

Board of Education Regular Meeting
Monday, November 11, 2019 7:00 PM
HS CONFERENCE ROOM
705 N 9th St
Arlington, Nebraska 68002

1. OPENING PROCEDURES
 1. Call Meeting to Order
 2. Roll Call
 3. Pledge of Allegiance
 4. Approval of Regular Meeting Agenda
2. WELCOME TO GUESTS AND PUBLIC FORUM
3. CONSENT AGENDA
 1. Minutes of the Previous Board Meeting(s)
 2. Monthly Financial Reports
 3. Approve Hiring of Hayley McMartin for Elementary Special Education beginning second semester.
4. CURRICULUM/INSTRUCTION REPORTS
 1. Receive Curriculum Director Report on NSCAS Comparative Data.
5. REVIEW OF ANNUAL DISTRICT PLAN
6. PRINCIPALS' REPORTS
 1. Mr. Pfingsten's November Report
 2. Mrs. Morgan's November Report
 3. Mr. Shada's November Report
7. SUPERINTENDENT'S REPORT
 1. NASB Monthly Agenda Report
 2. Superintendent Leave Log Review
 3. ESU #3 Annual Report
 4. Enrollment Figures
PreK-6th Grade 368
7th-12th Grade 340
Total Enrollment 708 (Nov 1, 2018 was 706)

Net Option: 73 (Nov 1, 2018 was 96)
5. Staffing Update:
8. COMMITTEE AND REPRESENTATIVE REPORTS
 1. Negotiations Committee
 2. Professional Development Sharing
 3. Safety Committee Report
9. UNFINISHED BUSINESS
 1. Consider and Discuss next steps with DLR
10. NEW BUSINESS
 1. Discuss, Consider, and Approve Engagement Letter with District Auditor Ric Ortmeier for the 2018-19 Audit.

2. Discuss and Consider Updated Policy 5414--Identification of Learners with High Ability.
3. Discuss, Consider, and Approve Three Year Lease Technology Purchase.
4. Review Board Policies 5416, Student Fees Policy and Appendix, 5417; School Wellness Policy; 5418, Homeless Students Policy and Forms; 5419, Student Privacy Protection Policy; 5420, Dating Violence Policy; 5422, Pregnant and Parenting Students; 5501, Bus Transportation; 5503, Use of School Buses; 5504, Special Education Transportation; 5505, Safe Pupil Transportation Plan; 5506, Safe Pupil Transportation; 5601, Asthma and Allergic Reaction Protocol and Protocol Physician Form; APS Collaborative Plan; Withdraw From Mandatory Attendance; Discontinue Enrollment Age 16 not yet 18 form.
5. Discuss, Consider, and Approve Contract with Ralston Public Schools Deaf and Hard of Hearing Program for 2019-2020.
6. Consider and Approve Sale of School Bus 2002 to Highest Bid.
11. EXECUTIVE SESSION
12. ACTION ON EXECUTIVE SESSION ITEMS
13. ADJOURNMENT

GENERAL FUND EXPENDITURES

October 2019

Accounts Payable \$ 112,904.30

Payroll \$ 458,341.57

Total General Fund \$ 571,245.87

Arlington Public Schools
October 31, 2019

Fund Name 2 Rivers Bank	Starting Balance	Receipts	Disbursements	Interfund Transfers	Ending Balance
General Fund - 864	\$ 223,841.90	\$ 308,319.66	\$ 871,179.70	\$ 576,842.63	\$ 237,824.49
Activities - 109	\$ 106,665.21	\$ 75,957.60	\$ 33,574.78	\$ -	\$ 149,048.03
Sweep - 956	\$ 4,837,842.47	\$ 2,955.51		\$ (544,789.21)	\$ 4,296,008.77
Hot Lunch - 487	\$ 109,386.95	\$ 40,364.81	\$ 50.00	\$ (32,053.42)	\$ 117,648.34
Employee Benefit Fund	\$ 841.95	\$ -	\$ -	\$ -	\$ 841.95
Depreciation Fund	\$ 1,720,286.25	\$ 1,102.42	\$ -	\$ -	\$ 1,721,388.67
2017 Bond Refunding	\$ 886,026.43	\$ 17,255.92		\$ -	\$ 903,282.35
QCPUF	\$ 390,448.93	\$ 9,746.78		\$ -	\$ 400,195.71
Spec Bldg Fund	\$ 544,137.85	\$ 11,663.84	\$ -	\$ -	\$ 555,801.70
Total Special Funds	\$ 3,541,741.41	\$ 39,768.97	\$ -	\$ -	\$ 3,581,510.38

