreciated 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.

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### **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.

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##### **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 by 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

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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.

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#### Non-Directory Information

All of the other personally identifiable information (PII) 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 re-disclosure of information related to the administration of this exam shall be governed by the agreement between the Nebraska Department of Education and the third-party testing company.

#### Transfer of Records Upon Student Enrollment

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. The school is not obligated to inform parents when it makes a disclosure under this provision.

#### Complaints

Individuals who wish to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA may contact the Office that administers FERPA:

Family Policy Compliance Office

U.S. Department of Education, 400 Maryland Avenue, SW Washington, DC 20202-4605

### **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 3039)**

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

#### 1) Definitions

- a) A threat is an expression of a willful intent to physically or sexually harm someone or to damage property in a way that indicates that an individual poses a danger to the safety of school staff, students or other members of the school community.
  - i) The threat may be expressed/communicated behaviorally, orally, visually, in writing, electronically, or through any other means.
  - ii) A transient threat is an expression of anger or frustration that can be quickly or easily resolved.
  - iii) A substantive threat is an expression of serious intent to harm others, which includes, but is not limited to, any threat which involves a detailed plan and means.
- b) A threat assessment is a fact-based process emphasizing an appraisal of observed (or reasonably-observable) behaviors to identify potentially dangerous or violent situations, to assess them and to manage/address them. Threat assessment is the process of identifying and responding to serious threats in a systematic, data-informed way.
  - i) The threat assessment process is distinct from student disciplinary procedures. The mere fact that the district is conducting a threat assessment does not by itself necessitate suspension, expulsion or emergency exclusion without complying with state law and board policy related to 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.

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#### 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.

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

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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 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**

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

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### 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.

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### 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.

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#### 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. Students must secure any item or items that could break or produce injury if tossed about the inside of the vehicle if the vehicle were involved in an accident

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12. Students must respect the rights and safety of others at all times.
13. Students must help keep the vehicle clean, sanitary and orderly. Students must remove all personal items and trash upon exiting.
14. Students may not leave or board the vehicle at locations other than the assigned stops at home or school unless approved prior to departure by the superintendent or designee.
15. Video cameras may be placed on buses, at random, to monitor student behavior on the bus.

#### 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, Recordings, and Photographs

The Board of Education has authorized the use of video cameras on school district property to ensure the health, welfare and safety of all staff, students and visitors, and to safeguard District facilities and equipment. Video cameras may be used in locations deemed appropriate by the Superintendent. If a video surveillance recording captures a student or other building user violating school policies or rules or local, state, or federal laws, it may be used in appropriate disciplinary proceedings against the student or other building user and may also be provided to law enforcement agencies.

#### Recordings Made by Parents/Guardians and Patrons

Parents/guardians and patrons may make recordings of school activities intended to be public in a non-disruptive manner including things like athletic contests and school board meetings to the extent permitted by law unless otherwise lawfully restricted by the administration. Parents/guardians or patrons may not make recordings if they are volunteering or visiting school during the school day without

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permission of the administration or supervising staff member and subject to this policy, such as recording their child's classroom activities or recess. Parents may not record meetings with administrators or staff, including meetings related to a student's IEP or 504 Plan. Violation of this policy will result in immediate termination of any meeting that is being recorded and may be grounds for exclusion from school property, loss of volunteer privileges, or other restrictions deemed appropriate by the administration.

**Recordings Made by Students.** This policy applies to students during the school day on school grounds; when being transported to and from school activities or programs in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or by his or her designee; or at a school-sponsored activity or athletic event. Students may make recordings of school activities in a non-disruptive manner including things like athletic contests and other extracurricular performances to the extent permitted by law. Students generally are not permitted to record classroom instruction or members of the school community during the school day without the express consent of a staff member or as required by the student's education plan. Student use of assistive technology that has the capacity to record and/or transmit recordings (e.g. AngelSense) must be approved by the student's education team or administration. Students remain subject to all other district policies and rules. In no event shall recordings be taken or made in restrooms, locker rooms, or other areas where there is a reasonable expectation of privacy. Students who violate this policy may be subject to discipline up to and including expulsion.

#### **Weather-Related School Closing (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 [KRVN 93.1 FM](#), 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.

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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 extracurricular 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 section, references to "Principal" shall include building principals, the principal's designee, or other appropriate school district administrators.

Any statement, notice, recommendation, determination, or similar action specified in this 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.

#### After School Sessions and Detentions

Teachers and administrators may require students to stay after school or to serve a detention when the student violates any of the rules contained in this handbook or violates classroom-specific conduct rules set by individual teachers.

#### In-School Suspension

The building administrator may require a student to serve in-school suspension. Students may be required to attend school-sponsored suspension at a designated location. There will be zero tolerance for behavior problems from students placed in in-school suspension. Students not completing their in-school suspension will face further disciplinary action.

#### Emergency Exclusion

Students may be emergency excluded from school pursuant to the board's separate policy on emergency exclusion or state law.

#### Short-Term Suspension

The Principal 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. Any of the conduct described in the subsections under "Grounds for Long-Term Suspension, Expulsion, or Mandatory Reassignment" below irrespective of the location at which such misconduct; or
2. Other violations of rules and standards of behavior adopted by the Board of Education or the administrative or teaching staff of the school, 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.

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Conduct constituting grounds for expulsion as hereinafter set forth; or, ¶

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4. Students who are short-term suspended will be given the opportunity to complete classwork.

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**Firearms**

No student may bring, possess, handle or transmit a firearm on school grounds, in a school owned vehicle, or at a school activity or event off school grounds, except as permitted by this policy.

**Definition of Firearm**

The term "firearm, as defined in 18 U.S.C. 921, means any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, any firearm muffler or firearm silencer, or any destructive device (excluding an antique firearm).

**Exceptions Regarding Firearms**

The only exceptions for a student to bring or possess a weapon, including a firearm, are as follows:

1. The issuance of firearms to or possession of firearms by members of the Reserve Officers Training Corps when training or;
2. Firearms which may lawfully be possessed by the person receiving instruction under the immediate supervision of an adult instructor who may lawfully possess firearms.

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**Consequences - Firearm**

Any student who brings a firearm, as that term is defined in 18 United States Code 921, to school will be expelled from school for one calendar year. The superintendent of schools and the board of education shall have the authority to modify the expulsion requirement on a case-by-case basis.

**Long-Term Suspension**

Students may be excluded by the Principal from school or any school function for a period of more than five school days but less than twenty school days (long-term suspension) for any conduct constituting grounds for expulsion as hereinafter set forth. The process for long-term suspension is set forth below.

**Pre-Kindergarten through Second Grade Students**

An elementary school shall not suspend a student in pre-kindergarten through second grade unless the student brings a deadly weapon as defined in section 28-109 on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or his or her designee, or at a school-sponsored activity or athletic event. As an alternative to suspension, the school district may take any action authorized by law, including those provided in section 79-258.

**Expulsion**

1. Meaning of Expulsion. Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the

expulsion period.

2. Summer Review. Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year. The review will be conducted by the hearing officer who conducted the initial expulsion hearing, or a hearing officer appointed by the Superintendent in the event no hearing was previously held or the initial hearing officer is no longer available or willing to serve, after the hearing officer has given notice of the review to the student and the student's parent or guardian. This review shall be limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original hearing. This review may lead to a recommendation by the hearing officer that the student be readmitted for the upcoming school year. If the school board or board of education or a committee of such board took the final action to expel the student, the student may be readmitted only by action of the board. Otherwise the student may be readmitted by action of the Superintendent.
3. Suspension of Enforcement of an Expulsion: Enforcement of an expulsion action may be suspended (i.e., "stayed") for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect, and as a condition of such suspended action, the student may be assigned to a school, class, or program/plan and to such other consequences which the school district deems appropriate.
4. Alternative School or Pre-Expulsion Procedures. The school shall 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. The board has determined that the use of synthetic media such as deepfakes may constitute "similar conduct";
- 2) Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property;
- 3) Causing or attempting to cause personal injury to a school employee, to a school volunteer, or to any student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision;
- 4) Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student;
- 5) Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon (see also board policy on weapons and firearms);
- 6) Engaging in the unlawful possession, selling, dispensing, or use of a controlled substance or an imitation controlled substance, as defined in section 28-401, a substance represented to be a controlled substance, or alcoholic liquor as defined in section 53-103.02 or being under the influence of a controlled substance or alcoholic liquor (note: the term "under the influence" for school purposes

- has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant);
- 7) Public indecency as defined in section 28-806, except that this prohibition shall apply only to students at least twelve years of age but less than nineteen years of age;
  - 8) Engaging in bullying as defined in section 79-2,137 and in these policies;
  - 9) Sexually assaulting or attempting to sexually assault any person if a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging that the student has sexually assaulted or attempted to sexually assault any person, including sexual assaults or attempted sexual assaults which occur off school grounds not at a school function, activity, or event. For purposes of this subdivision, sexual assault means sexual assault in the first degree as defined in section 28-319, sexual assault in the second degree as defined in section 28-320, sexual assault of a child in the second or third degree as defined in section 28-320.01, or sexual assault of a child in the first degree as defined in section 28-319.01, as such sections now provide or may hereafter from time to time be amended;
  - 10) Engaging in any other activity forbidden by the laws of the State of Nebraska which activity constitutes a danger to other students or interferes with school purposes; or
  - 11) A repeated violation of any of the following rules if such violations constitute a substantial interference with school purposes:
    - a) The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, national origin, or religion;
    - b) Dressing or grooming in a manner which violates the school district's dress code and/or is dangerous to the student's health and safety, a danger to the health and safety of others, or which is disruptive, distracting or indecent to the extent that it interferes with the learning and educational process;
    - c) Violating school bus rules as set by the school district or district staff;
    - d) Possessing, using, selling, or dispensing tobacco, drug paraphernalia, an electronic nicotine delivery system, or a tobacco imitation substance or packaging, regardless of form, including cigars, cigarettes, chewing tobacco, and any other form of tobacco, tobacco derivative product or imitation, or electronic cigarettes, vapor pens, etc.;
    - e) Possessing, using, selling, or dispensing any drug paraphernalia or imitation of a controlled substance regardless of whether the actual substance possessed is a controlled substance by Nebraska law;
    - f) Possession of pornography, including creation, possession, dissemination, accessing, sale, or any other use of synthetic media, such as deepfakes;
    - g) Sexting or the possession of sexting images (a combination of sex and texting - the act of sending sexually explicit messages or photos electronically), including creation, possession, dissemination, accessing, sale, or any other use of synthetic media, such as deepfakes;
    - h) Engaging in 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. The decision to recommend discipline shall be made within two school days after learning of the alleged student misconduct. On the date of the decision to discipline, the Principal shall file with the Superintendent a written charge and a summary of the evidence supporting such charge.
- 2. The Principal shall serve the student and the student's parents or guardian with a written notice by registered or certified mail or personal service within two school days of the date of the decision to recommend long-term suspension or expulsion. The notice shall include the following:
  - a. The rule or standard of conduct allegedly violated and the acts of the student alleged to

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- constitute a cause for long-term suspension, expulsion, or mandatory reassignment, including a summary of the evidence to be presented against the student;
- b. The penalty, if any, which the principal has recommended in the charge and any other penalty to which the student may be subject;
  - c. A statement that, before long-term suspension, expulsion, or mandatory reassignment can be invoked, the student has a right to a hearing, upon request, and that if the student is suspended pending the outcome of the hearing, the student may complete classwork and homework, including, but not limited to, examinations, missed during the period of suspension pursuant to district guidelines which shall not require the student to attend the school district's alternative programs for expelled students in order to complete classwork or;
  - d. A description of the hearing procedures provided by the act, along with procedures for appealing any decision rendered at the hearing;
  - e. A statement that the principal, legal counsel for the school, the student, the student's parent, or the student's representative or guardian has the right (i) to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct and (ii) to know the identity of the witnesses to appear at the hearing and the substance of their testimony; and
  - f. A form on which the student, the student's parent, or the student's guardian may request a hearing, to be signed by such parties and delivered to the principal or superintendent in person or by registered or certified mail to the address provided on the form.
3. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect, if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers.
  4. Nothing in this policy shall preclude the student, student's parents, guardian or representative from discussing and settling the matter with appropriate school personnel prior to the time the long-term suspension, expulsion, or mandatory reassignment takes effect.
  5. If a hearing is requested within five days after receipt of the notice, the Superintendent shall recommend appointment of a hearing examiner within two school days after receipt of the hearing request. The student or the student's parent or guardian may request designation of a hearing examiner other than the hearing examiner recommended by the superintendent if notice of the request is given to the superintendent within two school days after receipt of the superintendent's recommended appointment. Upon receiving such request, the superintendent must provide one alternative hearing examiner who is not an employee of the school district or otherwise currently under contract with the school district and whose impartiality may not otherwise be reasonably questioned. The student or the student's parent or guardian must, within five school days, select a hearing examiner to conduct the hearing who was recommended or provided as an alternative hearing examiner, and shall notify the superintendent in writing of the selection. The superintendent must appoint the selected hearing examiner upon receipt of such notice.
  6. The hearing examiner must, within two school days after being appointed, give written notice to the principal, the student, and the student's parent or guardian of the time and place for the hearing.
  7. The hearing shall be held within a period of five school days after appointment of the hearing examiner, but such time may be changed by the hearing examiner for good cause with consent

of the parties. No hearing shall be held upon less than two school days' actual notice to the principal, the student, and the student's parent or guardian, except with the consent of all the parties.

8. The principal or legal counsel for the school, the student, and the student's parent, guardian, or representative have the right to receive a copy of all records and written statements referred to in the Student Discipline Act as well as the statement of any witness in the possession of the school board or board of education no later than forty-eight hours prior to the hearing.
9. If a hearing is requested more than five school days following the receipt of the written notice, but not more than thirty calendar days after receipt, the Superintendent shall appoint a hearing examiner. The hearing will be held according to the requirements of section 79-269. The student shall be entitled to a hearing but the consequence imposed may continue in effect pending final determination.
10. If a request for hearing is not received within thirty calendar days following the mailing or delivery of the written notice, the student shall not be entitled to a hearing.

In the event a hearing is requested, the hearing, hearing procedures, the student's rights and any appeals or judicial review permitted by law shall be governed by the applicable provisions of the Nebraska Student Discipline Act (NEB. REV. STAT. § 79-254 to 79-294).

#### 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.

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## 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 ½ 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 for at least ½ 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 Awareness**

The Nebraska Unicameral has found that concussions are one of the “most commonly reported injuries in children and adolescents who participate in sports and recreational activities and that the risk of

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catastrophic injury or death is significant when a concussion or brain injury is not properly evaluated and managed.”

The School District will:

- a. Require all coaches and trainers to complete [a training course approved by the Chief Medical Officer](#) 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:
- 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.

**Deleted:** one of the following on-line courses

**Deleted:** <#>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

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.

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### **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 an 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 extracurricular 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. ~~There will be 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 ~~the athlete is~~ seen at another facility the athlete's parents will be billed at that time.

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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 the 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 6:00 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 extracurricular 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 Act) shall face suspension in both activities.
- The student will be suspended from all activities currently in season, or the next extracurricular 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 extracurricular 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 supersede 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

# Lexington Public Schools

2025-26 School Calendar | Parent-Student

2025

Approved by the LPS Board April 2025

July					August					September				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
	1	2	3	4					1	1	2	3	4	5
6	7	8	9	10	4	5	6	7	8	8	9	10	11	12
13	14	15	16	17	11	12	13	14	15	15	16	17	18	19
21	22	23	24	25	18	19	20	21	22	22	23	24	25	26
28	29	30	31		25	26	27	28	29	29	30			

October					November					December				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
		1	2	3						1	2	3	4	5
6	7	8	9	10	3	4	5	6	7	8	9	10	11	12
13	14	15	16	17	10	11	12	13	14	15	16	17	18	19
20	21	22	23	24	17	18	19	20	21	22	23	24	25	26
27	28	29	30	31	24	25	26	27	28	29	30	31		

January					February					March				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
			1	2	2	3	4	5	6	2	3	4	5	6
5	6	7	8	9	9	10	11	12	13	9	10	11	12	13
12	13	14	15	16	16	17	18	19	20	16	17	18	19	20
19	20	21	22	23	23	24	25	26	27	23	24	25	26	27
26	27	28	29	30						30	31			

April					May					June				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
			1	2					1	1	2	3	4	5
6	7	8	9	10	4	5	6	7	8	8	9	10	11	12
13	14	15	16	17	11	12	13	14	15	15	16	17	18	19
20	21	22	23	24	18	19	20	21	22	22	23	24	25	26
27	28	29	30		25	26	27	28	29	29				

- First Day of School
- No School
- Early Dismissal
- End of Quarter
- Parent Teacher Conferences

**LEXINGTON**  
300 S. Washington St.  
Lexington, NE 68850  
(308)324-4681



Early Learning Academy	324-1841
Bryan Elementary	324-3762
Morton Elementary	324-3764
Pershing Elementary	324-3765
Sandoz Elementary	324-5540
Lexington Middle School	324-2349
Lexington High School	324-4691

Scan QR for LHS & LMS Activities

School Hours:	
Grades K-12	8:00am - 3:25pm
ELA	AM: 7:40am - 11:10am PM: 12:00pm - 3:30pm

### August

- 13 First Day of School  
Grades PK, 1, 3, 9(am), 10-12(pm)
- 14 First Day of School  
Grades PK, K, 2, 4, 6, 9-12
- 15 All Grades K-12 in Session  
First Day for Grades 5, 7, 8

### September

- 1 No School
- 15 No School

### October

- 1 1:30pm Dismissal - Parent Teacher Conferences (4pm-8pm)
- 2 No School - Parent Teacher Conferences (9am-1pm)
- 3 No School
- 13 No School
- 17 End of 1st Quarter

### November

- 14 1:30pm Dismissal
- 26 1:30pm Dismissal
- 27-28 No School

### December

- 19 1:30pm Dismissal  
End of 2nd Quarter
- 22-31 No School

### January

- 1-2 No School
- 5 No School
- 23 1:00pm Dismissal

### February

- 11 1:30pm Dismissal - Parent Teacher Conferences (4pm-8pm)
- 12 No School - Parent Teacher Conferences (9am-1pm)
- 30 31 No School

### March

- 12 End of 3rd Quarter
- 13 No School
- 20 1:30pm Dismissal

### April

- 3-6 No School
- 17 1:30pm Dismissal
- 24 11am Dismissal - High School Only

### May

- 3 Class of 2026 Graduation - 2:00pm
- 22 1:30pm Dismissal - Last Day of School

### June

- 1-26 Summer School

\*Three extra days are built into the calendar for unanticipated cancellations. The calendar will be shortened based on any unused days.

# Lexington Pu

2024-25 School Calen

202

July					August				
M	T	W	T	F	M	T	W	T	F
1	2	3	4	5	5	6	7		
8	9	10	11	12	12	13	14		
15	16	17	18	19	19	20	21		
22	23	24	25	26	26	27	28		
29	30	31							

October					November		
M	T	W	T	F	M	T	W
					4	5	6
7	8	9	10	11	11	12	13
14	15	16	17	18	18	19	20
21	22	23	24	25	25	26	27
28	29	30	31				

January					February		
M	T	W	T	F	M	T	W
			1	2	3	4	5
6	7	8	9	10	10	11	12
13	14	15	16	17	17	18	19
20	21	22	23	24	24	25	26
27	28	29	30	31			

April					May		
M	T	W	T	F	M	T	W
			1	2	5	6	7
7	8	9	10	11	12	13	14
14	15	16	17	18	19	20	21
21	22	23	24	25	26	27	28
28	29	30					

- First Day of School
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- Early Dismissal
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Lexington High School	324-4691

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# 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	Safety Strategy
Tornado	Evacuate to shelter area
Hazmat	Seal the room
Earthquake	Drop, cover and hold
Tsunami	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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## 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 Grade	_____ Student Cell Phone Number _____
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	_____
<b>Parent completes:</b>	
Print Student Name Again	School personnel completes upon release of student
Student Grade	_____
Student's Birth Day	____/____/____

### 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 is 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.

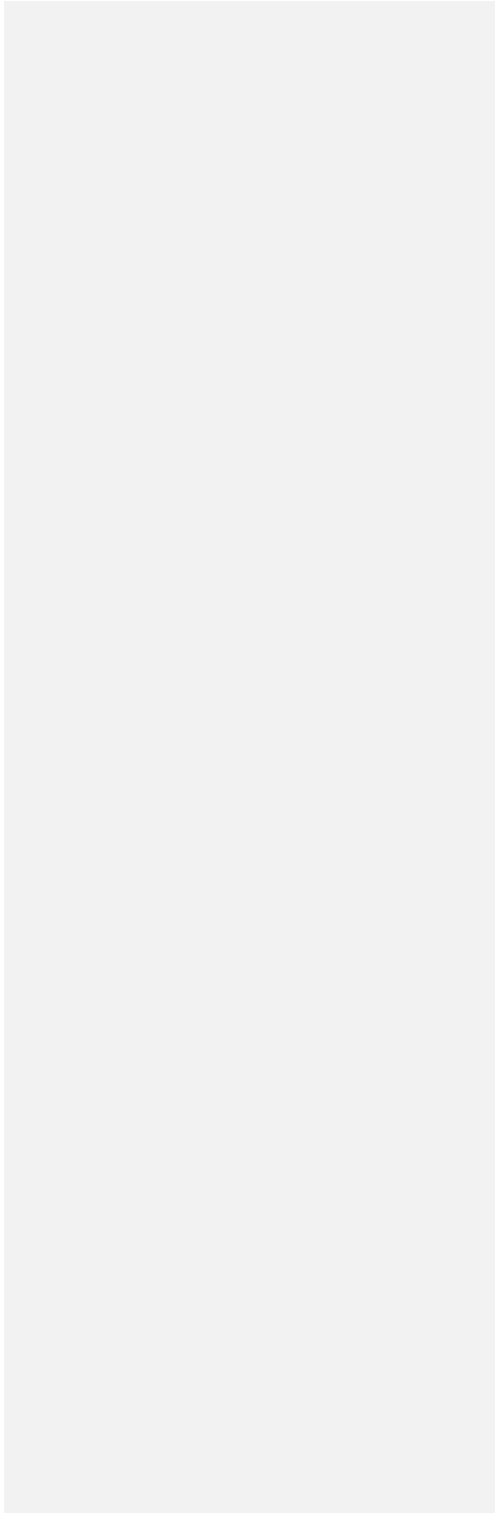
Notice to family: Nebraska law requires students to be in attendance at school each day that such school is open and in session, except when excused by school authorities or when illness or severe weather conditions make attendance impossible or impracticable. Nebraska law also requires school officials 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 \_\_\_\_\_, 20\_\_\_\_.  
(month)  
\_\_\_\_\_ Notary Public

**Alternative Educational Arrangements for Six-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 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 \_\_\_\_\_, 20\_\_.

\_\_\_\_\_ Notary Public

**Disenrollment of Child Between 16 and 18 Years of Age 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 \_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_ 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: \_\_\_\_\_

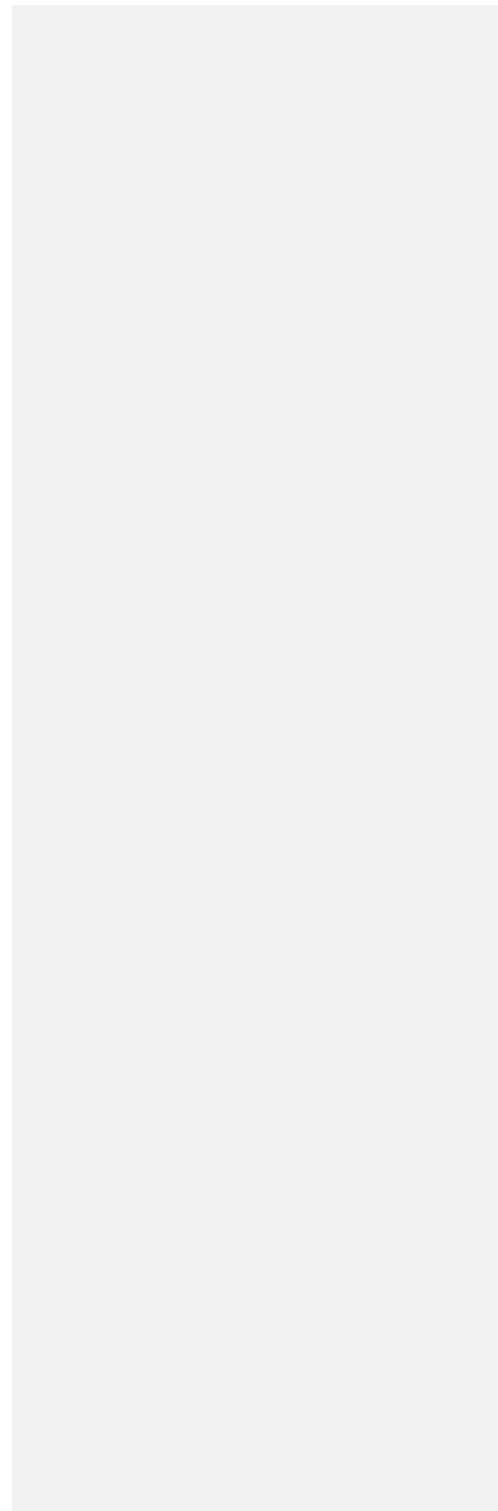
Signature of student: \_\_\_\_\_  
(not required if the student is too ill to attend)

COUNTY OF \_\_\_\_\_)

) ss.  
STATE OF NEBRASKA )

Signed in my presence and sworn to this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

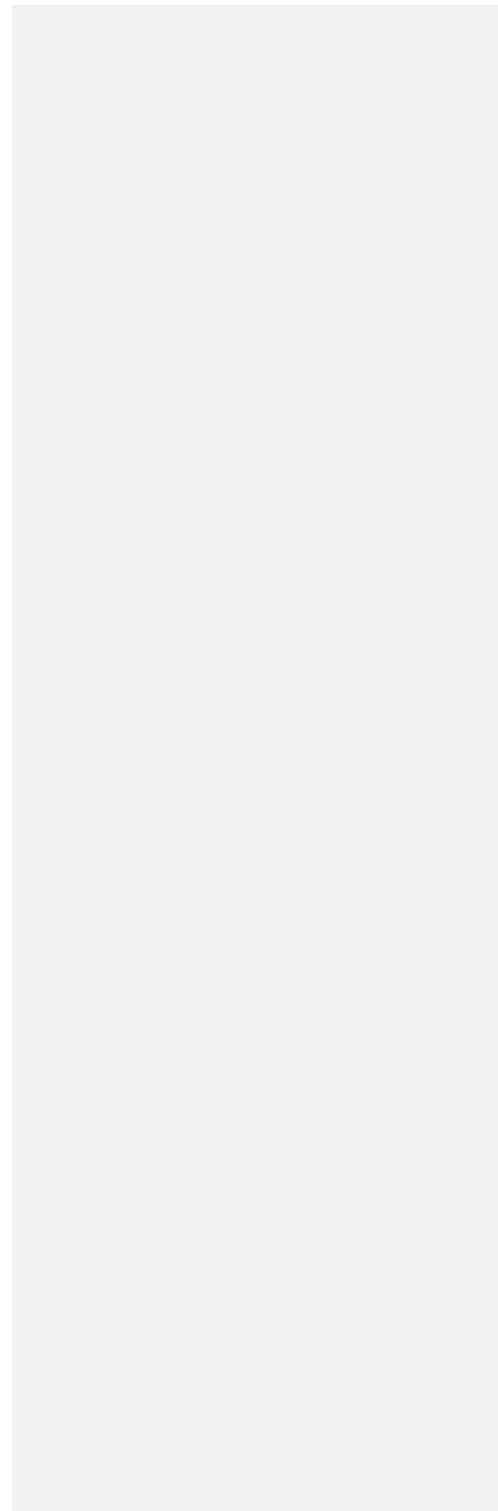
\_\_\_\_\_ Notary Public



**Superintendent Verification of Exit Interview**

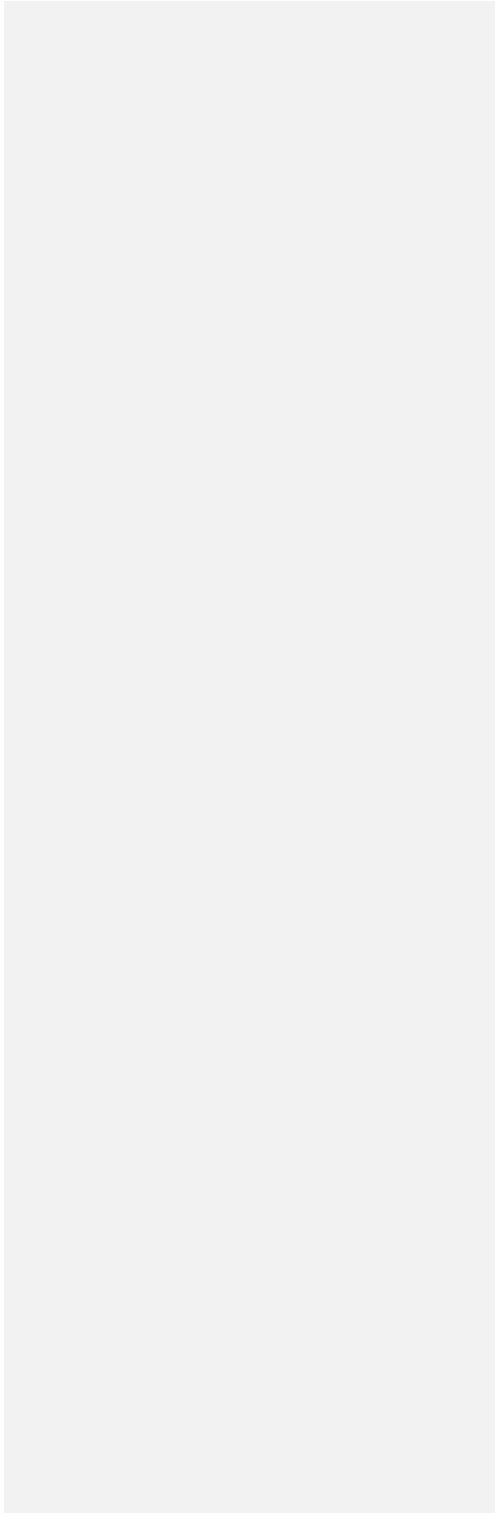
I, \_\_\_\_\_, am Superintendent of Lexington Public Schools. Principal \_\_\_\_\_ and I attended the exit interview with the parent and child on \_\_\_\_\_, 20\_\_\_\_. The parent and child presented the information that is required by statute. In my opinion, the parent has legal and actual charge of 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 <https://www.lexschools.org/district/handbooks/>.

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**

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

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**Emergency Information Form**

Student's Name

Parent/Guardian's Name(s)

Mailing Address

Home Phone

Father's Employer

Business Phone

Mother's Employer

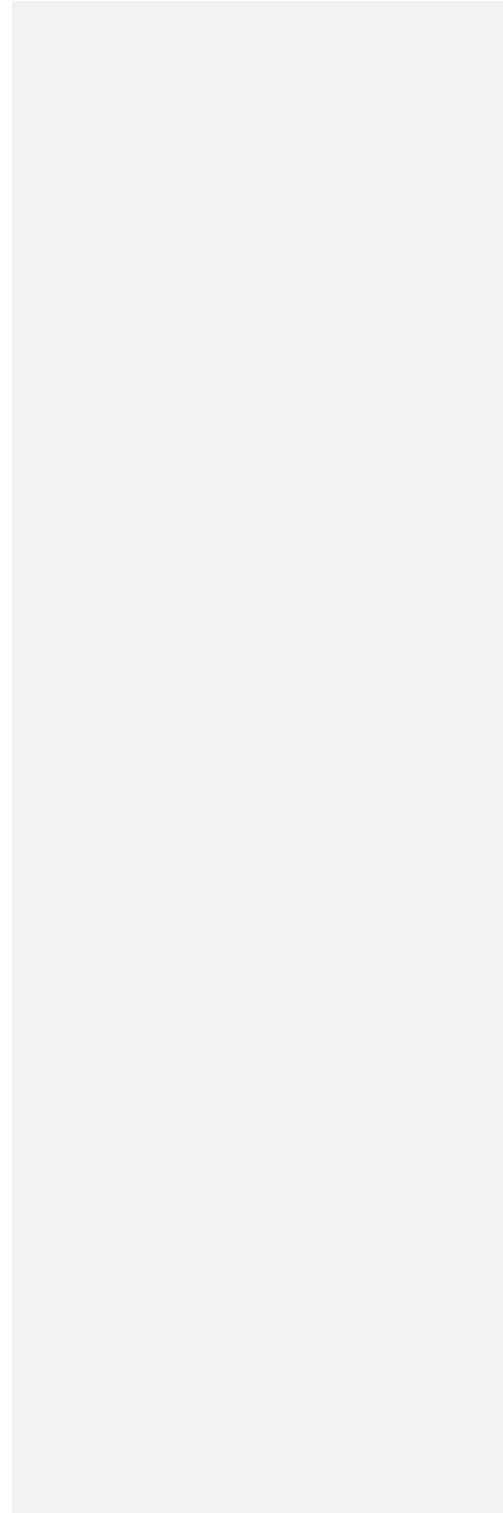
Business Phone

Other Person Who May Be Contacted in Case of Emergency

Phone

Choice of Doctor

Phone



**Parental Authorization and Release Form**

**Administration of Non-Prescription Drugs to Students**

While the administration of medications to students should be scheduled outside of school hours whenever possible, occasionally it may be necessary for school personnel to administer nonprescription drugs to a student as authorized by the student’s parents, guardians, or medical professionals and state law. School personnel will only dispense those nonprescription drugs which have been approved by state and federal law for use as a drug and meet the definition of nonprescription drugs in Nebraska’s Medication Aide law which states:

Nonprescription drugs means nonnarcotic medicines or drugs which may be sold without a medical order and which are prepackaged for use by the consumer and labeled in accordance with the requirements of the laws and regulations of this state and the federal government.

In order for students to be administered nonprescription medication by school personnel, a parent or guardian must:

- Complete and return this authorization form.
- Provide the district with any nonprescription drugs you wish to be administered in its original container from the manufacturer, which must include legible, unadulterated manufacturer instructions. The container must be labeled with the student’s name.
- Provide the district with specific written instructions regarding the requested nonprescription drug’s administration, including the date(s) the student is to be administered the drug, the dosage to be administered, the frequency of administration, and any other details or conditions relevant to administration.

School personnel will not administer nonprescription drugs in a manner inconsistent with the manufacturer instructions or state law. School personnel will not administer non-prescription drugs that are 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-Adminstrated 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-administrating the medication, (b) is not self-administered during instructional time or in the presence of other students unless medically necessary, and (c) is not shown or exhibited to other students.
4. The student's physician or physicians' designee has (a) evaluated the situation and deemed it to be safe and appropriate; (b) documented this on the physician's authorization for the student's cumulative health record, and (c) 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.