ACTIVITY BALANCE as of 10/31/19

Source			YTD	YTD	
Code:	Account	Beginning Bal	Expenditures	Revenues	Balance
701	One School One Team	\$ 3,455.46	\$4,268.70	\$7,724.82	\$ 6,911.58
702	Always For Kids	\$ 60.51	\$6,070.30	\$41,133.61	\$ 35,123.82
703	Art Class	\$ 8,277.59	\$0.00	\$367.00	\$ 8,644.59
704	Art Club	\$ 1,133.12	\$0.00	\$0.00	\$ 1,133.12
705	Athletics	\$ (21,388.98)	\$24,217.18	\$35,232.74	\$ (10,373.42)
706	Band	\$ 8,341.20	\$1,270.00	\$2,220.00	\$ 9,291.20
707	Band Fund Raising	\$ (2,656.44)	\$0.00	\$0.00	\$ (2,656.44)
762	Baylor/ACT	\$ 2,979.09	\$0.00	\$0.00	\$ 2,979.09
708	Book Club	\$ 270.55	\$0.00	\$0.00	\$ 270.55
709	Cheerleading	\$ 2,257.86	\$2,529.27	\$2,442.42	\$ 2,171.01
734	Class of 2018	\$ 1,453.91	\$0.00	\$0.00	\$ 1,453.91
765	Class of 2019	\$ 1,016.13	\$0.00	\$0.00	\$ 1,016.13
770	Class of 2020	\$ 1,891.64	\$0.00	\$0.00	\$ 1,891.64
771	Class of 2021	\$ 4,320.17	\$0.00	\$819.06	\$ 5,139.23
768	Class of 2022	\$ 2,602.33	\$0.00	\$882.44	\$ 3,484.77
772	Class of 2023	\$ 1,069.40	\$0.00	\$704.80	\$ 1,774.20
773	Class of 2024	\$ 481.35	\$0.00	\$0.00	\$ 481.35
720	Concessions	\$ (743.31)	\$8,661.22	\$8,935.78	\$ (468.75)
721	Dance Squad	\$ (439.00)	\$496.30	\$2,260.79	\$ 1,325.49
722	Drama	\$ 386.89	\$0.00	\$106.80	\$ 493.69
724	Elem Lounge	\$ 84.32	\$0.00	\$0.00	\$ 84.32
726	FBLA	\$ 11,386.47	\$5,964.48	\$7,596.16	\$ 13,018.15
732	FCS	\$ 2,001.80	\$0.00	\$425.00	\$ 2,426.80
766	FFA	\$ 11,507.93	\$10,450.74	\$9,738.23	\$ 10,795.42
758	Floor Fund	\$ 427.95	\$0.00	\$0.00	\$ 427.95
761	Honors History	\$ 607.09	\$0.00	\$0.00	\$ 607.09
735	Honor Society	\$ 1,235.29	\$0.00	\$403.00	\$ 1,638.29
744	HS Lounge	\$ 135.58	\$18.98	\$25.00	\$ 141.60
740	Industrial Tech	\$ 3,628.28	\$183.54	\$550.00	\$ 3,994.74
736	Interest	\$ 750.41	\$0.00	\$0.00	\$ 750.41
739	Library Fund Elem/HS	\$ 4,921.29	\$0.00	\$1,161.38	\$ 6,082.67
764	Metro	\$ 46,882.01	\$0.00	\$100.00	\$ 46,982.01
723	Middle School STEM	\$ 838.62	\$0.00	\$0.00	\$ 838.62
737	MS Student Council	\$ 3,254.20	\$0.00	\$200.72	\$ 3,454.92
756	Pepsi	\$ 1,612.69	\$219.64	\$212.08	\$ 1,605.13
724	Quiz Bowl	\$ 1,389.64	\$200.00	\$0.00	\$ 1,189.64
728	Reimbursement (general)	\$ 2,998.60	\$500.00	\$238.00	\$ 2,736.60
714	SKILLS	\$ 36.68	\$40.00	\$460.00	\$ 456.68
746	Spanish Club	\$ 181.94	\$0.00	\$0.00	\$ 181.94
747	Speech	\$ 1,160.32	\$0.00	\$0.00	\$ 1,160.32
748	Spring Musical	\$ 7,878.71	\$320.99	\$5,363.10	\$ 12,920.82
749	Student Council	\$ 5,188.96	\$1,981.88	\$2,417.00	\$ 5,624.08
750	Student Vending	\$ 2,231.24	\$634.99	\$0.00	\$ 1,596.25
751	Swing Choir	\$ 2,057.08	\$1,496.42	\$507.12	\$ 1,067.78

717	Transition	\$	1,613.51	\$0.00	\$0.00	\$	1,613.51
710	Welding	\$	(239.57)	\$0.00	\$0.00	\$	(239.57)
753	Yearbook	\$	7,887.29	\$0.00	\$285.00	\$	8,172.29
	CAMPS						
790	BBB Camp Fundraiser	\$	3,570.95	\$442.00	\$3,270.00	\$	6,398.95
791	GBB Camp Fundraiser	\$	911.94	\$652.00	\$750.00	\$	1,009.94
782	VB Camp Fundraiser	\$	7,315.33	\$3,818.84	\$73.40	\$	3,569.89
727	FB Fund (Camps)	\$	7,064.14	\$4,618.76	\$0.00	\$	2,445.38
785	XC Fundraiser	\$	3,822.24	\$2,144.29	\$347.00	\$	2,024.95
788	SB Fundraiser	\$	(373.74)	\$3,033.51	\$1,493.00	\$	(1,914.25)
733	Wrestling Fund	\$	5,150.85	\$1,885.00	\$0.00	\$	3,265.85
783	Boys Golf	\$	392.61	\$0.00	\$0.00	\$	392.61
784	Girls Golf	\$	4,104.48	\$280.00	\$0.00	\$	3,824.48
786	Track Fund	\$	1,421.39	\$0.00	\$0.00	\$	1,421.39
792	MS GBB	\$	91.00	\$0.00	\$0.00	\$	91.00
787	MS Track	\$	222.12	\$0.00	\$0.00	\$	222.12
789	Baseball Fund	\$	4,930.92	\$113.75	\$165.80	\$	4,982.97
	Totals		\$175,052.03	\$86,512.78	\$138,611.25	\$	227,150.50

CHECK REGISTER FOR NOVEMBER 2019 BOARD MEETING

(Includes special fund checks)

PAYEE NAME	DESCRIPTION	AMOUNT
American Broadband	Telephone Service	\$489.82
APS Arlo activity fund	Trans to Activity Account	\$15,000.00
Allied Appliance	Kitchen Cooler	\$127.22
Allied Appliance	Thermostat for kitchen fridge	\$127.22
Amplify Education	Science rock transformation kit	\$397.60
Border States Industries	Maintenance Supplies	\$19.47
BTTR LLC	Bus 2011Towed and Fixed Coolant line	\$650.51
Chem Tech Fumigation	Monthly Pest Control	\$135.28
Camp Fontenelle	PreK field trip	\$175.00
Center Point	Natural Gas	\$266.55
Carolina Biological Supply	supplies	\$4,411.61
CWD	Food order	\$4,461.80
Dennis Supply	Filters for Maint. RTU	\$562.46
DLR Group	Planning Ass't	\$116.00
ESU #3	HAL Conference Dawn Klein	\$200.00
Eagle Auto Repair	Van 13 tire, check pwr steering on M1	\$89.90
Eagle Auto Repair	Oil change and tire repair	\$75.53
ESU #3	Sabrena Lozo Training	\$30.00
Enterprise Publishing	Help wanted ads	\$87.45
Earthgrains	Food order	\$1,323.10
Ewell Education Services	Ag Experience Tracker	\$325.00
Gartner And Assoc	AAON Blower Assembly	\$19.82
Getzchman Heating	Srvc and Compressor parts for building	\$300.00
HyVee	Breakfast for Inservice	\$134.31
Hometown Leasing	Printer Copier Lease	\$1,723.15
Hiland	Dairy	2983.76
Jackson Service	Kitchen supplies	\$405.69
Knudsen Oil and Feed	Fuel for bus	\$851.35
KSB School Law	Prepare Third ESRP response	\$220.00
Knudsen Oil and Feed	Fuel for bus	\$204.11
Lou's Sporting	FB Helmets	\$1,951.28
Lou's Sporting	Boys Bball Uniforms	\$3,642.34
Lou's Sporting	Cross Country Uniforms	\$2,050.32
Lou's Sporting	6.5 Game Jerseys	\$1,320.50
Learning A-Z LLC	Raz-plus kids subscriptions	\$199.95
Lewis, Dawn	Travel to SB	\$185.60
LE Learn to Move	PT Services	\$355.26
Menards	Maintenance Supplies	\$152.10
Menards	Kitchen supplies	\$279.80
Menards	Ceiling tiles for building	\$161.76
New Direction Solutions	Contracted Elem Sped	\$20,655.00
NASB	State Edu Conference	\$2,149.00
Neb Ag Ed Association NAEA	Professional Fees	\$235.00
Naviance	Naviance for HS Edocs	\$1,950.00
Navarette, Maria	Lunch refund	\$19.11
NE Safety Center	Buckley bus class	\$100.00
Omaha Truck Center	Bus Parts	\$706.17
OPPD	Electricity	\$10,962.27
One Source	Background Screening	\$61.00
O'Reilly Auto	Bus supplies	\$15.48
Payflex	Payflex	\$100.00
Pepper, JW	Music	\$72.84
Pegler / Sysco	Food	\$5,528.40
Reed Electric	Drain Cleaning Machine	\$1,000.00
Renaissance Learning	Star Math and Star Reading	\$970.00
Scholastic	Scholastic Magazines	\$278.30
Shada, James	Travel to SB	\$208.80

Staples Credit Plan	Supplies for Medical Records	\$14.48
SFC Holdings	Shoes for Kitchen Staff	\$429.88
Thermo King Christensen	Bus supplies	\$72.00
Taese / USU	Tri-state law conference	\$1,260.00
Two Rivers Bank	Direct Deposit Fee	\$18.00
US Foods	Food order	\$4,191.50
United Private Networks	Distance Learning	\$554.00
Village of Arlington	Water	\$991.94
VISA	supplies	\$5,812.88
VIRCO	chairs	\$812.00
Winnelson	Parts for Maintenance	\$682.57
Walmart	Supplies	\$671.30
Walmart	Hot lunch	\$66.62
Weiser Education	supplies	\$51.50
Waste Connections	Trash Service	\$668.00
Winnelson	Faucet parts for elem	\$126.01
Total Payables		\$107,646.67

HANDPAYABLES

Alpha Pro Solutions	Alcohol Saliva Test	\$ 83.15
Nebr Council on Econ Ed/SMG	Stock Market teams	\$ 130.00
Nebraska FBLA	chaperones	\$ 780.00
Nebraska UC Fund	Unemployment Claim payout	\$ 322.88
Wex Bank (Shell)	Fuel Bill	\$ 3,941.60

Total Handpayables**\$5,257.63****Total General Fund****\$112,904.30****SPECIAL FUNDS**

Pave the Way Concrete	Prep and pour concrete	\$1,000.00 Depreciation Fund
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Total Special Funds**\$1,000.00**

EFINANCE - POWERSCHOOL
DATE: 11/05/2019
TIME: 11:31:35

ARLINGTON PUBLIC SCHOOL
CHECK REGISTER

PAGE NUMBER: 1
VENCHK11
ACCOUNTING PERIOD: 3/20

FUND - 99 - DISBURSEMENT FUND

CHECK NUMBER	CASH ACCT	DATE ISSUED	-----VENDOR-----	ACCT	-----DESCRIPTION-----	AMOUNT
40381	9001	11/05/19	2466 NAFME	2810	NATIONAL MEMBERSHIP	100.00
40381	9001	11/05/19	2466 NAFME	2810	STATE MEMBERSHIP	32.00
			TOTAL CHECK			132.00
40382	9001	11/05/19	3041 NEBRASKA UC FUND	2260	UNEMPLOYMENT INSURANCE TA	322.88
40383			4607 VISA		VOID: MULTI STUB CHECK	
40384	9001	11/05/19	4607 VISA	2650	100 PACK OF AA BATTERIES	22.96
40384	9001	11/05/19	4607 VISA	2643	19 K-12 40 WEEK	665.00
40384	9001	11/05/19	4607 VISA	2650	25 HDMI CABLE FOR CLASSRO	17.99
40384	9001	11/05/19	4607 VISA	2650	25' HDMI CABLE REPLACEMEN	17.99
40384	9001	11/05/19	4607 VISA	2431	4 MOEN COMMERCIAL SINGLE	399.88
40384	9001	11/05/19	4607 VISA	2431	4 MOEN SERVICE KITS FOR F	83.96
40384	9001	11/05/19	4607 VISA	2431	4 SLOAN VALVES FOR MAINTEN	117.92
40384	9001	11/05/19	4607 VISA	2650	6 PACK HDMI COUPLERS	5.99
40384	9001	11/05/19	4607 VISA	2810	AATSP MEMBERSHIP	65.00
40384	9001	11/05/19	4607 VISA	2610	ADMISSION TO VALA'S PUMPK	71.91
40384	9001	11/05/19	4607 VISA	2610	AMAZON.COM - FRIENDLY FAR	28.92
40384	9001	11/05/19	4607 VISA	2610	AMAZON.COM - GRAPH PAPER	11.64
40384	9001	11/05/19	4607 VISA	2610	AMAZON.COM - MAGNETIC NUM	25.90
40384	9001	11/05/19	4607 VISA	2610	AMAZON.COM - PLAY MONEY S	26.99
40384	9001	11/05/19	4607 VISA	2610	AMAZON.COM - WRITE & WIPE	13.95
40384	9001	11/05/19	4607 VISA	2580	ARBY'S MEAL FOR TRAINING	19.33
40384	9001	11/05/19	4607 VISA	2580	COWBOY JACKS- MEAL FOR TR	49.92
40384	9001	11/05/19	4607 VISA	2650	DELL BATTERIES FOR BANK I	39.98
40384	9001	11/05/19	4607 VISA	2610	DESK NAME PLATE FOR HS SE	39.99
40384	9001	11/05/19	4607 VISA	2610	DESK NAME PLATES FOR DIST	114.97
40384	9001	11/05/19	4607 VISA	2734	ESTIMATED SHIPPING/HANDLI	22.26
40384	9001	11/05/19	4607 VISA	2650	ESTIMATED SHIPPING/HANDLI	25.05
40384	9001	11/05/19	4607 VISA	2580	GAS FOR TRAVEL	30.36
40384	9001	11/05/19	4607 VISA	2580	GAS FOR TRAVEL - FASTBRID	29.22
40384	9001	11/05/19	4607 VISA	2580	HAMPTON INN & SUITES - ST	476.39
40384	9001	11/05/19	4607 VISA	2734	HP 8300 DESKTOP REPLACEME	318.00
40384	9001	11/05/19	4607 VISA	2610	LABEL MAKER TAPE REPLACEM	14.98
40384	9001	11/05/19	4607 VISA	2610	LABELS FOR THE LIBRARY. A	25.93
40384	9001	11/05/19	4607 VISA	2734	LAPTOP CART PRINTER-HP 24	117.65
40384	9001	11/05/19	4607 VISA	2580	MEALS FOR TRAVEL	37.85
40384	9001	11/05/19	4607 VISA	2610	MUFFINS AND BAGELS FROM C	59.92
40384	9001	11/05/19	4607 VISA	2810	NCDA SHOW CHOIR	160.00
40384	9001	11/05/19	4607 VISA	2643	NEARPOD SUBSCRIPTION FOR	120.00
40384	9001	11/05/19	4607 VISA	2810	NSA REGISTRATION FEES	333.00
40384	9001	11/05/19	4607 VISA	2580	PARKING FOR FASTBRIDGE TR	7.00
40384	9001	11/05/19	4607 VISA	2580	PARKING FOR TRAVEL FOR TR	13.00
40384	9001	11/05/19	4607 VISA	2530	PIONEER LONG DISTANCE PHO	124.11
40384	9001	11/05/19	4607 VISA	2650	PROJECTOR SCREEN FOR ALEX	123.26
40384	9001	11/05/19	4607 VISA	2650	PROJECTOR SCREEN FOR HEAT	123.26
40384	9001	11/05/19	4607 VISA	2431	PUMP KIT	50.00
40384	9001	11/05/19	4607 VISA	2643	RACK PERFORMANCE SUBSCRIP	600.00
40384	9001	11/05/19	4607 VISA	2650	RAM MEMORY FOR BANK DONAT	43.88
40384	9001	11/05/19	4607 VISA	2650	REPLACEMENT SYSTEM BOARDS	357.91
40384	9001	11/05/19	4607 VISA	2610	SEAT BELT CUTTERS FOR BUS	35.99
40384	9001	11/05/19	4607 VISA	2610	SEAT BELT CUTTERS FOR BUS	35.99
40384	9001	11/05/19	4607 VISA	2643	SMORE NEWSLETTER SUBSCRIP	149.00
40384	9001	11/05/19	4607 VISA	2610	TEACHER PAY TEACHER	5.00
40384	9001	11/05/19	4607 VISA	2610	TEACHER PAY TEACHER - NUM	5.00