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\_\_\_\_\_ 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 \_\_\_\_\_

**Page 6: [1] Deleted      John Hakonson      6/9/25 11:06:00 AM**

**Page 22: [2] Deleted      John Hakonson      5/29/25 11:54:00 AM**

## 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 into 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 315 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 a.m. shall be counted as a half day absent (morning). A student who leaves school before 2:00 p.m. 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.~~

## **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 roughly 8:30 a.m.
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 extracurricular 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 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.

## **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, assuming they have no D's or F's on their report card.

## **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.

### **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.

Middle School students who are not on individualized education plans (IEPs) who fail to pass at least seven semesters of their ten core content classes (two semesters of language arts, math, science, social studies, and reading) shall be recommended for retention, be required to attend summer school and pass the core content classes they failed, or take other additional remedial measures as assigned by the middle school principal.

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.

### **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 5500)**

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/Activities Handbook, please comply with the terms contained in the following notice.

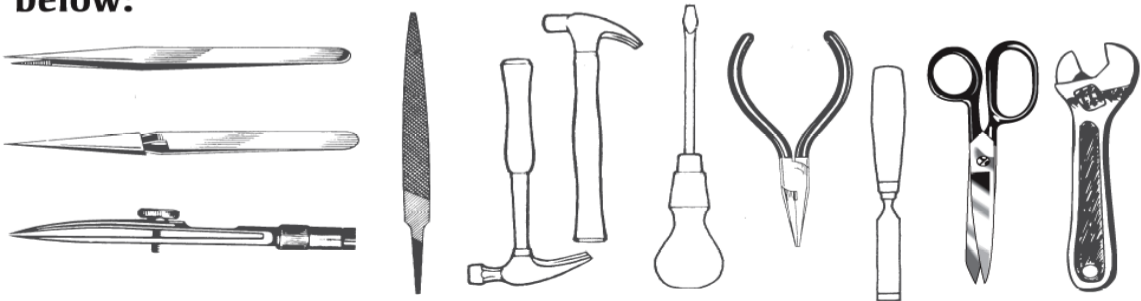
# Notice To All Students

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 may be utilized at the discretion of the LMS 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
<b>Academic Misconduct (cheating, plagiarism, etc.)</b>	Detention, "0" credit for assignment (student may redo for 69% max), parent contact	ISS, "0" credit for assignment (student may redo for 69% max), parent contact	OSS, "0" credit for assignment (student may redo for 69% max), parent contact
<b>*Alcohol use and/or possession (Extracurricular Policy consequence as well)</b>	Minimum 5 days OSS or ***(see below) depending on circumstances	***(see below)	***(see below)
<b>***Arson</b>	***(see below)	***(see below)	***(see below)
<b>Assault:</b>			
<b>*Against a student</b>	Minimum 5 days OSS and *(see below)	***(see below)	***(see below)
<b>*Against school staff</b>	Expulsion		
<b>*Mutual Consent</b>	Minimum 5 days OSS and *(see below)	***(see below)	Expulsion
<b>*Bullying, Harassment</b>	ISS or OSS	Minimum 5 days OSS and *(see below)	***(see below)
<b>*Bomb Incident (including threats)</b>	***(see below)	***(see below)	***(see below)
<b>Bus/School Vehicle Insubordination</b>	Warning, ISS, OSS, and/or suspension from bus route; parent contact	Warning, ISS, OSS, and/or suspension from bus route; parent contact	Suspension from bus services; parent contact
<b>Dress Code Violations</b>	Warning and change attire	ISS, change attire, and parent contact	ISS or OSS, change attire, and parent contact
<b>Disrespect/Insubordination</b>	Warning or ISS or OSS or reassignment (depending on circumstances)	Minimum 5 days OSS and/or reassignment	***(see below)
<b>*Drug Offenses (includes actual and imitations of controlled substances and paraphernalia)</b>			
<b>-Possession/Use</b>	Minimum 5 days OSS or ***(see below)	***(see below)	***(see below)
<b>-Sale/Distribution</b>	***(see below)	***(see below)	***(see below)
<b>*Fire Alarms/Extinguishers</b>	5 days OSS and *(see below)	5 days OSS and *(see below)	5 days OSS and *(see below)
<b>*Fire Paraphernalia (lighters, matches, fireworks, etc.)</b>			
<b>-Possession</b>	Confiscate and ISS	Confiscate and 3-5 days OSS	Confiscate and ***(see below)
<b>-Unauthorized Use</b>	OSS and possible restitution	OSS and possible restitution	***(see below)
<b>*Gang-Related (graffiti, notes, symbols, hand signs, colors, speech, etc.)</b>	1-5 OSS	Minimum 5 days OSS	***(see below)
<b>*Theft.</b>			
<b>-Less than \$50</b>	1-5 days OSS and restitution	***(see below)	***(see below)
<b>-Greater than \$50</b>	5 days OSS or ***(see below), restitution	***(see below)	***(see below)
<b>Parking Violations</b>	Vehicles parked illegally will be ticketed, and/or towed at owner's expense.		
<b>Public Displays of Affection (PDA)</b>	Warning to both students	Parent contact	ISS and parent contact
<b>***Sexting**/Explicit Photo or Video Offenses (includes possession and/or distribution of sex-related material via electronic devices)</b>	ISS or OSS or Reassignment	ISS or OSS or Reassignment	ISS or OSS or Reassignment
<b>*Tobacco Possession and/or Use (including vape/electronic devices)</b>	Confiscate and 3 days OSS	Confiscate and 4 days OSS	Confiscate and 5 days OSS

<b>DISRUPTIVE ACT</b>	<b>1<sup>st</sup> OFFENSE</b>	<b>2<sup>nd</sup> OFFENSE</b>	<b>3<sup>rd</sup> OFFENSE</b>
* <b>Trespassing (includes non-students)</b>	Warning and/or police notification	Police notification, charges requested	Police notification, charges requested
** <b>Vandalism (includes property loss or damage, abuse of property, graffiti, 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 or *** (see below) and restitution	5 days OSS or *** (see below) and restitution	5 days OSS or *** (see below) and restitution
* <b>Weapons (possession and/or use)</b>	See "Weapons/Firearms" section of Nebraska Student Discipline Act		
<b>Any Other Felony Violation</b>	OSS and or *** (see below)		

### CLARIFICATIONS:

- Students recommended for expulsion will be OSS pending the expulsion decision.
- A parent conference may be necessary prior to a suspended student's return to school.
- Students suspended OSS will be allowed to complete missed assignments and tests.
- Administration will deal with each infraction individually, and determine the best, most appropriate action (may deviate from stated policy in special situations).

### DEFINITIONS:

- "ISS"- In-School Suspension
- "OSS"- Out-of-School Suspension (**Short term**=1 to 5 days, **Long term**=6-19 days)
- "Expulsion"- OSS for more than 19 days (either through the end of the semester or up to one year)

### INDICATORS:

- \* **LAW ENFORCEMENT NOTIFICATION**
- \*\*\* **LONG TERM SUSPENSION or MANDATORY REASSIGNMENT or EXPULSION**  
  - In accordance with state statutes
  - Could also include law enforcement notification and/or restitution

# LHS STUDENT HANDBOOK (Abbreviated\*)

**\*For a more thorough listing of District wide policies and procedures, please see the District Student, Parent, & Activities 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 American Government)
- **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 extracurricular 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. 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 – 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 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, excluding absences identified in item 6 below, 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.~~
- ~~3. Elementary and Middle School: Students must not acquire more than the equivalent of 20 school day absences, excluding absences identified in item 6 below, 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 whose residence ceases, or when other evidence exists that they will no longer attend the school district, will be dropped from enrollment. The administration will consider requirements for residence, domicile, and attendance under state statute and Department of Education rules when making this determination. If they should subsequently return, they will be required to re-enroll once disenrolled. 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.~~
- ~~● 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.~~
- ~~● 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.~~

Absences\*

1) ~~Students are expected to attend every class, every day.~~

1)

2) ~~High School: Students must not acquire more than 10 absences, excluding absences identified in item 6 below, from any course in any given semester in order to earn academic credit for that course for that semester. Mandatory attendance at summer school (considered a part of the preceding regular school year term) 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.~~

2)

3) ~~Elementary and Middle School: Students must not acquire more than the equivalent of 20 school day absences, excluding absences identified in item 6 below, in a school year. Mandatory attendance at summer school (considered a part of the preceding regular school year term) 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.~~

3)

4) ~~Students in grades preK-12 whose residence ceases or who miss more than 10 consecutive days of school for any reason will be dropped from enrollment. The administration will consider requirements for residence, domicile, and attendance under state statute and Department of Education rules when making this determination. If they should subsequently return, they will be required to re-enroll once disenrolled. 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.~~

4)

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.

d)

6) ~~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 or licensed mental health practitioner (LMHP), 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, injured, or disabled that attendance is impracticable or impossible. Time **necessarily missed** due to medical appointments or procedures confirmed in writing from a licensed health care provider shall also not count against a student. 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 participation in a school-sponsored activity;

d) student has been suspended or expelled from school by the school district;

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; and

f) up to two college, military recruitment, or other valid post-secondary visits (one day each) as approved by the principal; additional visits may be allowed at the discretion of the principal. (Applicable only to the visiting student, not accompanying siblings.)

g) Earned time off for achieving performance goals in a district alternative education program.

h) Absences related to district-approved work study, job shadowing arrangements, college coursework, or other post-secondary programs.

i) All other absences will be recorded simply as "absent". They include, but are not limited to, absences due to: physical or mental illness, injury, or disability not confirmed in writing by a licensed health care provider by the deadline established in 6a); religious holidays; funerals; incapacitated or sick parents or other family members; vehicle unavailability or breakdowns; travel delays; or family vacations, situations, or events.

7) Upon return from every absence or partial-day absence, students shall confer with their teachers about missed classwork. Please refer to the individual teacher's class syllabus for late/makeup work procedure. See student/parent handbooks for additional information on making up assignments.

~~7)~~

### **Artificial Intelligence (Policy 6038)**

Artificial intelligence tools ("AI Tools") mean machine-based resources that use computer science, algorithms, large language models, and/or machine learning to perform tasks, answer questions, collect information, and respond to human-directed tasks, queries, and objectives. AI Tools include, but are not necessarily limited to, commercially-available resources like ChaptGPT, Google Bard, and other chatbots.

When properly used, AI Tools may provide valuable source information to students and teachers in relation to the district's academic curriculum and assignments. Student use of AI Tools should focus on using such tools as a resource and for background material, rather than using the AI Tools to complete the assignment. Therefore, AI Tools may only be used by students in accordance with the following requirements:

1. Unless an individual teacher affirmatively communicates to students that AI Tools may be used for a specific assignment, then AI Tools may not be used. Individual teachers will decide for each individual assignment the extent to which students may use AI Tools for such assignment. Teachers are

encouraged to make such a decision in advance of students being given the individual assignment in question.

2. Teachers will communicate to all students responsible for completing an assignment the extent to which such students may use AI Tools in connection with such assignment. Teachers will endeavor to include in such communications examples of permissible and impermissible uses of AI Tools.
3. If a student uses any AI Tools in connection with a school assignment, the student must comply with the following:
  - a. The student must explicitly disclose to the teacher in writing that the student used an AI Tool and the specific AI Tool used.
  - b. In any student work (whether hard copy, electronic, digital, or otherwise), the student shall give proper attribution to the AI Tool(s) used to the same extent that students are expected to give proper attribution to other sources of information such as books, texts, encyclopedias, secondary sources, and other traditional media. Such attribution may include, but is not necessarily limited to, accurate quotations, citations, footnotes, endnotes, and/or bibliography entries.
  - c. In no instance may the output from one or more AI Tools be copied and placed within a student's work as if the student wrote such section himself or herself. For example, and not limitation, students may not outsource the organization or the writing of any written work to any AI Tool.
4. A student's failure to meet the requirements stated in this policy will constitute a violation of the district's prohibitions against cheating/plagiarism and/or academic misconduct, and consequences will follow in alignment with those laid out in this handbook.

4. \_\_\_\_\_

#### **Bell Schedule – 3 Lunches**

Period 0	7:10 - 7:56am
Period 1	8:00 - 8:45am
<b>“Grab &amp; Go” Breakfast</b>	8:45 – 8:51 am
<b>Period 2 (FOL/FOCUS)</b>	<b>8:52- 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
<b>COURSE CREDITS</b> –Semester BLOCK classes = 10 credits. Yearlong BLOCK classes = 20 credits.	
<b>STAFF DUTY DAILY EXPECTATIONS</b> – “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.	

### **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.” 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 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.

### **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.
8. Only 6 chairs to the round tables and 4 chairs to the high top tables. Chairs need to be pushed in.

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 Devices (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, 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 MP3 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 other electronic devices paggers. 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 or earbud/headphones 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 and Earbud/Headphone Policies. Students whose cell phones or earbuds/headphones are confiscated may lose their right to privacy. When a cell phone or earbud/headphone 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” Google Sheet
- ✓ 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)
- ✓ Failure to give the item to a staff member, when asked, will result in further disciplinary action such as ISS or OSS.
- ✓ Additional information about cell phones is provided in board policy

Earbud/Headphone Accountability:

- ✓ 1<sup>st</sup> - 3<sup>rd</sup> Offenses – Detention with Teacher (Teacher confiscates items – items returned after detention has been served). Teachers should also log each offense on the “Earbud/Headphone Violation” Google Sheet
- ✓ 4<sup>th</sup> and Succeeding Offenses - Detention in the Administration Office (Earbuds/Headphones will be turned over to the PARENT after the detention has been served)
- ✓ Failure to give the item to a staff member, when asked, will result in further disciplinary action such as ISS or OSS.
- ✓ Additional information about earbuds/headphones is provided in board policy

The use of a personal electronic device during class time requires permission from a staff member. Students will not be allowed to use personal computers/laptops during the school day. In case of an emergency please contact the LHS office at (308) 324-4691 and information will be passed to the student.

Parents are asked not to contact students using cell phones during school hours. Students being interviewed by administration related to possible misconduct or inappropriate behavior may be asked to give their cell phone or other like electronic device to administration until the investigation is complete.

### **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, Military, and Other Post-Secondary Visits**

The counseling office will schedule formal group college visitations for various grade levels and classes. Students are allowed two (2) excused **individual** visits (see attendance policy). Students are also encouraged to take advantage of **visitation opportunities** 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' email 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.

### **Dating Violence**

Please see **District Student, Parent, and Activities Handbook**.

### **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 (7:15-7:45 a.m.) or after school (3:30-4:00 p.m.). 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.

## **Discrimination and Harassment**

Students who believe that they have been the subject of unlawful discrimination or harassment due to their disability should contact the following Section 504 Coordinator: Amy Peplitsch at 308.324.1231, by email at [amy.peplitsch@lexschools.org](mailto:amy.peplitsch@lexschools.org) or in person at the District Administrative Office Building. Students who believe that they have been the subject of unlawful discrimination or harassment due to their sex should contact the following Title IX Coordinator: Angie Kovarik at 308.324.1209, by email at [angie.kovarik@lexschools.org](mailto:angie.kovarik@lexschools.org), by mail at Lexington Public Schools, ~~300 S. Washington St~~ PO Box 890, Lexington, NE 68850 or in person at the District Administrative Office Building. Students who believe that they have been the subject of any other unlawful discrimination or harassment 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 Administrative Office Building. Students may report discrimination or harassment to any staff member who will then forward it on to the appropriate coordinator or administrator. The staff member will follow school district policies to respond to the report.

## **Dress Code (Policy 5031)**

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

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

**Examples of prohibited attire or appearance:**

- Caps, hats, bandannas, and hoods worn over the head during the school day
- Bare feet and footwear determined to be inappropriate by the building principal
- Short-shorts and biker shorts
- Hairstyles which distract from the learning process or the health and safety for either the student or others
- Any clothing that could cause damage to others or school property
- Shirts, blouses, or other clothing worn unbuttoned, unzipped, or otherwise inappropriately unfastened, as determined by the principal
- "Grubby clothes," those which are purposely torn or bedraggled or threadbare, dirty or disheveled
- Costumes and/or those clothes intended only for leisure (including pajamas), entertaining or special occasions
- Bare "midriff" (belly button) styles, see-through and low cut blouses, halters, tank tops or thin-strapped tops (spaghetti straps)
- Pants and shorts worn below the waist so as to expose undergarments
- Pants that drag on the floor
- Chains hanging or attached to pants or shorts
- Coats during school hours, unless the student has permission from the principal
- Clothing with tears or holes that expose flesh above the thighs or underclothes

**Face coverings.** District administrators may require the wearing of face coverings to limit the spread of contagious disease.

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

Additional guidance may be found in policy 5031.

## **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.

**Excessive Absences and Grading - The following will be the procedure on how to give grades to students who have missed more than 10 days:**

1. Any student who has a failing percentage and has exceeded the number of absences will receive an F for the class.
2. Any student who has exceeded the number of absences for the semester, but has remained in the class and has a passing grade at the end of the semester will receive NC (No Credit).
3. Any student removed from a class for excessive absences will receive a failing grade (F).
4. Students and parents are responsible for monitoring personal attendance records through PowerSchool.

**Final Examinations**

Since it is important for students to be at school every day, it is imperative that students also attend the two final testing days of each semester. Finals will not be given early unless that student is absent due to a school-sponsored activity. If a student is absent on one, or both, of the final testing days, the student will be given the opportunity to take their finals on the last day of the semester. Students who do not make up the finals will be given a "0" for a grade. Emergency/extraordinary circumstances will be handled on a case by case situation and administration has the discretion to give students the opportunity to make up the tests or to exempt them from finals.