EFINANCE - POWERSCHOOL
DATE: 11/05/2019
TIME: 11:31:35

ARLINGTON PUBLIC SCHOOL
CHECK REGISTER

PAGE NUMBER: 2
VENCHK11
ACCOUNTING PERIOD: 3/20

FUND - 99 - DISBURSEMENT FUND

CHECK NUMBER	CASH ACCT	DATE ISSUED	-----VENDOR-----	ACCT	-----DESCRIPTION-----	AMOUNT
40384	9001	11/05/19	4607 VISA	2650	TONER FOR JULIE FRENCH PR	21.99
40384	9001	11/05/19	4607 VISA	2650	TONER FOR LAPTOP CART PRI	32.99
40384	9001	11/05/19	4607 VISA	2610	WALMART.COM - PURELL HAND	104.70
40384	9001	11/05/19	4607 VISA	2610	WALMART.COM - PURELL SANI	42.00
40384	9001	11/05/19	4607 VISA	2330	WOMEN IN EDUCATION LEADER	195.00
TOTAL CHECK						5,680.88
TOTAL FUND						6,135.76
TOTAL REPORT						6,135.76

EFINANCE - POWERSCHOOL
DATE: 11/05/2019
TIME: 11:33:12

ARLINGTON PUBLIC SCHOOL
CHECK REGISTER

PAGE NUMBER: 1
VENCHK11
ACCOUNTING PERIOD: 3/20

FUND - 99 - DISBURSEMENT FUND

CHECK NUMBER	CASH ACCT	DATE ISSUED	-----VENDOR-----	ACCT	-----DESCRIPTION-----	AMOUNT
40385	9001	11/05/19	4607 VISA	2810	NATIONAL MEMBERSHIP	100.00
40385	9001	11/05/19	4607 VISA	2810	STATE MEMBERSHIP	32.00
TOTAL CHECK						132.00
TOTAL FUND						132.00
TOTAL REPORT						132.00

TEACHER'S CONTRACT
2019-2020
AA/EOE

This CONTRACT made by and between the Washington County School District #89-0024 also known as the School District of Arlington, in the State of Nebraska, hereinafter referred to as the District, and **Hayley McMartin** a legally qualified teacher, hereinafter referred to as Teacher.

WITNESSETH: That the Board of Education of the District hereby agrees to employ the Teacher above named in the schools of the District for a school year, which shall begin on or about January 3, 2020 and shall consist of 93 days of service, and that the Teacher agrees to accept such employment at an annual salary based on **Step 1, Column B, Index 1.00 and FTE 1.0** under the following conditions.

FIRST: The salary of the Teacher shall be payable in seven equal installments. The first installment shall be payable on the 20th day of February, 2020 and the remaining installments shall be payable on the 20th day of each month thereafter.

SECOND: The Teacher hereby agrees to be governed by the policies of the Board of Education of the District and that the duties to be performed by him/her under this contract shall be subject to assignment by the Superintendent of the District and further agrees to devote full time, during days of school, to his/her position in all respects, to diligently and faithfully perform the assigned duties as teacher to the best of his/her professional ability. It is understood and agreed that regular, dependable, and on time attendance is an essential function of Teacher's position.

THIRD: In addition to the normal duties traditionally required of teachers, the Teacher may be assigned "extra duty" or extended contract assignments which shall be upon such terms and conditions and at such additional stated rate of compensation as the Board may establish, or as the Teacher and the District, or the Teacher's collective bargaining agent and the District, may from time to time agree upon. It is agreed that extra duty or extended contract assignments to which Teacher may be assigned by the District are not a part of this Teacher's contract for purposes of continuation of such assignments.

FOURTH: This contract may be canceled or amended by a majority of the members of the school board during the school year for any of the following reasons: (a) upon cancellation, termination, revocation or suspension of the teacher's certificate by the State Board of Education; (b) breach of any of the material provisions of this contract; (c) for any reason set forth in this contract; (d) incompetency; (e) neglect of duty; (f) unprofessional conduct; (g) insubordination; (h) immorality; or, (i) physical or mental incapacity. Cancellation or amendment under this contract shall be governed by applicable law.

FIFTH: That upon termination of this contract for just cause, or upon the release of the Teacher from this contract, the compensation paid or to be paid hereunder shall be an amount which 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 186 days of service. Any unearned fractional portion of an installment paid but not earned prior to termination of the contract shall be refunded by the Teacher.

SIXTH: 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 accepted by the Board of Education of the District and the Board shall fix the time at which the resignation is to take effect.

SEVENTH: 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. Other deductions may be withheld as agreed to by the parties to this contract.

EIGHTH: The Teacher hereby affirms that he/she is not under contract with another School District or Board of Education within this State covering a part or all of the same time of performance as is contemplated by this agreement. The Teacher further affirms that at the beginning of the term of this contract he/she holds or will hold a valid Nebraska Teaching Certificate. It is understood and agreed that this contract is not valid until the Teacher's Certificate, as herein listed, is registered in the office of the Superintendent of Schools of the Arlington Public School District and that the Teacher shall not be compensated for any services performed prior to the date of registration of this certificate.

NINTH: The wages set forth in this agreement shall be subject to such wage adjustments as may from time to time be mutually agreed upon between the Board and the Teacher, or duly recognized collective bargaining agent for said Teacher.

TENTH: Hereafter, this contract may be continued by a separate, annual written "Renewal Agreement" which shall incorporate all of the provisions hereof by reference, except as stated on such "Renewal Agreement." Contract renewal, amendment, termination or cancellation shall be subject to the requirement of Neb. Rev. Stat. §§79-824 through 79-842 and any other applicable state statutes.

ELEVENTH: The 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 **Monday November 11, 2019** shall constitute a rejection by the Teacher of this offer of employment.

TWELFTH: **Other Contract Terms:**

Executed the 11th day of November, 2019


Teacher

Executed the 5th day of November 2019

Washington County School District #89-0024 also known as the School District of Arlington, in the State of Nebraska.

Attest:

By 
Board of Education Secretary

Hayley McMartin

2041 East Morningside Rd. Apt #306
Fremont, NE 68025
(307) 421-9097
mcmartinha01@midlandu.edu

STRENGTHS

- Possess strong belief and values responsibility and high ethics
- Work well with others, able to see others' perspectives and potential
- Positive communicator, strives to make connections.

EXPERIENCE

YMCA - Fremont, NE - *Swimming Lessons Instructor*

September 2017 - PRESENT

- Instruct children on how to swim
- Work with both parents and children in parent taught classes
- Teach pool safety
- Record data on children's progress
- Coordinate with parents on children's progress

First Lutheran Church Early Learning Center - *Daycare Provider*

October 2018 - July 2019

- Create a safe, fun environment for children ages 0-10
- Develop lesson plans that are engaging
- Communicate with parents about their child's strengths and struggles

Eagle Lake Camps, Colorado Springs, CO - *Camp Counselor*

May 2018 - August 2018

- Create a safe, fun environment for children to experience the outdoors
- Lead them in bible study lessons
- Engage and build relationships with each child on an individual level
- Teach arts and crafts

Eileen's Colossal Cookies - Cheyenne, WY - *Floater and Baker*

May 2013 - December 2017

- Bake cookies for sell
- Assist customers when needed
- Answer phone calls
- Place and fill orders
- Clean the work area and wash dishes
- Run the cash register

Cheyenne Swim Club - Cheyenne, WY - *Swimming Lessons Instructor*

September 2013 - July 2016

- Instruct children on how to swim
- Teach pool safety
- Coordinate with parents on children's progress

EDUCATION

Footsteps to God Homeschool - Cheyenne, WY -*High School Diploma*
GPA 4.0

August 2011 - May 2015

Midland University - Fremont, NE - *Bachelor's Degree*
GPA 3.80

August 2015 - December 2019

Elementary Education

Concentrations: Early Childhood and Special Education

INVOLVEMENT

- Student Education Association - Vice President/President
- Joshua Team - Campus Ministries Leader

COMMUNITY SERVICE

- Cheyenne South High School Cheer Clinic - Cheyenne, WY
- Special Olympics - Cheyenne, WY
- Breast Cancer Awareness 5k - Cheyenne, WY
- Presbyterian Urban Ministries Resource Center - San Diego, CA
- Hope Center - Montgomery, AL
- House to House - Montgomery AL

In the Spring of 2019, all Arlington 11th graders took the ACT as a statewide assessment. Students' scores in three areas, English Language Arts, Mathematics, and Science are shown at right in terms of what percent of Arlington students were on track for approaching the ACT College Readiness Benchmark. The ranges for each performance level are shown below:

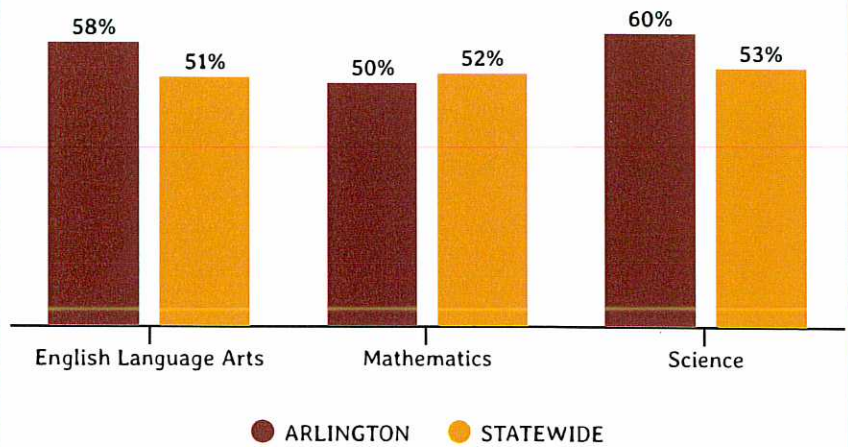
	<u>Developing:</u>	<u>On Track:</u>	<u>ACT Benchmark:</u>
English Language Arts	1-17	18-19	20-36
Mathematics	1-17	18-21	22-36
Science	1-18	19-22	23-36

ACT scale scores* range from 1-36, Arlington students' average scale scores were:



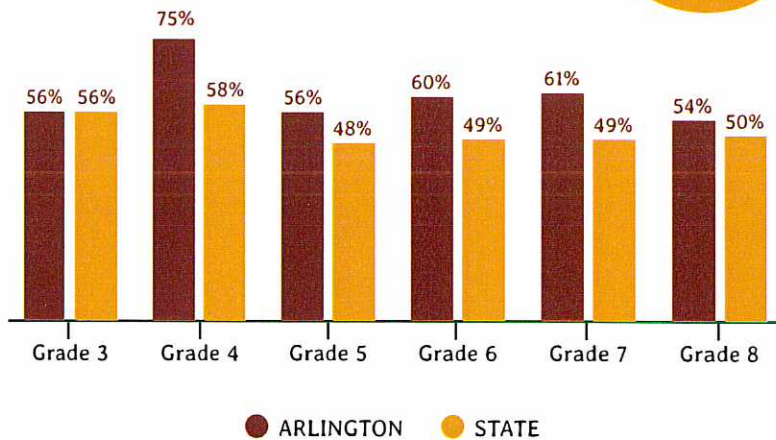
*Results represent students enrolled full-time in Arlington Public Schools.