**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:

(a) on school property, (b) being transported in vehicles dispatched by the school district, or (c) 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 PowerGrade. 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) by 3:25 p.m. on the last school day for seniors will be allowed to participate in the commencement ceremony. Students are additionally required to adhere to the district attendance policy their final semester. **Students who have exceeded 10 "unexcused" absences (i.e. ones counted toward excessive absenteeism) in any class enrolled their final semester or alter the graduation cap or gown worn at graduation, notwithstanding the provisions of policy 5031, will not participate in the commencement ceremony. Only school-issued accessories or those otherwise authorized by statute, board policy, and approved by the administration shall be allowed to be worn at the commencement ceremony. Black caps and gowns shall be worn by all graduates.**

### **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 December 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)**

Graduation Requirements - Beginning with the Class of 2024 – 225 Total Credits Required

English - 40 credits

Mathematics - 30 credits

Science - 30 credits

Social Studies - 35 credits including 5 American Government and 5 Economics/Financial Literacy credits

Health/ Physical Education - 10 credits

Foundations of Leadership\* - 10 credits

Electives - 70 credits\*\*

\* Foundations of Leadership is required for 9th 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 course.

### Graduation Requirements - Beginning with the Class of 2028 – 230 Total Credits Required

English - 40 credits

Mathematics - 30 credits

Science - 30 credits

Social Studies - 35 credits including 5 American Government and 5 Economics/Financial Literacy credits

Health/ Physical Education - 10 credits

Foundations of Leadership\* - 10 credits

Computer Science & Technology – 5 credits

Electives - 70 credits\*\*

\* Foundations of Leadership is required for 9th 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 course.

### Homeless Children and Youth

Please see **District Student, Parent, and Activities Handbook**.

### Honors Course Content

Students will be placed using the previous year's 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 Placement

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

### 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.

### **Investigations, Arrests, and Other Student Contact by Law Enforcement and Health and Human Services**

Please see **District Student, Parent, and Activities Handbook**.

### **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 any time 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. The library is not a place for students to go who choose not to eat lunch.

### **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. **The number the caller is calling from must match the number currently listed in PowerSchool or the student will not be allowed to leave.** 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 seven (7) 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.

### **Pregnant or Parenting Students**

Please see **District Student, Parent, and Activities Handbook.**

### **Reporting Child Abuse and Neglect**

Please see **District Student, Parent, and Activities Handbook.**

### **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 Library Collections**

~~Please see District Student, Parent, and Activities Handbook.~~

### **School Meal Program Charges**

~~Please see District Student, Parent, and Activities Handbook.~~

### **School Wellness Policy**

~~Please see District Student, Parent, and Activities Handbook.~~

### **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 / Lanyard String - \$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
- ✓ 7<sup>th</sup> Offense – Parent meeting (ISS until Parent Meeting) (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.

### **School Library Collections**

~~Please see District Student, Parent, and Activities Handbook.~~

### **School Meal Program Charges**

~~Please see District Student, Parent, and Activities Handbook.~~

### **School Wellness Policy**

Please see [District Student, Parent, and Activities Handbook](#).

### **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 school personnel.

### **Snacks**

No open containers of drinks are to be brought into the classrooms and hallways after 8:00 a.m. 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.

### **Sniffer Dogs**

Please see [District Student, Parent, and Activities Handbook](#).

### **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 Fees**

Please see [District Student, Parent, and Activities Handbook](#).

### **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.

### **Student Internet and Computer Access**

Please see [District Student, Parent, and Activities Handbook](#).

## **Student Records**

Please see **District Student, Parent, and Activities Handbook**.

## **Tardiness**

1. First Period Tardy – Everything between ~~before~~ 8:01 and 8:10 a.m. is a “tardy”; anything after 8:10 a.m. 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 a.m., students must get a pass from the office to be admitted to class.
  - ✓ 1<sup>st</sup> Offense – Verbal Warning
  - ✓ 2<sup>nd</sup> Offense - 30-Minute Office Detention After School That Same Day (or 7a.m. 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 to 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 (Assistant Principal 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, are 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.

## **Threat Assessment and Response**

Please see **District Student, Parent, and Activities Handbook**.

## **Title IX Policy and Grievance Procedures**

Please see **District Student, Parent, and Activities Handbook**.

## **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**

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/Activities Handbook, please also see the "Consequences For Disruptive Acts" chart included in this handbook.

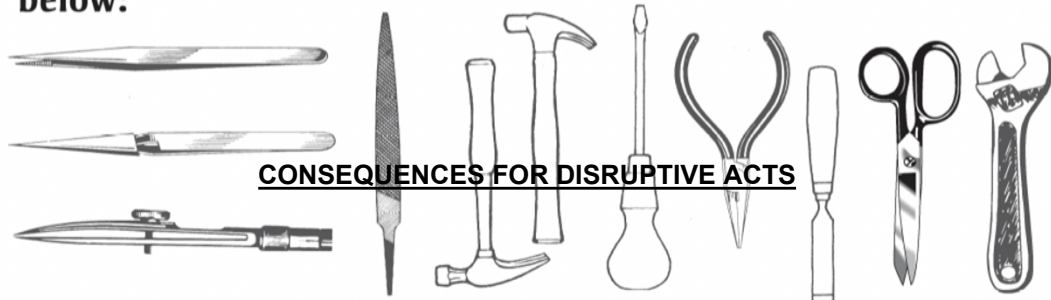
# Notice To All Students

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 or LMS 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 (includes cheating, plagiarism, etc.)</b>	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) [+ Extracurricular Policy Consequence]</b>	Minimum 5 days OSS or ***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>	Expulsion	Expulsion	Expulsion
• <b>Bullying, Threats, Harassment*</b>	Minimum 5 days OSS	Long-term suspension or expulsion	Expulsion
	ISS or OSS	***See below	***See below
<b>Bomb Incident* (includes threat)</b>	***See below	***See below	N/A
<b>Bus/School Vehicle Violation (includes horseplay, failure to follow directions, littering, throwing objects out of the windows, etc.)</b>	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>	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>			
• <b>Sale/Distribution</b>	10-day OSS/***See below	***See below	***See below
	***See below	***See below	***See below
<b>Fire Alarms/Fire Extinguishers*</b>	5 days OSS and **See below		
<b>Fire Paraphernalia [Lighters, matches, etc.] Possession</b>	Confiscate; ISS	Confiscate and OSS 3-5 Days	Confiscate & ***See below
<b>Unauthorized Use</b>	OSS	OSS and Restitution	***See below

OFFENSE	1 <sup>ST</sup> OFFENSE	2 <sup>ND</sup> OFFENSE	3 <sup>RD</sup> OFFENSE
<b>Academic Misconduct (includes cheating, plagiarism, etc.)</b>	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>Fireworks* 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 1-5 days OSS	Long-Term Suspension	Expulsion
<b>Larceny/Theft** Less than \$50 Greater than \$50</b>	1-5 Days OSS 5 Days OSS or ***See below	***See below ***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 device "sexting," etc.)</b>	***See below		
<b>Tardiness, Truancy, and Unexcused Absences</b>	*See "Attendance" section of LHS/ LMS Student Handbook		
<b>Tobacco* (use and/or possession) – includes E-cigarettes</b>	* Confiscate and 3 day OSS	* Confiscate and 4day OSS	* Confiscate and 5 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.) Less than \$50 Greater than \$50</b>	1-5 days OSS and restitution 5 days OSS and ***See below	***See below ***See below	***See below ***See below
<b>Weapons/Firearms* Possession and/or Use</b>	*See "Weapons/Firearms" section of Nebraska Student Discipline Act		
<b>Any Other Felony Violations</b>	OSS and/or ***See below		

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**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. Students suspended from school (OSS) are not allowed on any LPS property until the suspension is completed.
5. Administration will deal with each infraction individually and determine the best, most appropriate action (this may deviate from the stated policy in special situations)

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**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.**

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**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
-

# WAYS TO GET INVOLVED AT LHS

## **Fall Activities & Sports**

Cheerleading  
Cross Country  
Football  
Girl's Golf  
Softball  
Boy's Tennis  
Unified Bowling  
Volleyball

## **Winter Activities & Sports**

Basketball  
Bowling  
Cheerleading  
Liberty Belles  
Powerlifting  
Wrestling

## **Spring Activities & Sports**

Boy's Golf  
Soccer  
Girl's Tennis  
Track & Field

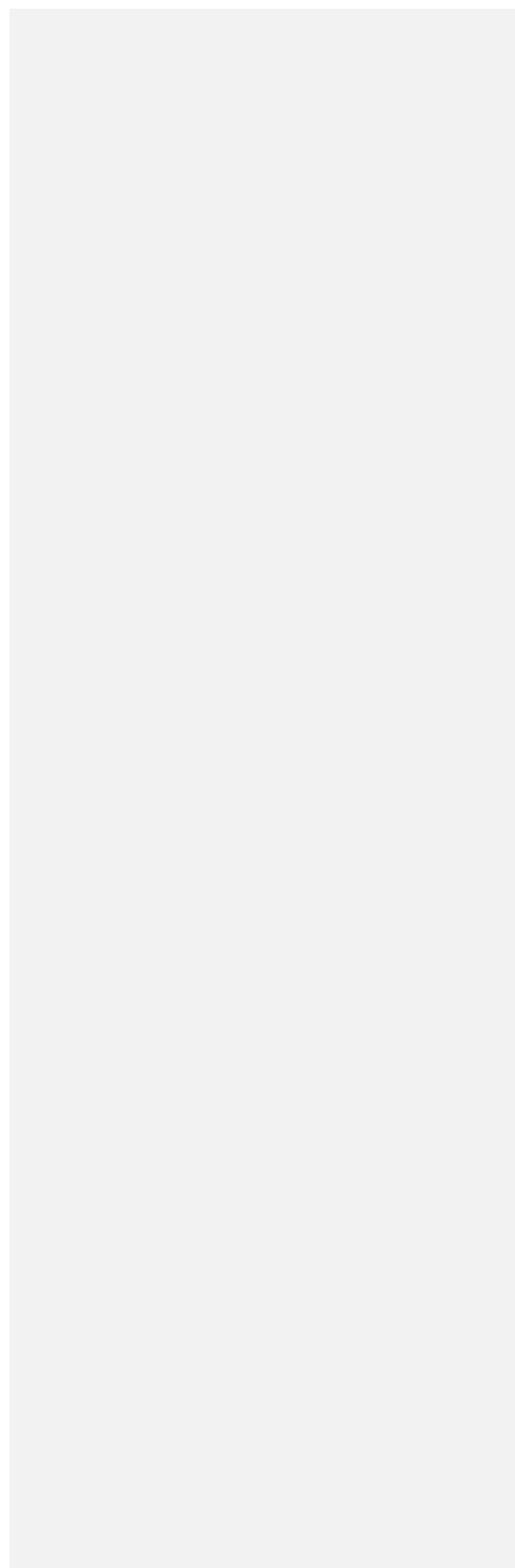
## **Year Round Activities**

Academic Decathlon  
Band  
Choir  
Circle of Friends  
eSports  
FCCLA  
Flag Corps  
FFA Game Club  
Interact  
Jazz Band  
L Club  
Majestic Volunteering  
Math Club  
Mock Trial  
Musical  
National Honor Society  
One Act  
Pep Club  
Quill & Scroll  
SkillsUSA  
Speech  
Student Advisory Committee  
Student Council  
Swing Choir  
Teammates  
Yearbook



# **Lexington Public Schools Facilities Use Handbook**

*Revised June 2022*



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## **I. Introduction**

In order to assure a close relationship between the district and the community, it is the policy of the Board to grant and encourage maximum use of school facilities for the promotion of school, civic or social goals that are for the benefit of students and citizens of the district. Rules, regulations and fees for use of school property shall be established annually by the Board.

## **II. Custody of School Property**

The custody of all Lexington Public Schools property, including indoor and outdoor facilities and equipment, is placed with the Superintendent of Schools.

## **III. Equipment**

### **A. School Equipment**

School equipment such as tables, chairs, musical instruments (other than LPS music student use), risers, instructional equipment, etc., may not be loaned or rented ~~out for use outside the school location, without the express permission of the Board of Education (See policy 3014.). Outside use of computer equipment by district employees is authorized when used to pursue a specific school project or purpose, if approved by the employee's supervisor.~~ Use of school space does not include use of school equipment unless specifically permitted by the Principal and Director of Facilities and Transportation. Use of specialized school equipment including, but not limited to, audio and lighting systems, kitchen equipment, etc., when and where required, must be operated by school-assigned personnel, the cost of which will be added to the regular facility usage fee as a special fee. ~~The Superintendent or his/her designee must approve any variance.~~

### **B. Outside Equipment**

Organizations wishing to bring unusual equipment, material, devices, and/or animals into school buildings or on school premises, must secure prior approval from the Superintendent.

## **IV. School Facilities**

### **A. Responsibility for Supervision and Care of School Facilities**

The principal of each individual school building shall be directly responsible to the superintendent and shall report immediately to the superintendent any unusual circumstances regarding the care and use of buildings, equipment, custodial and maintenance services.

### **B. Limitations on Use of School Facilities**

The use of school facilities and equipment will not be permitted for the following:

- Use would interfere with any class-related use.
- Use would interfere with events sponsored by the school or school groups.
- Use would involve illegal activity.
- An organization or persons involved have previously engaged in, or can reasonably be expected to engage in, any form of illegal discrimination, violence, or, advocate violence or rebellion against the United States, the State of Nebraska, or any political subdivision.
- Use would be of a morally objectionable nature or would be contrary to any of the district's policies, rules, or goals and/or objectives of the district's educational programs.
- Use would result in the district's facilities or equipment being altered, modified, or changed.

- Use would result in the district's facilities being used to store the equipment of the user.
- Use would present an unacceptable risk of damage or excessive wear and tear to the facilities or equipment, in the opinion of the administration.
- Use would present a significant disruption to the effective administration of a building or district program, in the opinion of the administration.
- For private social functions, including but not limited to; wedding receptions, family reunions, birthdays, graduations, dances or other such events.
- For funerals or memorial services unless authorized by the board.
- Use would result in interfering with the daily and annual maintenance operations of the district facilities.

District facilities may be unavailable for public use at various times of the year for scheduled maintenance.

The Activities Director or Building Administrator may place further limitations on uses of their buildings with permission from the superintendent. Additional limitations shall be supported by reasonable rationale and be consistently applied.

The Activities Director or Building Administrator may inspect and review any and all items brought into the building to ensure appropriate building safety and effective administration of the facilities. Any items which would be unsafe, inappropriate, or undesirable in the building, in the opinion of the administrator, may be prohibited from entering the building or require its removal from the building. If the building administrator's directive is not complied with expeditiously, they may terminate use of the facility immediately.

The Superintendent or his/her designee reserves the right to deny any application or to grant an exception to the limitations on the use of school facilities dependent upon special circumstances. The Board of Education reserves the right to deny the use of the facilities to any person or organization at any time, and it is the final authority on the interpretation and modification of the policy on public use of school facilities.

### **C. Other Considerations for Use of School Facilities and School Property**

In general, usage will be limited to buildings and grounds other than specially equipped classrooms, storage rooms, and administrative offices so as to reduce interference with the school program and to protect school and pupils' supplies, instructional materials, and exhibits from being disturbed or destroyed.

- No school facility is to be used for any other purpose or in any other way than its designed use, without expressed written permission.
- The use of school equipment is specifically prohibited unless prior approval has been received from the building administrator. No equipment may be used or relocated without permission of the building administrator.
- The hours of use for approved users shall normally be restricted to the periods of 6 A.M. to 7 A.M. and from 6 P.M. to 11 P.M. on weekdays. Use on Saturdays and Sundays shall

be available from 8:30 A.M. to 11:00 P.M. Requests for use outside of these hours need prior approval from the Superintendent.

- School facilities will not normally be available for use by rental groups on the following holidays: New Year's Day, Easter Sunday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve, Christmas Day and New Year's Eve.
- Use of the facilities on weekends and non-school days is dependent upon the availability of school personnel.
- Simultaneous multiple uses of a building may be refused to assure adequate parking and other service facilities.
- The use of any kitchen area is strictly regulated.
- Procedures for care and cleaning of equipment must be followed.
- If a serving area is needed, exclusive of the kitchen, tables may be set up in the eating (cafeteria) area.
- All use of schools will ordinarily be cancelled when schools are closed due to inclement weather (including nights and weekends) or other emergency conditions unless specific permission is granted by the Superintendent.
- The use of alcoholic beverages in school buildings, on school grounds, and in school vehicles is prohibited.
- Gambling in school buildings, on school grounds, and in school vehicles is prohibited.
- The use of tobacco products and vapor products such as e-cigarettes in school buildings on school grounds, and in school vehicles is prohibited.
- Parking is only allowed in designated areas and is strictly forbidden on grass areas, sidewalks and fire lanes. Vehicles in violation will be towed at the owner's expense.
- No ticket selling for any event or the sale of merchandise or food is permitted without written approval. The District reserves the right to all concessions.
- Gymnasiums will not be used for dances without special provisions and permission. Use of gymnasiums requires use of proper footwear to prevent damage to floors.
- Special permission must be obtained from the Superintendent for decorating, installing scenery, moving furniture, etc.
- There shall be no temporary or permanent signs, banners, pennants, advertisements or the like placed in or on school buildings or on school grounds by any group, except those associated with activities sponsored or sanctioned by the school without the express consent of the Superintendent.
- Scenery, decoration, or equipment provided by the user of the facility, must be removed from the school building promptly after the performance so as not to interfere with school activities. If there is a delay, the removal will be made by the District at the expense of the user.
- Lighting for stages is set up for regular use. Organizations may not use the stage areas without having a district-authorized supervisor present.
- Food or beverages are prohibited in the seating area of the auditorium.
- Fireworks, pyrotechnics and open flames, including candles, are not permitted except by permit from the Lexington Volunteer Fire Department and prior approval from Lexington Public Schools.

Commented [L1]: Add

#### D. Priority Status of Use

Order of rank for Permitted Activities will be as follows:

- 1) Activities or programs of the Lexington Public School District directly related to the instructional, educational, and/or extra-curricular programs of the district.
- 2) Activities or programs of the City of Lexington.
- 3) Events hosted by community organizations whose primary purpose is service to the general welfare of students or the community.
- 4) Use by individuals\* or groups who are eligible to rent the facility for legitimate purposes and whose net receipts are not expended for the welfare of pupils or for charitable purposes.

\*District employees wishing to use a district facility for a reason other than their assigned contractual duties shall be subject to the same rules (including fees and charges) as non-employees.

#### **E. Liability for Damage**

Any group or organization using school property shall save the Lexington Public School District Board of Education, the individual members thereof, and any school officials or employees, free and without harm, from any loss, damage liability, or expense that may arise during, or be caused in anyway by such use or occupancy of school property. In the event property loss is incurred as a result of the use of the facility by any outside group, the amount of damage shall be determined by the Director of Buildings and Grounds in consultation with the Building Administrator(s) and/or Superintendent.

#### **F. Certificate of Insurance**

Lexington Public Schools reserves the right to require the user to provide, prior to the planned use of a facility, a Certificate of Liability Insurance that will provide bodily injury liability coverage of not less than \$1,000,000 per occurrence, and \$100,000 for property damage, with Lexington Public Schools named as an additional insured.

#### **G. Disclosure to and Acknowledgement from Parents/Guardians**

Lexington Public Schools reserves the right to require that, prior to facility use, a user secure [a signed form](#) from all parents/guardians of student participants acknowledging that they understand the district is not sponsoring or supervising the activity.

### **V. Categories of Users and Fees**

#### **A. Fee Categories**

The most common types of activities are categorized below. In the event the organization or activity is not categorized, the Superintendent will determine the correct category and rental schedule.

#### Category 1--School District or Supporting Users

These groups will not be charged a rental or custodial fee. This category includes but is not limited to PTA meetings and activities; Lexington teachers and educational association meetings; student clubs and/or school-sponsored or sanctioned organizations, teams or groups meeting with employee supervision; school district sponsored meetings and activities; school committee meetings; councils of school association meetings; NSAA and conference-sponsored or sanctioned activities or meetings; district wellness programs.

Category 2—Non-profit Users that Benefit the School, Students, or the Community

These groups will not be charged a rental fee but may be charged audio/visual, maintenance, custodial, inclement weather, and/or kitchen fees based on the facility requested and individual circumstances:

Student Entities: These groups include but are not limited to MFAA, Athletic Booster Club, CFI, YMCA, Scouts, 4-H, traveling community-based youth sports teams or theater programs, youth not-for-profit dance classes, Miss Voz Latina, Huskerland Wrestling, City Parks and Rec activities, and Good News Club.

Community Entities: These groups include but are not limited to Plum Creek Players, community service groups, Red Cross, local law enforcement, Community Choir, adult community soccer league.

Category 3--For-profit, Church, Private, or Political Users

Users will be charged rental fees and may be charged custodial, maintenance, audio/visual, inclement weather, and/or kitchen fees based on the facility requested and individual circumstances. Users will also be required to provide a certificate of insurance described in item IV.F above. This category includes the following activities: Events for corporations, companies, businesses, franchises, churches, political organizations, or individuals who operate for a profit or who generate a net profit from the requested activity.

**B. Fee Procedures**

All fees and/or rentals will be based upon the attached Daily Rental Fee Schedule.

Rental fees are based on the costs to the Board of Education for administration, utilities, and other operating expenses incidental to facility use.

Rental fees are due 2 business days prior to the scheduled facility use unless otherwise stated in the permit.

Checks are to be made payable to Lexington Public Schools. In no case will checks or money orders be made payable to individual school employees.

Special fees may be charged for necessary technical or supervisory service. The cost of the special fees will be added to the regular fee.

Custodial fees are estimated at the time of application, but after use is complete, actual custodial fees are charged at the rate shown on the rate schedule. Custodial fees are due upon receipt of the invoice.

Maintenance fees will be charged whenever district maintenance or grounds personnel and/or vehicles are used in transporting equipment, set-up, tear-down, and/or clean-up. Maintenance fees are due upon receipt of the invoice.

Custodial fees and/or maintenance fees may be charged even during normal school work hours.

An hourly fee will be charged for kitchen use.

## VI. Responsibilities for Usage of School Facilities

### A. ~~Superintendent~~ or Superintendent or Designee

- Will exercise final approval authority of all Category 3 Activities.
- Will coordinate multi-building utilization through the building administrators.
- Will collect all fees associated with each rental agreement.
- Will obtain a Certificate of Liability, if required, from the using organization.
- Will exercise approval/disapproval on the use/rental of school building equipment.

### B. Building Administrator

- Shall be responsible for maintaining proper relationships with those organizations that make application to use the facility.
- Will exercise approval/disapproval on the use/rental of facility and or school building equipment.
- Will direct all requests for changes to scheduled rental dates, changes in the name of the individual serving as the sponsoring head of organization, or any other changes to the Activities Director.
- Will issue and collect keys to the facilities.

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### C. Director of Buildings and Grounds

- Will maintain current operating and maintenance costs for each facility.
- Will schedule custodians in cooperation with the Building Administrator.

### D. User

- The sponsoring head of the group or organization (hereafter “user”) must be of at least 21 years of age. The user must provide adequate adult supervision for each activity.
- The user must execute the rental agreement and provide the certificate of liability insurance, if required, to the Superintendent.
- The user must also be on duty at the facility during such use to supervise the group. (If noted on Application for Use of School Facilities form, this may be amended in some instances to allow another responsible adult member of the organization to assume those duties.)
- The user will be responsible for the proper care of school property. Custodial fees may be charged if the user did not perform the proper cleanup. The user must pay for any damage. If the past history of the user indicates previous facility damage, a damage deposit of \$500.00 will be required and the District reserves the right to require custodial presence during the entire activity.
- The user is responsible for not exceeding the maximum occupancy and/or seating capacity for the space(s) being used.
- The user must agree to assume responsibility for any legal liability for injury or damage to the person or property of the applicant or others, and for any uninsured injury or damage to school personnel or property in connection with use of school facilities, must agree to save the School Board and District employees harmless in the event of any injury

or damage, and must reimburse the School District for any damage. In all cases, a “hold harmless” agreement must be signed.

- The user will conduct orderly meetings and such gatherings are not to incite others to disorder.
- The user will conduct meetings that are not exclusive of other groups or individuals by reason of race, creed, color, sex, or national origin.

## **VII. Application, Processing, and Approval Conditions**

### **A. Application**

User shall direct his/her request for use of a school or school grounds to the Activities Director, or to the LMS Principal for use of the LMS Auditorium, using the attached application form. Applications must be submitted no less than two weeks prior to the date of the requested use. If the application is received less than two weeks prior to the date of the requested use applications may be denied.

In the event of the Building Administrator’s absence, the application must be submitted to the Superintendent.

Individuals or groups holding regular meetings throughout the year need file only one application at the beginning of each school year along with a calendar of the dates of such regular meetings. However, special events of such groups must be preceded by separate applications prior to their being scheduled.

Applications will not be accepted more than one school year in advance. For purposes of facility use scheduling, the school year will be defined as August 1<sup>st</sup> to July 31<sup>st</sup>.

All applications received before June 1<sup>st</sup> for the upcoming school year will be processed according to the designated priority status of use. If there are multiple requests for the same space/date, the administration will work with the requesters to determine a solution. Applications received after June 1<sup>st</sup> or during the requested school year will be processed according to current facility availability and priority use status. Lexington Public School functions and activities will be given priority as determined by the Building Administrator and/or Activities Director. Unforeseen circumstances, such as weather-related postponements of school activities, may necessitate cancellation or rescheduling of non-school facility use requests that were previously approved. The Building Administrator and/or Activities Director may also decline facility use requests to protect time slots for potential school uses that have not yet been scheduled.

### **B. Processing Applications**

The Building Administrator and Activities Director or his/her designee will review and approve applications. The application is located on the school website.

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The Building Administrator or his/her designee shall defer approval authority on Category 3 activities to the Superintendent and so inform the applicant.

The signed and completed application is to be kept on record by the Building Administrator. A copy shall be forwarded to the Director of Buildings and Grounds if the scheduling of a custodian is required.

Any use of the kitchen area must be approved by the Food Service Director and Superintendent.

### **C. Approval Conditions**

Approval for the use of one part of a building or grounds confers no privileges for the use of any facility other than those stated on the application. It does not include any other time or times for preparation or rehearsal unless specifically stated.

Violation by user of any of the regulations governing the use of school buildings or grounds may be cause for the cancellation of all existing approved usage and denial of future usage.

Approved usage may be immediately cancelled if it is discovered that information given on an application is misrepresented. If the use of the facility is discovered to be contrary to any policies, rules, and regulations of the board, usage is subject to immediate cancellation. Upon notice by the designated school official, such activity is to cease. The Board and its agents are to be held harmless of any expenses or losses incurred by the sponsoring organization due to such cessation.

Usage can be cancelled by the Board of Education and/or Superintendent (or designee) when such cancellation is in the best interests of the school district and/or public.

A user may also cancel its permit without penalty, provided notice of cancellation is given to the Building Administrator no less than forty-eight (48) hours prior to scheduled use. If a forty-eight (48) hour notice is not given, a recovery fee of a minimum of \$30 may be charged if a custodian was scheduled outside of their normal work times, except for weather-related situations.

In the event of significant snowfall or ice accumulations, prior to use of District facilities, the Director of Buildings and Grounds shall make a determination as to whether or not snow or ice removal is required (if such removal is not necessary for other school-related activities). If snow or ice removal is required, the scheduled use shall be canceled, or if mutually agreed to by the user, the snow or ice will be removed by District personnel or a District contractor and an additional charge for such will be assessed to the user. All snow or ice removal on District property must be made by District personnel or by properly insured independent contractors approved by and working for the district. The user will not be permitted to engage in ice or snow removal activities nor will he/she be permitted to hold activities on school property without proper snow or ice removal.

In centrally air-conditioned facilities, certain regulations must be observed:

- 1) if the use occurs when the air conditioning system is normally functioning, the system will be kept in operation;
- 2) if the use occurs when the air conditioning system is normally turned off, it will not be turned on. The same is true for the automatic set-back of the heat system.

If the District grants a key to the user, the key is to be picked up from the respective Building Administrator's office the business day of or before the activity and returned to that office the next business day after the activity. The user is responsible for locking and securing the building when the activity has concluded. Anyone loaning keys assumes personal liability for any damage or loss.

If deemed necessary by the Activities Director, Building Administrator or Director of Buildings & Grounds, a school custodian or a representative of the administration is required to be on duty during the use of any school facility.

#### **VIII. Notice of Nondiscrimination**

Lexington Public Schools does not discriminate on the basis of race, color, national origin, sex, marital status, disability, or age or in admission or access to, or treatment of employment or educational programs and activities.

The following person has been designated to handle inquiries regarding the School District's non-discrimination policies: Student Services Director Angie Kovarik who may be contacted in writing at ~~300 South Washington Street, PO BOX 890~~, Lexington, NE 68850; by e-mail at [angie.kovarik@lexschools.org](mailto:angie.kovarik@lexschools.org); or by telephone at (308) 324-4681.

Any person may also contact 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, regarding compliance with the regulations implementing Title VI, Title IX, Section 504, or any other applicable laws.

## Appendix A

### Daily Rental Fee Schedule (for Category 3 Users)

<u>Facility</u>	<u>Fee</u>
Classroom	\$20
Secondary Gymnasium	\$125
Elementary Gymnasium	\$100
Wrestling Room	\$75
Cafeteria	\$100
Media Center	\$75
Practice Field	\$150
Auditorium	\$150
Cafeteria (meeting place)	\$100
Band Room	\$50
<del>Media Center</del>	<del>\$75</del>
Computer Lab	\$100
Library	\$50

Other facility usage requests and associated fees to be determined by superintendent.

#### Additional Fees:

##### Audio/Visual Fees

Technician @ \$30.00 per hour.

##### Kitchen, Custodial, and Maintenance Fees

Each @ \$30.00 per hour with a minimum of two hours.

##### Inclement Weather

\$100.00 per hour for snow or ice removal.

If the event is cancelled or rescheduled these fees will not have to be paid if Lexington Public Schools is given at least a four (4) hours notice by calling the Building Administrator before the entry time listed on the application form.

**Appendix B**

**APPLICATION FOR USE OF SCHOOL FACILITIES**

Name of Renting Organization: \_\_\_\_\_

Date: \_\_\_\_\_

Mailing Address (for billing purposes): \_\_\_\_\_

Responsible Person:

Name: \_\_\_\_\_ Title (if any): \_\_\_\_\_

Telephone: \_\_\_\_\_ Email address: \_\_\_\_\_

Additional Responsible Person (s): \_\_\_\_\_

If activity must be cancelled who should be contacted? \_\_\_\_\_

Name: \_\_\_\_\_ Mobile Number: \_\_\_\_\_

Request:

Purpose of Use: \_\_\_\_\_

Building Requested: \_\_\_\_\_ Date(s): \_\_\_\_\_ Time(s): \_\_\_\_\_

Facilities Needed: (check all that apply)

\_\_\_ Classroom (s) (No. of Rooms \_\_\_) Cafeteria

\_\_\_ Gym(s) - \_\_\_ Outdoor facilities, please specify \_\_\_\_\_

\_\_\_ Auditorium \_\_\_ Other, please specify \_\_\_\_\_

Other Information: (Additional approval or information may be required based on the information contained herein)

Has your organization previously used LPS facilities? YES NO  
Will your event be open to the public? YES NO

Approximate number expected in attendance: \_\_\_\_\_

Number of adult chaperones: \_\_\_\_\_

Will tickets be sold or a fee be charged? (circle one) YES NO

Will concessions be sold? (circle one) YES NO

Additional Information or Special Arrangements Requested:

It is understood through the submission of this application that:

The user is solely responsible for the fulfillment of the following regulations, etc.:

- State Department of Public Safety laws and regulations
- State and local fire and police laws and regulations
- State and local health laws and regulations
- Internal Revenue Code and federal and state tax laws and regulations, if applicable
- Lexington Public Schools' rules and regulations including alcohol and tobacco-free policies

Estimated Fees for using Lexington Public Schools' facilities are based on information contained herein.

Additional charges may result after the use of facilities (e.g., cleanup, damages, etc.).

Total fees are due two (2) days prior to the planned event date(s), unless otherwise approved; no organization will be permitted to use school facilities if an unpaid charge exists from a prior use.

Any damages sustained to the facility during its use will be considered the responsibility of the organization, and will be billed for any repairs needed to restore the facility to its original condition.

The district reserves the right to require an organization to provide liability insurance.

The district reserves the right to cancel any facilities usage request.

The District's liability insurance only covers district employees or volunteers acting within their official capacities of employment. Claims arising out of the negligence of any outside user (including district employees or volunteers not acting within their capacities of employment) are not covered by District insurance. Therefore, it is strongly advised that all outside users obtain their own liability insurance for events or activities held on District property.

I have read and understand Lexington Public Schools' Facility Use Handbook including the Fee Schedule (or fee estimate), if applicable:        YES        NO

*I hereby accept responsibility for supervision, compliance with applicable laws, regulations and Lexington Public Schools' policies, and assume responsibility for the payment of fees (if applicable and subject to additional assessment in the event of damages) associated with the foregoing use of school facilities, equipment, or other property. In signing below the organization or individual agrees to indemnify and hold harmless Lexington Public Schools, the Board of Education, its officers and employees from and against all claims, demands, damages and actions that might arise out of the use of the facilities or property by the signing individual or organization.*

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_



Lexington Public Schools  
Staff Handbook

2025-2026

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Readily accepts suggestions
Supports goals and objectives of the district
<b>Comments:</b>
<b>Relationships</b>
Exhibits positive relations with co-workers an
Is a good team worker
Interacts with students in an appropriate man
Interacts with the public/parents in a profess
Uses non-sexist and culturally appropriate lan
<b>Comments:</b>
<b>Personal Fitness</b>
Exhibits emotional stability required for the p
Possesses physical abilities necessary to comp
Dresses, grooms and maintains appearance ap
<b>Comments:</b>
<b>Punctuality and Attendance</b>
Comes to work on time
Uses leave appropriately
Works through the assigned hours
Follows proper reporting procedures
<b>Comments:</b>
<b>Initiative</b>
Makes good use of time
Conforms to rules and regulations
Notifies things to do and does them
<b>Comments:</b>
<b>Innovation</b>
Employee shows unusual initiative in sugges
facility changes within the department. (Opti
<b>Comments:</b>
<b>Summary Comments</b>



## NOTICE OF NONDISCRIMINATION

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

Individuals who believe that they have been the subject of unlawful discrimination or harassment due to their disability, or that have other related concerns or questions, should contact the ADA/Title II Coordinator: Angie Kovarik at 308.324.1209, [angie.kovarik@lexschools.org](mailto:angie.kovarik@lexschools.org) or in person at the District Administration Building.

Individuals who believe that they have been the subject of unlawful discrimination or harassment due to their sex, or that have other related concerns or questions, should contact the Title IX Coordinator: Angie Kovarik at 308.324.1209, [angie.kovarik@lexschools.org](mailto:angie.kovarik@lexschools.org), PO Box 890 or in person at the District Administration Building. The School District's specific Notice of Nondiscrimination on the Basis of Sex may be accessed at the following link: <https://www.lexschools.org/title-ix/>

Individuals who believe that they have been the subject of unlawful discrimination or harassment due to their race, color, or national origin, or that have other related concerns or questions, should contact the Title VI Coordinator: Angie Kovarik at 308.324.1209, [angie.kovarik@lexschools.org](mailto:angie.kovarik@lexschools.org), PO Box 890 or in person at the District Administration Building.