ACT Percent On Track and Above



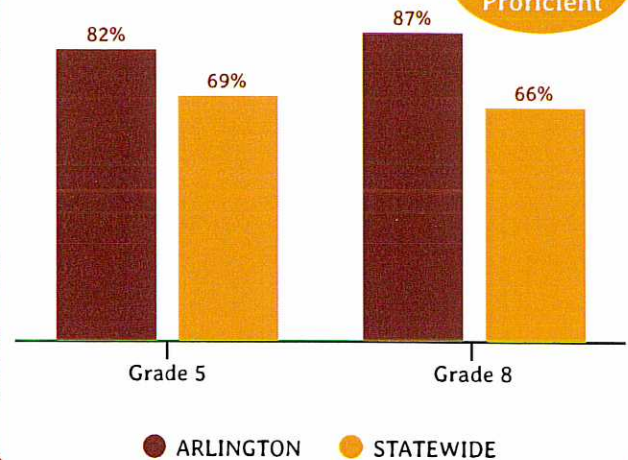
NSCAS English Language Arts Percent Proficient

60%
Proficient



NSCAS Science Percent Proficient

84%
Proficient

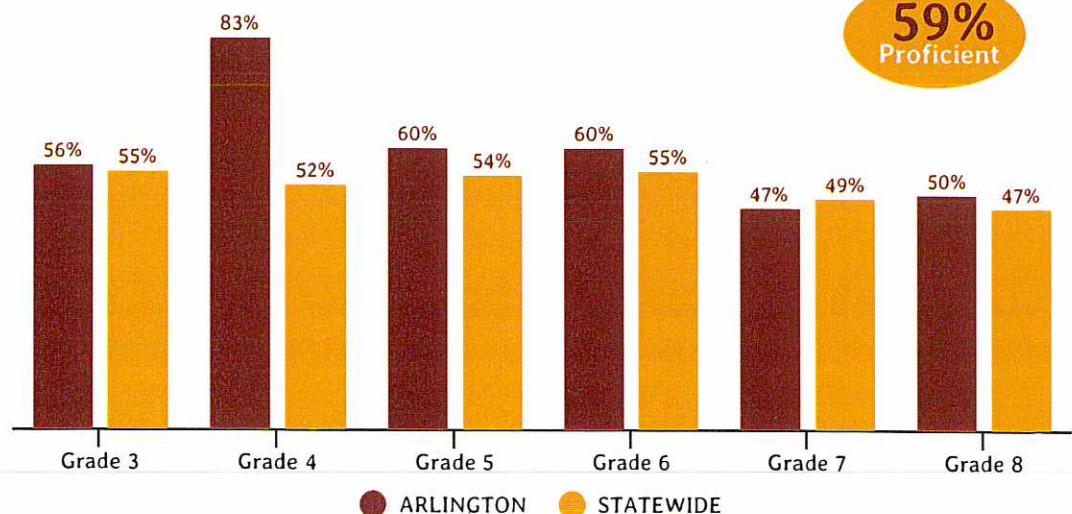


In the Spring of 2019, all Arlington 3rd-8th graders took the summative assessment aligned to recently adopted College and Career Ready (CCRS) Mathematics Standards. This created a new baseline in Nebraska. This is Year 3 of the NSCAS ELA assessment and Year 2 of the NSCAS Mathematics assessment. The change in number of non-proficient students is a result of the increased expectations for students in Nebraska as the state moves to a focus of all students becoming College and Career Ready. Lower proficiency levels have happened in all other states (without exception) where standards have been aligned to College and Career Ready benchmarks.*

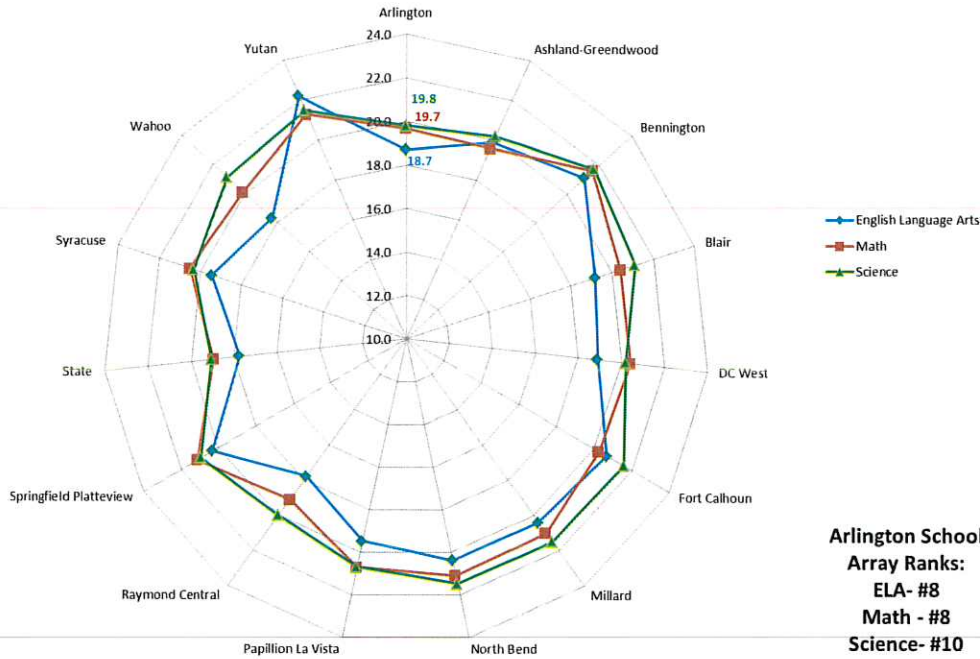
*Adapted from NDE Assessment Office

NSCAS Mathematics Percent Proficient

59%
Proficient



11th Grade Average ACT Scale Score by Subject



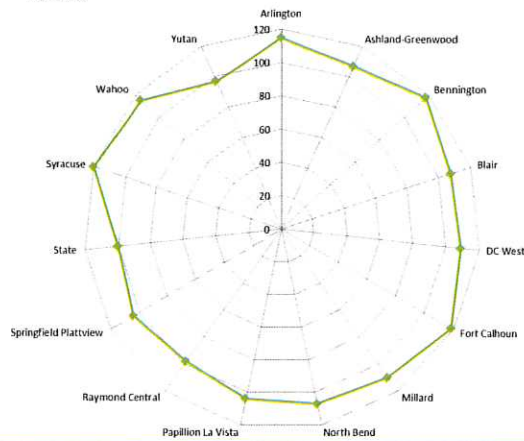
Average ACT Score

School	English Language Arts	Math	Science
Arlington	19	20	20
Ashland-Greenwood	20	20	20
Bennington	21	22	22
Blair	19	20	21
DC West	19	20	20
Elkhorn	21	20	22
Fort Calhoun	20	21	22
Fremont	20	21	22
Millard	20	21	21
North-Bend	18	19	20
Omaha	20	21	21
Papillion La Vista	19	20	20
Springfield-Platteview	20	20	20
Syracuse	19	21	20
Wahoo	18	20	21
Yutan	22	21	22
State	18	19	19