Individuals who believe that they have been the subject of any other unlawful discrimination or harassment 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. Students may report discrimination or harassment to any staff member who will then forward it on to the appropriate coordinator or administrator. The staff member will follow school district policies to respond to the report.

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

## **DRUG-FREE WORKPLACE REQUIREMENTS (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 4061)**

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 school time.

### **Announcements and Circulars**

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

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

### **Asbestos Management Plan**

[Federal law requires districts to have an asbestos management plan for all of their buildings—owned or leased—and to update it periodically, among other requirements for inspections and training if staff work in buildings that contain or may contain asbestos. The school's plan may be found in the Office of the Superintendent.](#)

### **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

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

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

[Under this policy, factual conclusions will be based on a preponderance of the evidence.](#)

**Deleted:** A preponderance of the evidence will be required to discipline a party accused of misconduct. This means that the investigator must conclude that it is more likely than not that misconduct occurred.¶

### **Complaint and Appeal Process.**

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

- b) Complaints about the 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 technology matters should be submitted to the Technology Director.
  - d) Complaints about the operation, decisions, or personnel relating to district business or financial matters should be submitted to the Finance Director.
  - e) Complaints about the operation, decisions, or personnel relating to special education, migrant/EL programs, curriculum/instruction, extended learning, or other student services should be submitted to the appropriate coordinator.
  - f) Complaints about coordinators should be submitted to the Student Programs 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 Facilities 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, a building principal, or director should be submitted in writing to the Superintendent.
  - j) Complaints about the Superintendent 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, sex, marital status, disability, or age may also be submitted at any time during the complaint procedure to the applicable coordinator. Complaints involving discrimination or harassment may also be submitted at any time to the Office for Civil Rights, U.S. Department of Education: by email at [OCR.KansasCity@ed.gov](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, director, or coordinator; the administrator, director, or coordinator shall first determine whether another applicable procedure is required by policy or law and if so, direct the complaint to the appropriate person to follow that procedure. If not, the administrator, director, or coordinator will promptly and thoroughly investigate the complaint, and shall:
- a) Determine whether the complainant has discussed the matter with the respondent.
    - 1) If the complainant has not, urge the complainant to discuss the matter directly with the respondent, if appropriate.

- 2) If the complainant refuses to discuss the matter with the respondent, the administrator, director, or coordinator shall, in his or her sole discretion, determine whether the complaint should or must be pursued further.
  - b) Strongly encourage the complainant to reduce his or her concerns to writing.
  - c) Interview the complainant and, if necessary, the respondent against whom the complaint is filed, to determine:
    - 1) All relevant details of the complaint;
    - 2) All witnesses and documents which the complainant believes support the complaint;
    - 3) The action or solution which the complainant seeks.
  - d) Respond to the complainant. If the complaint involves discrimination or harassment, the response shall be in writing and shall be submitted within 180 calendar days after the administrator, director, or coordinator receives the complaint.
4. If either the complainant or the respondent is not satisfied with the decision, he or she may appeal the decision to the Superintendent. The Superintendent may assign a qualified designee to hear any appeal.
  - a) The appeal must be in writing.
  - b) This appeal must be received by the Superintendent no later than three (3) calendar days from the date of the decision.
  - c) For complaints addressed through other applicable procedures that do not include a separate investigatory process, the Superintendent will investigate as he or she deems appropriate.
  - d) The Superintendent will prepare a written decision and provide it to the complainant and any other person entitled by law to receive the appeal decision. For complaints involving discrimination or harassment, the Superintendent shall submit the decision within 180 calendar days after the Superintendent received complainant's written appeal. Appeals to the Superintendent from complaints involving discrimination or harassment are final once the Superintendent delivers the written decision, as are all other appeals/complaints to the superintendent unless the complaint can be appealed on the limited grounds to appeal to the board below.
5. The Board of Education's (Board) role is to set policy, establish and implement a budget, and evaluate the superintendent. The Board does not manage the daily operations of the school district entrusted to its administration unless required by law or policy. Because of the Board's statutory roles, it does not hear complaints or appeals that may involve oversight or discipline of students, staff, or others, unless those involve the Superintendent as discussed below. The Board does not hear complaints or appeals based on allegations of discrimination or

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

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harassment unless otherwise required by law. The Board will hear appeals only in the following circumstances:

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

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

- d) This appeal must be in writing.
  - e) This appeal must be received by the board president no later than ten (10) calendar days from the date the superintendent communicated his/her decision to the complainant.
  - f) This policy allows, but does not require the board to receive statements from interested parties and witnesses relevant to the complaint appeal. However, all matters involving discrimination or harassment allegations against the Superintendent shall be promptly and thoroughly investigated by the President of the Board or a designee.
  - g) The board president will notify the complainant and any other person legally required to receive the decision in writing of its decision. If the complaint involves discrimination or harassment allegations against the Superintendent, the President of the Board shall submit the decision within 180 calendar days after receiving the written appeal.
  - h) There is no appeal from any decision of the Board unless authorized by law.
6. Formal complaints about the Superintendent shall be filed with the President of the Board. However, complaints about the Superintendent do not include disagreement with the Superintendent's decision on appeal based on a complaint of discrimination, harassment, or action of any other employee who is not the Superintendent. Upon receipt of a complaint, the President of the Board or his or her designee shall promptly and thoroughly investigate the complaint, and shall:
- a) Coordinate with school district staff, other than the Superintendent, to determine if another procedure in policy or law requires the complaint against the Superintendent to follow another procedure. If so, the President of the Board will coordinate handling the complaint through that procedure. If another procedure applies, such as in the case of allegations of sex discrimination against the Superintendent, the President of the Board or, at his or her discretion, the full Board will serve only to hear any appeal by a party to the complaint.
  - b) Determine whether the complainant has discussed the matter with the Superintendent.
    - 1) If the complainant has not, the President of the Board or designee will urge or require the complainant to discuss the matter directly with the Superintendent, if appropriate or required.

2) If the complainant refuses to discuss the matter with the Superintendent, the President of the Board shall, in his or her sole discretion, determine whether the complaint should or must be pursued further.

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

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

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

Complaints about the educational services provided a student with a disability, including but not limited to services provided to a student with an IEP, access to curricular and extracurricular activities, and educational placement must be submitted to the school district's Student Programs Director. The Student Programs 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 504 Coordinator. The 504 Coordinator will address the complaint in a manner that he/she deems appropriate and will provide the complainant with a copy of the Notice of Section 504 Parental Rights adopted by the board of education.

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

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

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**Conflict of Interest (Policy 4053)**

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

**Contact Information**

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

**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.

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**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 3036)**

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 3041)**

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.

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**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 on to 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.

[Activity sponsors who drive a district vehicle requiring a CDL shall be paid for their drive time to and from the activity.](#)

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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.
- [Pajamas](#)
- 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.

With permission from the superintendent, 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. Examples include air conditioning system failure, extremely cold outside temperatures, field trips, school track meets, and dressdown fundraising events scheduled through the Central Office.

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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.

#### **Duty to Report**

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

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

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

#### **Electronic Communication While Driving**

Except as provided below, school personnel shall not use any electronic communication device to read a written communication, manually type a written communication, send a written communication, verbally communicate with others, or otherwise communicate with others while operating a school

vehicle or while using a school-issued electronic communication device while operating a private vehicle. This prohibition includes, but is not limited to, answering or making telephone calls, engaging in telephone conversations, and reading or responding to emails, instant messages, or text messages.

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

**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.)
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. [Staff requesting donations from vendors \(e.g. DonorsChoose\) must receive pre-approval for the donated items from their administrators prior to submitting their requests.](#)

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. The school district will utilize the "rolling" 12-month period measured backward from the date an employee uses any FMLA leave.

#### **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 email account at least once a day. Staff members are allowed to use their school email accounts for a moderate amount of personal e-mail correspondence. However, sending or receiving personal email during class time is prohibited, regardless of whether that personal e-mail is received on the staff member's school email account or a personal account.

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.

#### **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)**

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

**News and Press Releases**

Only individuals who have prior administrative approval may issue press releases or other official communications regarding school activities and events in furtherance of the individual's official responsibilities. The superintendent may delegate responsibility for communicating with the media to building principals, the activities director, event sponsors, and other staff on an ad hoc basis.

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

**Newsletters (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 and competent discharge of his or her responsibilities to the school district.

### **Ownership of Copyrighted Works (Policy 4020)**

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.

### **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 3035, 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

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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.

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### **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 4054)**

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 shall also keep their classroom doors locked and closed while students are in session. They may keep their doors open during their planning periods or at other times students are not present.

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.

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### **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.

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

**A. General Use and Conditions**

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

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

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

**B. Acceptable Use**

1. Staff may use social media for instructional purposes.
2. 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.

C. 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 interfering with school purposes, employees may not sell merchandise, solicit financial contributions, solicit, or distribute literature or printed material for any non-school related cause during working time or on school grounds except as approved by the administration.

#### **Staff 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.

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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 personally-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 online 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.

#### **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.

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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 3039)**

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

**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 to 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.

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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

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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**

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

#### **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, 5500)**

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 observe during a specified time period
- children under the age of 10 years must be accompanied by a parent or guardian
- all visitors must have the prior approval of the principal or superintendent
- salespeople and other such agents will not be allowed to solicit staff members during school hours.

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 hours or during a supervised school activity without the permission of the student's parent or guardian except in the

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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 KRVN 93.1 FM, 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.

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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 & Leaves

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 or who have to take care of sick household members must contact their building principal or designee as early as possible, ideally before 6:00 a.m.

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#### 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. The District will not pay for hotel accommodations for workshops or conferences held in Kearney, North Platte, or other locations as close or closer to Lexington; exceptions may be made for extreme circumstances such as poor driving conditions.

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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 attend 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.

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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.

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#### 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, benefit 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.

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**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 after school because they have an after school practice or other school activity.

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

Classes should begin on time and end promptly. Work should continue throughout the period assigned for it. Classroom teachers may not dismiss classes early except by permission of the building principal.

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

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

**Classroom Sanitation**

1. Handling of Body Fluids

All body fluids of all persons should be considered to potentially contain infectious agents (germs). Hand washing 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.

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**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**

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:

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- 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 Extracurricular 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 extracurricular 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.

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Regular classroom work in all grades will have precedence over any other activity. Students will not be dismissed from classes to participate in extracurricular activities without permission from the principal. Make up slips must be completely signed and returned to the sponsor of the activity prior to dismissal from class. 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 well as other certificated staff 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. Evaluation schedules, assignments, and forms may be found on the district website under the Employee Portal.

### **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.

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### **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.

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### **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 staff member's class.
- Certified staff are not to provide private tutoring in a school building.
- Certified staff are not to provide private tutoring during duty time.
- Certified staff are prohibited from advertising or promoting the private tutoring services in the school or in the school's communications systems except with the express permission of the Superintendent or designee.

### **Projection Maps**

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

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

### **Pupils' Records**

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

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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.

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## **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 canceled for a 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.

STANDARD RESPONSE PROTOCOL

# IN AN EMERGENCY TAKE ACTION



## HOLD! In your room or area. Clear the halls.

### STUDENTS

Clear the hallways and remain in your area or room until the "All Clear" is announced  
Do business as usual

### INSTRUCTORS AND STAFF

Close and lock the door  
Account for students, visitors and others  
Do business as usual



## SECURE! Get inside. Lock outside doors.

### STUDENTS

Return to inside of building  
Do business as usual

### INSTRUCTORS AND STAFF

Bring everyone indoors  
Lock outside doors  
Increase situational awareness  
Account for students, visitors and others  
Do business as usual



## LOCKDOWN! Locks, lights, out of sight.

### STUDENTS

Move away from sight  
Maintain silence  
Do not open the door  
Prepare to evade or defend

### INSTRUCTORS AND STAFF

Recover people from hallway if possible  
Close and lock the 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

### INSTRUCTORS AND STAFF

Lead evacuation to specified location  
Account for students, visitors and others  
Notify if missing, extra or injured people



## SHELTER! Hazard and safety strategy.

### STUDENTS

Use appropriate safety strategy for the hazard

Hazard	Safety Strategy
Tornado	Evacuate to shelter area
Hazmat	Seal the room
Earthquake	Drop, cover and hold
Tsunami	Get to high ground

### INSTRUCTORS AND STAFF

Lead safety strategy  
Account for students, visitors and others  
Notify if missing, extra or injured people



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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>STANDARD METHOD CARD</small>	
Have photo identification out and ready to show school district personnel.	
Student Name	_____
Student Grade	_____ Student Cell Phone Number _____
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	_____
<b>Parent completes:</b>	
Print Student Name Again	_____
Student Grade	_____ School personnel completes upon release of student
Student Birthdate	MM DD YYYY

#### 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.



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SRM Handout for Students and Parents | Version 2.1 | 10/28/2011 | Revised: 12/09/2016 | <http://loveuguysof.org>

DISTRICT CALENDAR

# Lexington Public Schools

## 2025-26 School Calendar | Staff

2025

Approved by the LPS Board April 2025

July					August					September				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
	1	2	3	4					1	1	2	3	4	5
7	8	9	10	11	4	5	6	7	8	8	9	10	11	12
14	15	16	17	18	11	12	13	14	15	15	16	17	18	19
21	22	23	24	25	18	19	20	21	22	22	23	24	25	26
28	29	30	31	25	26	27	28	29	29	30				

October					November					December				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
		1	2	3					1	1	2	3	4	5
6	7	8	9	10	3	4	5	6	7	8	9	10	11	12
13	14	15	16	17	10	11	12	13	14	15	16	17	18	19
20	21	22	23	24	17	18	19	20	21	22	23	24	25	26
27	28	29	30	31	24	25	26	27	28	29	30	31		

2026

January					February					March				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
			1	2	2	3	4	5	6	2	3	4	5	6
5	6	7	8	9	9	10	11	12	13	9	10	11	12	13
12	13	14	15	16	16	17	18	19	20	16	17	18	19	20
19	20	21	22	23	23	24	25	26	27	23	24	25	26	27
26	27	28	29	30						30	31			

April					May					June				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
			1	2					1	1	2	3	4	5
6	7	8	9	10	4	5	6	7	8	8	9	10	11	12
13	14	15	16	17	11	12	13	14	15	15	16	17	18	19
20	21	22	23	24	18	19	20	21	22	22	23	24	25	26
27	28	29	30	25	26	27	28	29	29					

- First Day of School
- No School - Holiday
- No School - Professional Development
- Early Dismissal
- End of Quarter
- Parent Teacher Conferences
- Teacher Workday

Quarter	1	2	3	4	Total
Student Days	43	43	45	48	179*
Staff Days	48/49	43	48	48/49	188*

\*Three extra days are built into the calendar for unanticipated cancellations. The calendar will be shortened based on any unused days.  
Teachers must work 1 of 2 optional days: Aug 8th or May 26th

**August**

- 8 Optional Teacher Workday
- 11-12 Professional Development
- 13 First Day of School  
Grades PK, 1, 3, 9(am), 10-12(pm)
- 14 First Day of School  
Grades PK, K, 2, 4, 6, 9-12
- 15 All Grades K-12 in Session

---

**September**

- 1 No School - Holiday
- 15 Professional Development

---

**October**

- 1 1:30pm Student & Staff Dismissal - Parent Teacher Conferences (4pm-8pm)
- 2 No School - Parent Teacher Conferences (9am-1pm)
- 3 No School
- 13 No School - Professional Development
- 17 End of 1st Quarter

---

**November**

- 14 1:30pm Student Dismissal - Teacher Workday
- 26 1:30pm Dismissal
- 27-28 No School - Holiday

---

**December**

- 19 1:30pm Student & Staff Dismissal  
End of 2nd Quarter
- 22-31 No School - Holiday

---

**January**

- 1-2 No School - Holiday
- 5 No School - Professional Development
- 23 1:00pm Student Dismissal - Teacher Workday

---

**February**

- 11 1:30pm Student & Staff Dismissal - Parent Teacher Conferences (4pm-8pm)
- 12 No School - Parent Teacher Conferences (9am-1pm)
- 13 No School - Holiday
- 16 No School - Professional Development

---

**March**

- 12 End of 3rd Quarter
- 13 No School - Holiday
- 20 1:30pm Student Dismissal - Teacher Workday

---

**April**

- 3-6 No School - Holiday
- 17 1:30pm Student Dismissal - Teacher Workday
- 24 11am Student Dismissal - High School Only

---

**May**

- 3 Class of 2026 Graduation - 2:00pm
- 22 1:30pm Student Dismissal - Last Day of School
- 26 Optional Teacher Workday

---

**June**

- 1-26 Summer School

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## 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.

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## TEACHER SUMMATIVE PERFORMANCE EVALUATION

### Lexington Public Schools 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) Planning & Preparation, (2) Learning Environment, (3) Instructional Strategies (4) Assessment (5) Professionalism

**Evaluation Codes: A – Acceptable N – Needs Improvement**

1 - Planning & Preparation	Comments
<input type="checkbox"/> <input type="checkbox"/> 1A. Standards are aligned <i>Uses appropriate curricula (including state and national standards) to develop lesson plans.</i>	
<input type="checkbox"/> <input type="checkbox"/> 1B. Lesson Planning <i>Sets high expectations for student achievement that align with locally determined curriculum and instructional materials.</i>	
<input type="checkbox"/> <input type="checkbox"/> 1C. Use of Instructional Materials <i>Implements district instructional materials to ensure learning experiences are challenging and engaging.</i>	
<input type="checkbox"/> <input type="checkbox"/> 1D. Integration of Experiences <i>Uses students' abilities, cultural norms, and personal, family and community experiences when planning for support of differentiated instruction.</i>	
<input type="checkbox"/> <input type="checkbox"/> 1E. Learning Communities <i>Seeks out and participates in relevant professional growth opportunities and peer collaboration.</i>	
<input type="checkbox"/> <input type="checkbox"/> 1F. Responsive Data Use <i>Utilizes relevant data to tailor learning to support student academic achievement.</i>	
2 - Learning Environment	
<input type="checkbox"/> <input type="checkbox"/> 2A. Student Relationships <i>Builds and sustains student relationships.</i>	
<input type="checkbox"/> <input type="checkbox"/> 2B. Student Experiences <i>Recognizes the importance of academic growth through students' diverse personal experiences.</i>	
<input type="checkbox"/> <input type="checkbox"/> 2C. Collaborative Learning Environment <i>Creates and maintains a collaborative learning environment to support effective classroom practices.</i>	
<input type="checkbox"/> <input type="checkbox"/> 2D. Routines, Procedures, Conduct <i>Establishes and communicates effective routines, procedures and clear standards of conduct.</i>	
<input type="checkbox"/> <input type="checkbox"/> 2E. Student Ownership <i>Sets and maintains high expectations where students reflect on and take ownership of their own learning behaviors.</i>	
3 - Instructional Strategies	
<input type="checkbox"/> <input type="checkbox"/> 3A. Evidenced-Based Strategies <i>Implements district-supported strategies to ensure student learning.</i>	

<input type="checkbox"/> <input type="checkbox"/> 3B. Resources <i>Uses evidence-based, district-supported resources.</i>		
<input type="checkbox"/> <input type="checkbox"/> 3C. Differentiation <i>Differentiates instruction by using assessment data to adjust instruction based on student needs.</i>		
<input type="checkbox"/> <input type="checkbox"/> 3D. Meaningful Learning <i>Engages students in meaningful learning through problem-solving, critical and creative thinking, purposeful discourse and inquiry aligned with district-supported curriculum.</i>		
<b>4 – Assessment</b>		
<input type="checkbox"/> <input type="checkbox"/> 4A. Balanced Assessment and Data Use <i>Uses formative, interim, and summative assessments that align with state standards and guide instruction.</i>		
<input type="checkbox"/> <input type="checkbox"/> 4B. Data Analysis <i>Uses formative, interim, and summative assessments in collaboration with colleagues.</i>		
<input type="checkbox"/> <input type="checkbox"/> 4C. Student Feedback <i>Provides students constructive, specific, and frequent feedback.</i>		
<input type="checkbox"/> <input type="checkbox"/> 4D. Communicating Student progress <i>Documents and communicates student assessment data to relevant stakeholders.</i>		
<b>5 – Professionalism</b>		
<input type="checkbox"/> <input type="checkbox"/> 5A. Policies, Procedures, & Regulations <i>Adheres to school policies, procedures, and regulations.</i>		
<input type="checkbox"/> <input type="checkbox"/> 5B. Relationships <i>Develops and sustains appropriate relationships with all stakeholders.</i>		
<input type="checkbox"/> <input type="checkbox"/> 5C. Professional Growth <i>Actively pursues opportunities for professional growth and leadership development.</i>		
<input type="checkbox"/> <input type="checkbox"/> 5D. Expectations <i>Reflects on professional practices and maintains high expectations for self.</i>		
<input type="checkbox"/> <input type="checkbox"/> 5E. Mission, Vision, & Continuous Improvement <i>Advocates for and contributes to the district's shared mission and vision.</i>		
<input type="checkbox"/> <input type="checkbox"/> 5F. Shared Responsibility <i>Collaborates with stakeholders to share responsibility for student achievement.</i>		
<input type="checkbox"/> <input type="checkbox"/> 5G. Rights and Confidentiality <i>Communicates with and protects the rights and confidentiality of all stakeholders.</i>		

\_\_\_\_\_  
**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 indicate agreement with the contents thereof. Within seven days of signing this document, 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

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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 pre-observation 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-**

Highlight this gray area and begin typing....

This goal address components in:

<input type="checkbox"/> Standard 1: instructional Performance	<input type="checkbox"/> Standard 3: Personal & Professional Conduct
<input type="checkbox"/> Standard 2: Classroom Organization & Management	

To be completed by the Teacher and Agreed to (signed) by the Principal:

<b>1. Activities and/or Steps to be Taken:</b> Highlight this gray area and begin typing....
<b>2. Resources Needed:</b> Highlight this gray area and begin typing....
<b>3. Artifacts/Documentation to Demonstrate Goal Achievement:</b> Highlight this gray area and begin typing....
<b>4. Time/Deadline:</b> Highlight this gray area and begin typing....

#### **DETAILED EXPLANATION OF YOUR GROWTH PLAN**

Highlight this gray area and begin typing....

Date:  
Teacher

Principal

# LPS Elementary Walk-Through Form

This form is used as a continual "quick check" on the climate of the learning environment and district adopted instructional practices of classrooms and classroom teachers within Lexington Public Schools.

\* Indicates required question

1. **Email \***

---

2. Teacher being observed: \*

**Mark only one oval.**

Option 1

3. **Date \***

---

*Example: January 7, 2019*

4. **Time \***

---

*Example: 8:30 AM*

Subject being taught: \*

**Mark only one oval.**

- Phonemic Awareness (Heggerty)
- 95% Phonics (Whole Group Instruction)
- 95% Intervention Groups
- Reading Core - CKLA
- Eureka2 Mathematics
- Social Studies Science
- Physical Education
- Music
- Guidance
- Art

- Library
- Small Group/Individual Instruction - SpEd
- Reading Core - CKLA (Spanish)
- Eureka2 Mathematics (Spanish)
- Alphabet
- Centers
- Content

**5. What part of the lesson was being observed?**

*Check all that apply.*

- Opening: Getting students attention, reviewing previous learning, previewing upcoming instruction
- Main Body of Instruction
- Closing: Reviewing lesson/learning, previewing next lesson, monitoring independent work

**6. What type of instruction was being observed?**

*Check all that apply.*

- "I do" - Teacher modeled learning
- "We do" - Guided instruction of students with teacher support
- "You do" - Independent work by students

**7. Comments**

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**8. The Students were: \***

*Check all that apply.*

- Listening to the teacher (whole group)

- Receiving visual instruction
- Receiving verbal instruction
- Participating in instruction
- Working in a small group with teacher
- Working in a small group with other students
- Reading
- Aware of what they are learning and why it is important
- Using some form of technology
- On task and engaged
- Writing
- Working with manipulatives
- Transition between activities

Other: \_\_\_\_\_

**9. Comments**

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**10. The Teacher was: \***

*Check all that apply.*

- Specifying learning outcome (objectives)
- Conferencing with student(s)
- Facilitating small groups
- Circulating about the classroom
- Sitting/standing behind desk (or podium)
- Providing direction instruction
- Modeling or demonstrating task
- Visuals were being used for language development and making connections for ELs.
- Other: \_\_\_\_\_

**11. Comments:**

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**12. Evidence of District-Wide Learning Initiatives \***

*Check all that apply.*

- Sound Wall present in the classroom (K-3 only)
- Using Explicit Instruction: Unison Response
- Using Explicit Instruction: Partner Response
- Using Explicit Instruction: Individual Turns
- Using Explicit Instruction: Error Correction
- Assessment of Learning: Either Formative or Summative used within and/or at the end of the lesson
- Other: \_\_\_\_\_

**13. Comments:**

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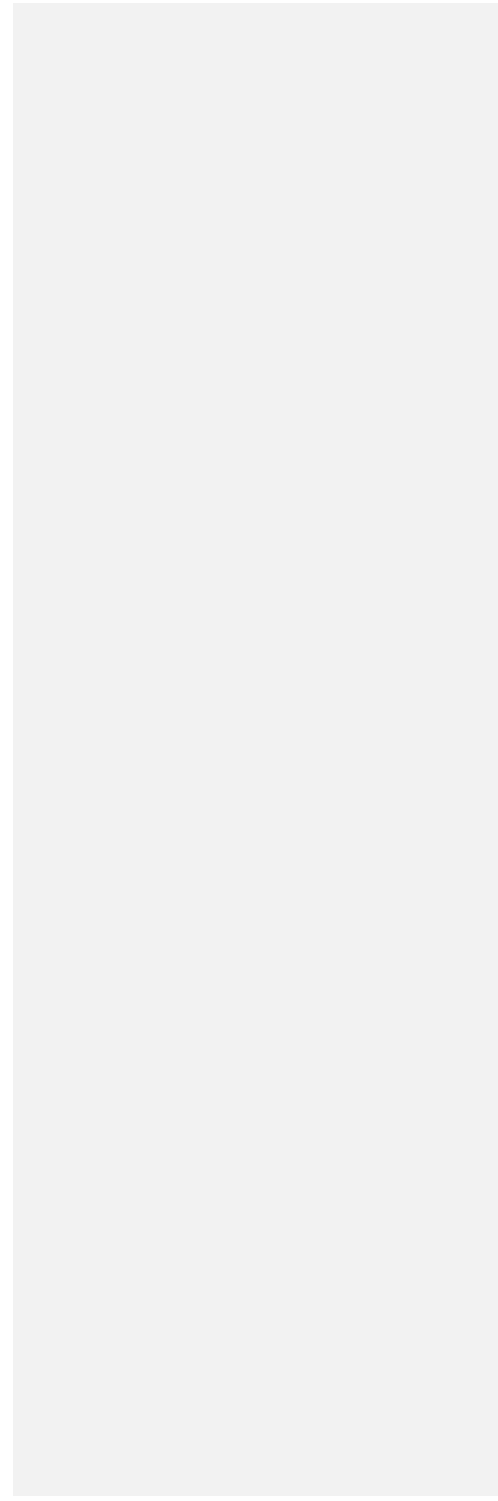
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**14. Evidence of Positive Climate & Teacher Strategies \***

*Check all that apply.*

- Classroom expectations are posted and reviewed
- 5 Positives to 1 Negative Initiative used in the classroom
- Classroom positive reward system in place and used by teacher/paraprofessional(s)
- Equitable, consistent application of rules and consequences



- Zones of Regulations program tools are displayed in the classroom and referred to by staff.
- Other: \_\_\_\_\_

**15. Comments:**

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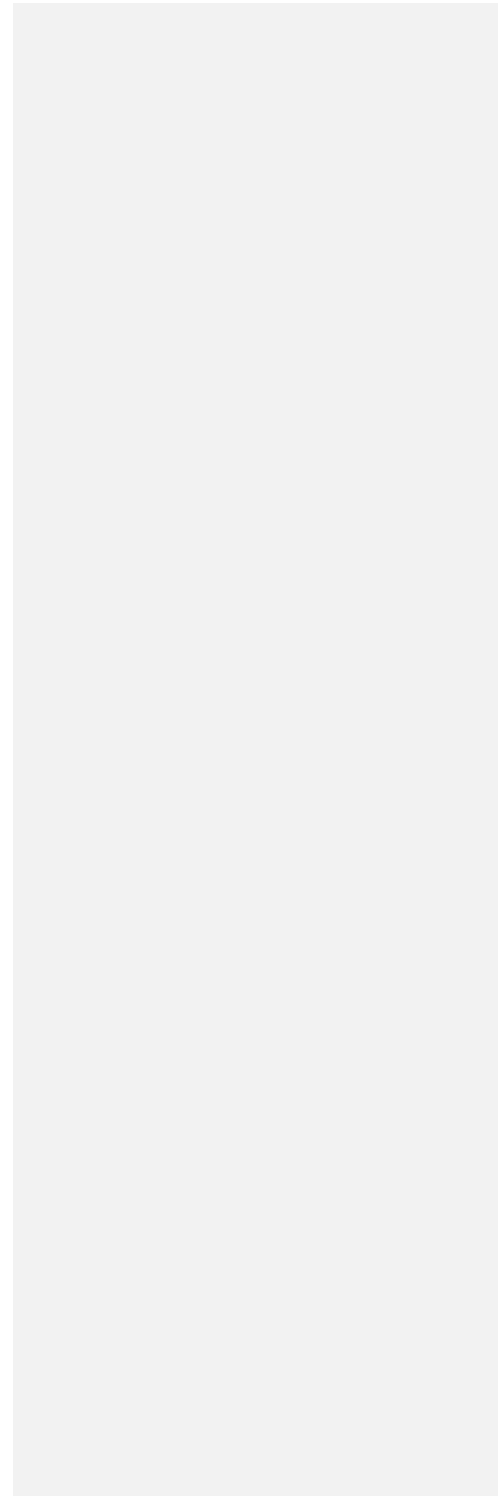
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**16. Administrator Conducting Walk-Through: \***

**Mark only one oval.**

- Cetak, Kellie ([kellie.cetak@lexschools.org](mailto:kellie.cetak@lexschools.org))
- Denker, Tiffany ([tiffany.denker@lexschools.org](mailto:tiffany.denker@lexschools.org))
- Edeal, Nikki ([nikki.edeal@lexschools.org](mailto:nikki.edeal@lexschools.org))
- McFarland, Barry ([barry.mcfarland@lexschools.org](mailto:barry.mcfarland@lexschools.org))
- Naylor, Tracy ([tracy.naylor@lexschools.org](mailto:tracy.naylor@lexschools.org))



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 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: \***

- |                                                                                 |                                                                                        |
|---------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|
| <input type="checkbox"/> Minimal Degree of Student Input                        | <input type="checkbox"/> High Degree of Awareness of Individual Student Learning Needs |
| <input type="checkbox"/> High Degree of Student Input                           | <input type="checkbox"/> Minimal Obvious Expectations of Students                      |
| <input type="checkbox"/> Minimal Degree of Student Involvement                  | <input type="checkbox"/> High Expectations of Students                                 |
| <input type="checkbox"/> High Degree of Student Involvement                     | <input type="checkbox"/> Other: _____                                                  |
| <input type="checkbox"/> Minimal Awareness of Individual Student Learning Needs |                                                                                        |

**Technology Utilized: \***

- |                                       |                                                      |                                                      |
|---------------------------------------|------------------------------------------------------|------------------------------------------------------|
| <input type="checkbox"/> Laptop       | <input type="checkbox"/> Computer (Teacher Use Only) | <input type="checkbox"/> Technology Use Not Observed |
| <input type="checkbox"/> Computer Lab | <input type="checkbox"/> Online Learning             | <input type="checkbox"/> Other: _____                |
| <input type="checkbox"/> SmartBoard   | <input type="checkbox"/> Calculator                  |                                                      |

**Reading Commitment:**  Observed  Not Observed      **Structured Writing:**  Observed  Not Observed

**Students Speaking and Writing in Complete Sentences: \***  Observed  Not Observed

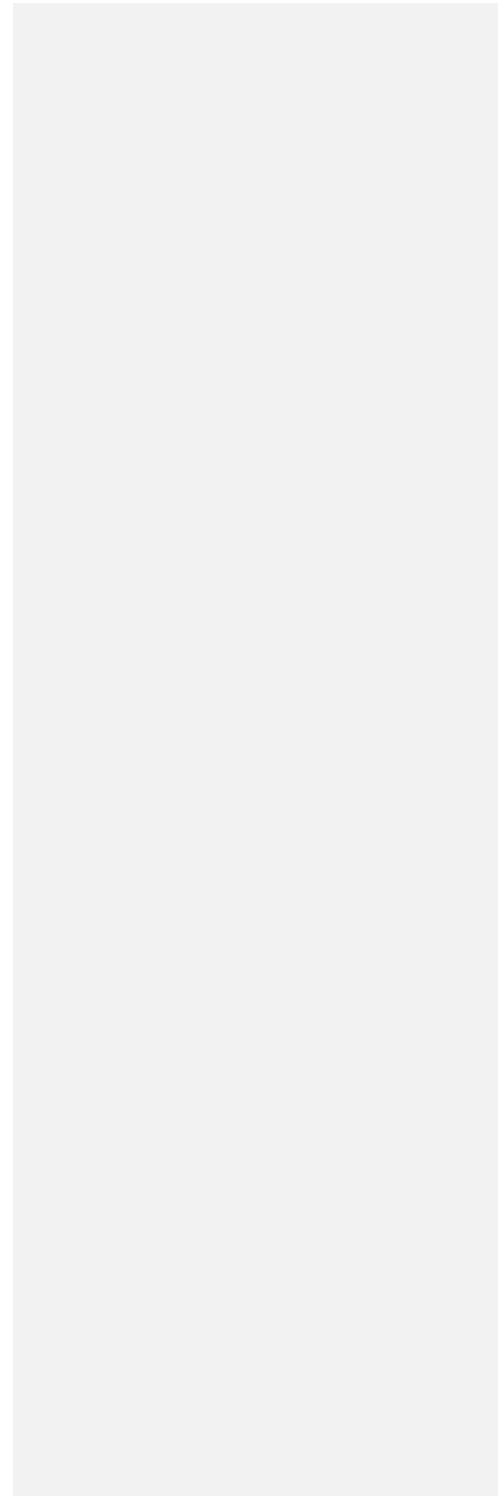
**Comments: \***

**Reflective Questions:**

**Follow-Up:**

- No follow-up required.
- Please respond to my questions.
- Please schedule a post-conference with me.
- I really enjoyed your class today!

Email Sent To Teacher



## CLASSIFIED AND SPECIALIZED STAFF EVALUATION FORM

### PERFORMANCE EVALUATION Classified and Specialized Staff Lexington Public Schools

Employee Name \_\_\_\_\_ Position \_\_\_\_\_ Date of Evaluation \_\_\_\_\_

A: **Acceptable** – Meets expectations

N: **Needs Improvement** – Improvement is necessary to meet expectations

#### I. PROFESSIONAL CONDUCT

##### Quality of Work

Follows through on details and exhibits general ability to handle assigned tasks	<input type="checkbox"/> A	<input type="checkbox"/> N
<b>Comments:</b>		

##### Quantity of Work

Consistently performs assigned work in time allotted	<input type="checkbox"/> A	<input type="checkbox"/> N
<b>Comments:</b>		

##### Knowledge of Job

Exhibits thoroughness in learning procedures, tasks and other details; maintains alertness to changing job requirements	<input type="checkbox"/> A	<input type="checkbox"/> N
<b>Comments:</b>		

##### Job Skills

Possesses skills required to complete tasks	<input type="checkbox"/> A	<input type="checkbox"/> N
<b>Comments:</b>		

##### Work Habits

Organizes work	<input type="checkbox"/> A	<input type="checkbox"/> N
Takes good care of equipment	<input type="checkbox"/> A	<input type="checkbox"/> N
Promotes economy with district funds and other resources	<input type="checkbox"/> A	<input type="checkbox"/> N
Follows safety regulations/rules	<input type="checkbox"/> A	<input type="checkbox"/> N
<b>Comments:</b>		

##### Dependability

Follows established work methods	<input type="checkbox"/> A	<input type="checkbox"/> N
Exhibits ability to do job without close supervision	<input type="checkbox"/> A	<input type="checkbox"/> N
<b>Comments:</b>		

#### II. PERSONAL CONDUCT

##### Cooperation

Exhibits willingness to adjust to schedule changes	<input type="checkbox"/> A	<input type="checkbox"/> N
Helps others	<input type="checkbox"/> A	<input type="checkbox"/> N
<b>Comments:</b>		

##### Attitude

Exhibits enthusiasm for work	<input type="checkbox"/> A	<input type="checkbox"/> N
Is willing to meet job requirements	<input type="checkbox"/> A	<input type="checkbox"/> N

**CLASSIFIED AND SPECIALIZED STAFF EVALUATION FORM (PG. 2)**

Readily accepts suggestions	<input type="checkbox"/> A <input type="checkbox"/> N
Supports goals and objectives of the district	<input type="checkbox"/> A <input type="checkbox"/> N
<b>Comments:</b>	

<b>Relationships</b>	
Exhibits positive relations with co-workers and supervisors	<input type="checkbox"/> A <input type="checkbox"/> N
Is a good team worker	<input type="checkbox"/> A <input type="checkbox"/> N
Interacts with students in an appropriate manner	<input type="checkbox"/> A <input type="checkbox"/> N
Interacts with the public/parents in a professional manner	<input type="checkbox"/> A <input type="checkbox"/> N
Uses non-sexist and culturally appropriate language	<input type="checkbox"/> A <input type="checkbox"/> N
<b>Comments:</b>	

<b>Personal Fitness</b>	
Exhibits emotional stability required for the position	<input type="checkbox"/> A <input type="checkbox"/> N
Possesses physical abilities necessary to complete essential job requirements	<input type="checkbox"/> A <input type="checkbox"/> N
Dresses, grooms and maintains appearance appropriate for the position and assigned tasks	<input type="checkbox"/> A <input type="checkbox"/> N
<b>Comments:</b>	

<b>Punctuality and Attendance</b>	
Comes to work on time	<input type="checkbox"/> A <input type="checkbox"/> N
Uses leave appropriately	<input type="checkbox"/> A <input type="checkbox"/> N
Works through the assigned hours	<input type="checkbox"/> A <input type="checkbox"/> N
Follows proper reporting procedures	<input type="checkbox"/> A <input type="checkbox"/> N
<b>Comments:</b>	

<b>Initiative</b>	
Makes good use of time	<input type="checkbox"/> A <input type="checkbox"/> N
Conforms to rules and regulations	<input type="checkbox"/> A <input type="checkbox"/> N
Notices things to do and does them	<input type="checkbox"/> A <input type="checkbox"/> N
<b>Comments:</b>	

<b>Innovation</b>	
Employee shows unusual initiative in suggesting improvement in practices, procedures or facility changes within the department. (Optional)	<input type="checkbox"/> A <input type="checkbox"/> N
<b>Comments:</b>	

<b>Summary Comments</b>

\_\_\_\_\_  
Supervisor signature Date

\* \_\_\_\_\_  
Employee signature Date

\*Indicates employee has conferenced with supervisor but does not necessarily mean agreement with the evaluation.

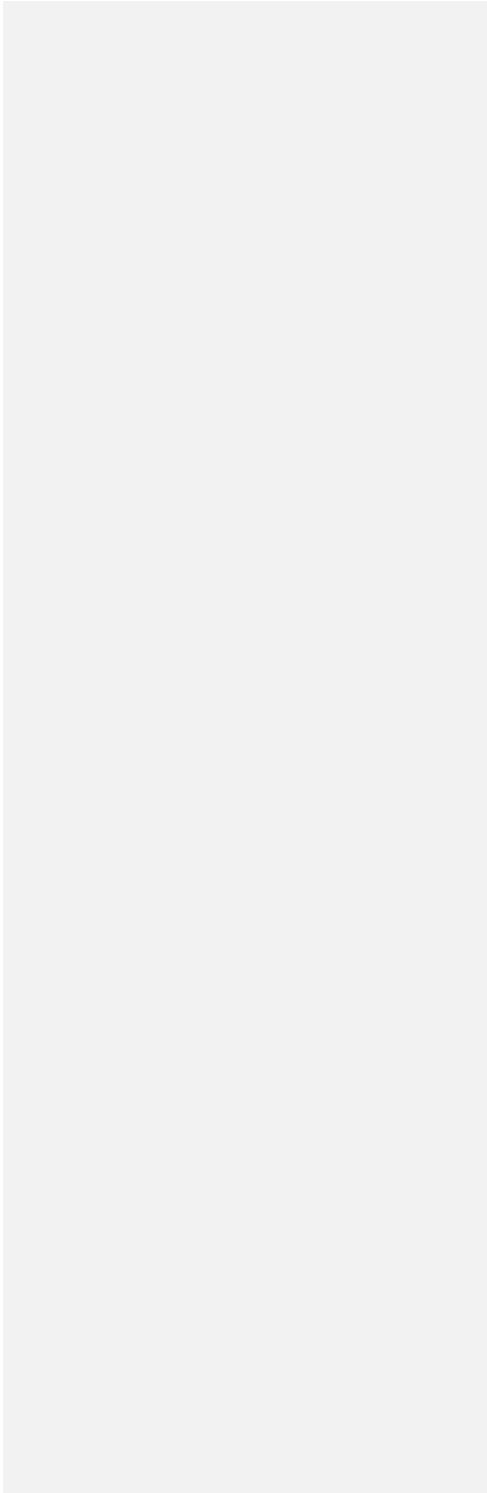
**ACKNOWLEDGEMENT OF RECEIPT**

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 Name (Printed)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date







NEXTPATH  
EDUCATION

# QUOTE

**NextPath LLC**

5731 West Burrwood Drive  
Janesville, Wisconsin 53548  
United States

6084920987

payables@nextpath.app

**BILL TO**

**Lexington Public Schools**  
300 South Washington Street  
Lexington, Nebraska 68850  
United States

**Estimate Number:** 20251167

**Estimate Date:** May 28, 2025

**Valid Until:** July 12, 2025

**Grand Total (USD): \$16,625.00**

Items	Quantity	Price	Amount
<b>Onboarding &amp; NextPath Introductory Training</b> Meetings held virtually	1	\$500.00	\$500.00
<b>License Fees</b> Annual Subscription	3225	\$5.00	\$16,125.00

**Grand Total (USD): \$16,625.00**

**Notes / Terms**

Service Period: July 1, 2025 – June 30, 2026

Invoicing: The District will be invoiced annually each July for the corresponding school year of the contract.

Quote Validity: This quote and the prices listed are valid for 45 days.

Payment: We are happy to complete any necessary ACH paperwork. Checks should be made payable to NextPath LLC.

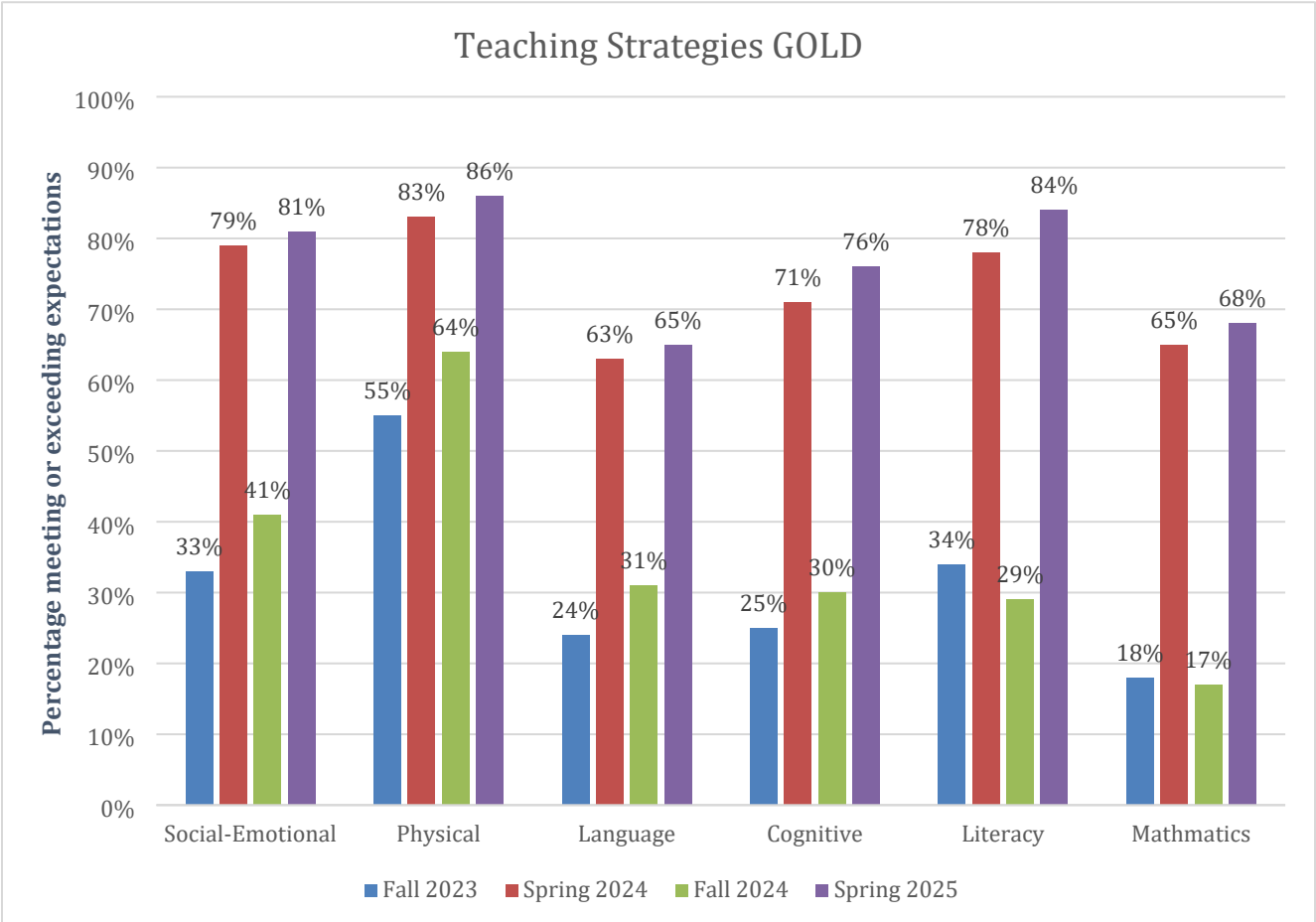
We are hopeful to hear from you soon. At NextPath, we strive to provide the most innovative and helpful educator solutions and couldn't do so without your support. Please reach out to us with any questions.

# Lexington Public Schools-Early Learning Academy—Dissemination of Program Quality and Child Outcomes 2024-2025

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.

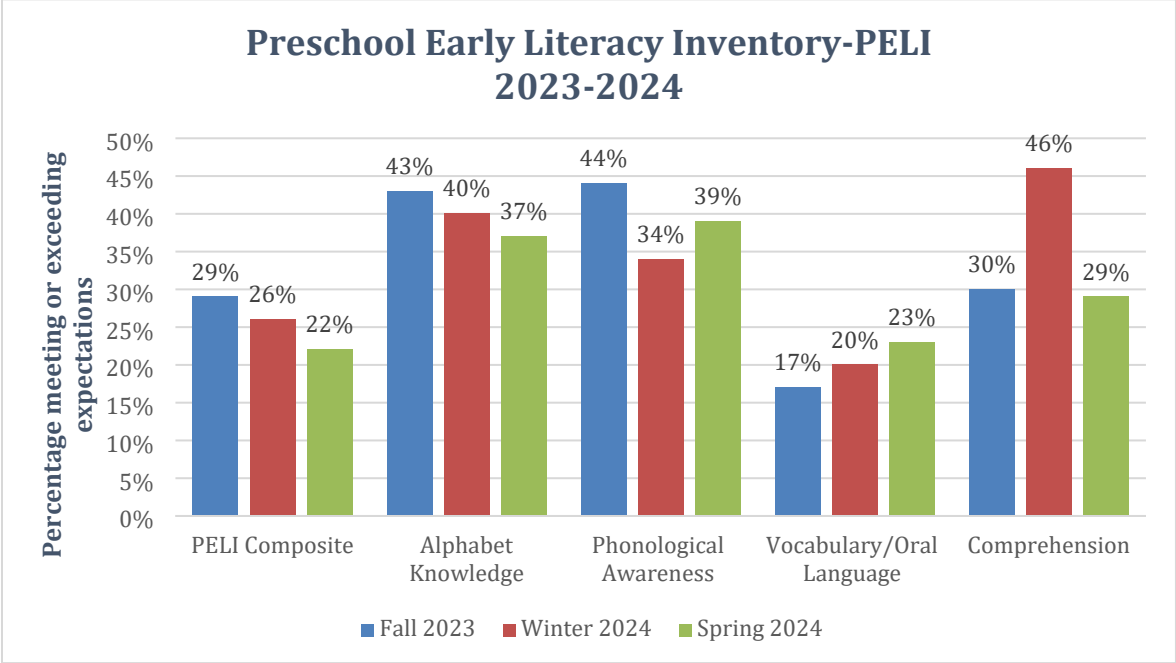
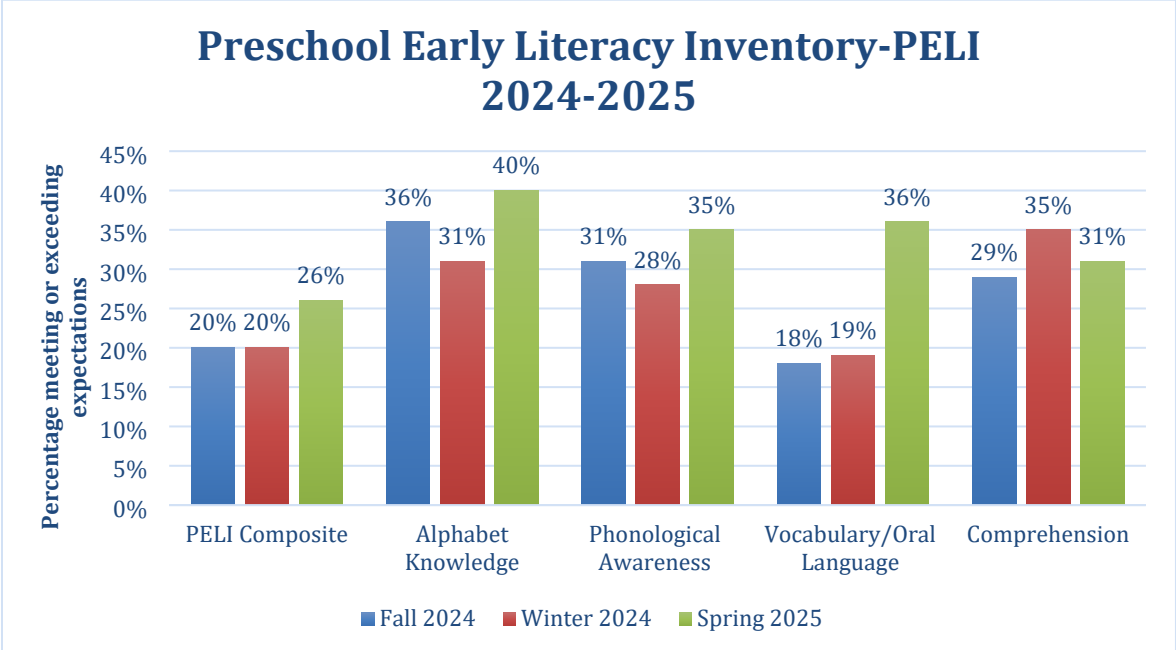
Lexington's Early Learning Academy is required to follow Results Matter in Nebraska which is a child, program, and family outcomes measurement system designed and implemented to improve programs and supports for all young children served by districts and their community partners.

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. Below are the percentages of students meeting or exceeding the expectations for the 2023-2024 and 2024-2025 school years.



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. We ended the school year with 194 students heading to Kindergarten.

In addition to the 2024-2025 data, I also included the 2023-2024 data from the PELI assessment.



This table shows the number of students moving from well below/below to at or above benchmark from Winter to Spring in all areas. The staff at ELA really focused on direct and explicit instruction with vocabulary and oral language this year. We had a significant increase in Vocabulary/Oral Language scores from the Fall/Winter to the Spring. We went from 30/33 students in the fall/winter to 63 students meeting or exceeding the expectations in the spring.

Number of students moving from well below/below to at or above benchmark	Winter 2024-Spring 2025	Winter 2023-Spring 2024
PELI Composite Score	10	Increase of 12
Alphabet Knowledge	14	Increase of 5
Phonological Awareness	12	9
Vocabulary/Oral Language	32	6
Comprehension	7	Increase of 27