Average Scale Score by Subject Area

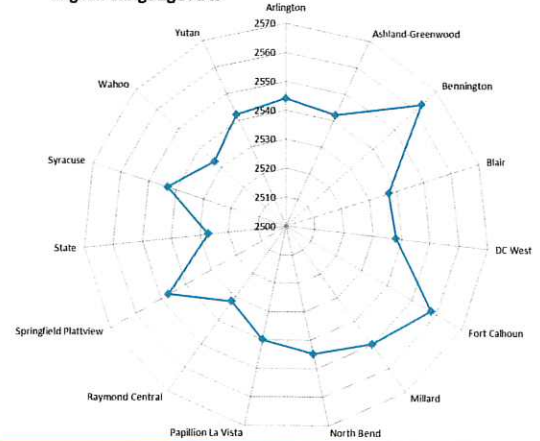
Science (5th and 8th)

Science



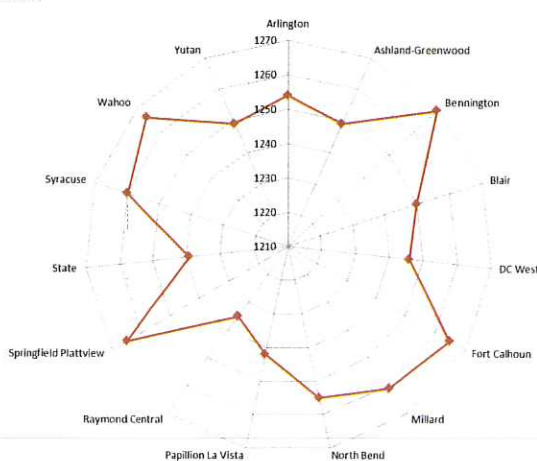
English Language Arts

English Language Arts



Math

Math



Overall Rank in Array Schools:

4th 8th 6th

Based on 5th & 8th Grade Science
Combined Average Scale Score

Based on 3rd-8th Grade Math Combined
Average Scale Score

Based on 3rd-8th Grade ELA Combined
Average Scale Score

← **3rd** Highest **1st** Rank **2nd** →
8th Grade 4th Grade 4th & 6th Grade

← **4th** Lowest **12th** Rank **13th** →
5th Grade 3rd Grade 3rd Grade

ANNUAL DISTRICT GOALS

April 2019

September 2019

November 2019

GOAL AREA: BUDGET

GOAL: Maximize district resources to provide quality facilities and educational programs.

OBJECTIVES:

1. APS will explore innovative funding mechanisms.
2. APS will continue to develop the capacity for financial optimization.
3. APS will maintain broad concept planning based on foreseeable budget and summative needs assessment.

STRATEGIES:

1. Identify alternative funding sources including corporate sponsorship.
2. Assist the Arlington Education Foundation in developing alternative funding sources.
3. **Coordinate the financial planning with the Facility Plan that is developed.**
4. **Working with FEMA for possible additional flood damage recovery.**
5. **Passed Budget with Lower Levy**
6. **Inquiring with Education Foundation for some projects (FFA, Choir, etc.)**

GOAL AREA: COMMUNITY ENGAGEMENT

GOAL: Maximize transparent communication by providing meaningful feedback and input opportunities toward continuous improvement efforts to strengthen family, school, and community partnerships.

OBJECTIVES:

1. APS will enhance our communication process to inform and engage stakeholders in our community.
2. APS will develop outreach opportunities that reinforce learning and engage the community in support of all educational and extracurricular endeavors.

STRATEGIES:

1. Examine current practices to promote periodic community engagement session(s).
2. Utilize community collaborators in the process of strategically planning for a 5-10 year facility enhancement plan.
3. Provide education and training for parents and guardians to promote school readiness.
4. Provide support for community childcare providers in their efforts to enhance quality services to children and families.
5. Increase the social media presence of the district.
6. Community Budget Workshop Held
7. Classroom Intercom adopted to streamline social media posts and involve more people
8. Elementary Newsletter using Smore.com

9. **Childcare Provider Training held 11/7/2019**
10. **TeamMates and Education Foundation Outreach**

GOAL AREA: FACILITIES

GOAL: Provide up-to-date facilities to allow for continuous improvement and benefit to students in educational and extracurricular programs.

OBJECTIVES:

1. APS will provide a safe and secure learning environment.
2. APS will identify and prioritize existing facility needs.
3. APS will identify and prioritize a 5-10 year facility enhancement plan.
4. APS will collaborate with the Washington County Agricultural Society and the Village of Arlington **and other external entities** to most effectively use shared space(s).

STRATEGIES:

1. Evaluate and implement recommendations from the safety committee.
2. Examine existing transportation program and plan for future comprehensive needs.
3. Maximize the use of energy efficient technology to address financial challenges.
4. Develop a plan of action that is responsive to the Educational and Facility Planning Needs obtained in consort with DLR.
5. **Obtain cost proposals from DLR and plan community engagement meeting**
6. **Working with FEMA to restore and mitigate damages to baseball field and bus barn**

GOAL AREA: STUDENT PERFORMANCE

GOAL: Develop and implement plans using instructional best practices, formative and summative assessments, and student data to ensure that all students are college and career ready.

OBJECTIVES:

1. APS will consistently score above the state average and score in the top 20% of identified schools* at each grade level in reading, math, and science utilizing a 5-year average.
2. Maintain interest and increase participation in career and college ready courses. *as measured by a) number of students completing career pathways, b) number of students successfully completing college courses (dual enrollment).*
3. Maintain cohort graduation rates of 94% or higher.
4. APS will assist students in transitioning from secondary education into careers and/or post-secondary studies.
5. **Identify ways in which we can enhance students knowledge and exposure to emerging technologies and technical career opportunities.**

*Identified schools – Arlington, Ashland-Greenwood, Bennington, Blair, DC West, Fort Calhoun, Millard,

North Bend, Papillion LaVista, Raymond Central, Springfield-Platteview, Syracuse, Wahoo, Yutan

STRATEGIES:

1. Develop and articulate curriculum that is aligned with state standards and **with the Nebraska Standards for Career Ready Practice: Preparation for College and Career into all courses.**
2. Practice data-informed program and instructional planning in the implementation of Multi-Tiered Support System.
3. Continue to implement the Arlington Instructional Model based on the Marzano Framework
Fully implemented, formal observation summative tool approved by the state, teachers working on creating Student Learning Objectives (SLO).
4. Implement a revised evaluation tool aligned to the Arlington Instructional Model.
5. *Implement a district-wide (common) formative assessment system where data analysis informs instruction to ensure student achievement growth.*
6. Expand use of and access to interactive tools and technology to support and improve PK-12 learning and innovation.
7. Develop, articulate, and deliver a comprehensive secondary curriculum to assist students in transitioning from secondary education into careers and/or post-secondary studies.
8. Identify social, emotional, and behavioral support systems for students and staff.
9. **Research learning management systems and make a decision on system to implement across the district. (??? are we ready, do we have time, biting enough off with new evaluation system, wait a year??)**
10. **Research and add technology based courses and extra-curricular opportunities.**
New Classes: Intro to Computer Science and Applied Technology; offering more STEM type coursework and exposure to “coding”
11. **Address TSI status for Middle school students with disabilities through MTSS**
12. **Fastbridge implemented K-6, data available for teachers on Google Docs, coded according to students currently receiving services**
13. **New math K-8 intervention “Number Worlds”**
14. **Tashia LLI up and running (Leveled Literacy Intervention)**
15. **Exploring the use of FastBridge as a progress monitoring tool for interventions. We plan to use FastBridge during the winter term for 7th and 8th graders as another assessment screener in the areas of reading and math.**

Secondary Principal's Report

November 2019 Board Meeting

Parent-Teacher Conference Attendance

Grade	Total	Last 6 Years - Parent Attendance to Fall PTC:
7th:	68%	2014 - 49%
8th:	46%	2015 - 58%
9th:	41%	2016 - 52%
10th:	26%	2017 - 56%
11th:	38%	2018 - 54%
12th	28%	2019 - 42
Total	42%	

Veterans Day Program

This morning we hosted a Veteran's Day celebration from 9:00-10:00 to honor local men and women who have served our great country in the armed forces.

Science Curriculum Update

The Science Department is beginning to pilot their sample units using some of the curriculum options we are exploring to purchase.

Arlington HS - Financial Literacy Acknowledgement

Arlington High School has been recognized as a Wise Blue Star Schools for the 2018-2019 academic year. To earn this coveted award, a school must have achieved an 80% passing rate on the Financial Literacy Certification Test and have either a majority of students in a given grade level take the test or achieve a minimum average score of 85%.

Food Drive Final Numbers

During the annual food drive, we collected 4,761 items and \$301 for the Washington County Food Pantry. The pantry now WEIGHS the food as it is delivered, and the food delivered weighed 2,128 pounds. Since 2003, APS has donated 56,344 items and \$1,069.60. This year was our second highest total!

Volunteer Work

Arlington students volunteered at the Memorial Community Hospital Rummage Sale! It was a great success, and \$58,488.70 was collected to help fill the needs of many individuals from all over the United States.

-Provided by Robin Miller and the MCH Auxiliary Board



UNL Mobile Beef Lab



Elementary Board Report November 2019

- **Parent Teacher Conferences** - Parent Teacher Conferences were a huge success, with 97% attendance at the elementary level.
- **Trunk or Treat** - PTO put on another fantastic Trunk or Treat event. We had over 250 kids attend and more than 30 trunks from school activities and the community!
- **2019 Glow Run** - Fundraising was a huge success! We raised over \$21,000. We have already purchased new swings, replacement slide, and new parts for the back playground!
- **Launched Weekly Newsletter** - We have received great feedback on our weekly elementary newsletter
- **Early Childhood Providers Training** - We had 18 participants in the first of this year's trainings on kindergarten ready skills for early childcare providers.
- **Halloween Parties and Parade** - We had another successful year of Halloween celebrations. Students participated in a K-6 grade parade for parents and ended the day with classroom celebrations!
- **Red Ribbon Week.** - We kicked off our Red Ribbon Week with a presentation from Rachel's Challenge. We continued the week by celebrating ways to stay drug and alcohol free and advocating for kindness! This week is planned by Kerri Harris and the Arlington Elementary Student Council.

Fall Sports Come to a Close

We had a successful fall sports season. In girls golf we had multiple girls place in six tournaments in the 2019 season. In cross country our team continued to improve week by week, the team was led by Noah Kubat, placing 16th at state. The football team ended the year with a 4-5 record with a final victory to help send Coach Gubbels off with a win. They were also district runner-ups. Volleyball team made huge strides this season and always showed improvement each and every week. Softball had a great season and a run at the state tournament, the team finished with a record of 22-8. They were the C-1 district champions. I would also like to thank our staff, students, and fellow administration for their help running all five sports during the fall season. Special thanks to Mr. Reed and his staff for all their help in keeping the facilities in great shape throughout the season. It is truly a school wide effort to make these events successful.

Winter Activities

The winter athletic practices start November 18th for Boys and Girls Basketball, Wrestling, and Swimming. We also have several performances that we will be hosting and competing in before Christmas.

- November 21st One Act Play Public Performance at 7:00pm
- November 25th One Act Play Nebraska Capitol Conference Competition at Platteview High School at 10:00 am.
- December 2nd One Act Districts at Midland.
- December 12th Middle School/High School Winter Concert at 7pm.

Eagles Soaring to Excellence through Activities

- Nebraska All Conference Softball team: 1st team Sarah Theiler, Jaidyn Spoon, Kylee Bruning, 2nd team Cadie Robinson, Honorable Mention Hailey Brenn, Emma Smailys.
- Lincoln Journal Star All State: 1st team Sarah Theiler and Jaidyn Spoon. Honorable Mention Cadie Robinson. Omaha World Herald: 1st team Sarah Theiler, Jaidyn Spoon, Kylee Bruning. Honorable Mention Cadie Robinson, Hailey Brenn, and Emma Smailys.

Veteran Day

This morning we hosted our Veteran's Program to honor our local veterans and their families. Mr. Jason Wiese has been the point man for this program along with the entire social sciences department. They have done a quality job working with all community state holders to make this event possible and publicize the program to our community. We are honored to host our local veterans and excited to use this program as an educational experience for our K-12 students.

NASB Monthly Update for Board Meetings - Agenda Item: NOVEMBER 2019

"NASB Update"

As a board, some items to be focused on during November include:

- Monitor progress of district goals, link goals to discussion and action items
- Review your Strategic Plan Progress Report
- Distribute the superintendent evaluation
- District Audit Report
- **Appoint your NASB Delegate Assembly Representative**
 - *In order for your board to qualify for the President's Board Award, or the Board of Excellence Award, you must have a voting delegate attend Delegate Assembly!*
 - *If you are unsure if your board has successfully registered a delegate, feel free to check with Matt at mbelka@NASBOnline.org*

Networking & Events

November means that we have reached the annual State Education Conference! Reminder that this year we have moved to the CHI Health Center spaced in downtown Omaha, as we had outgrown the meeting and exhibit space in La Vista. To view this year's agenda, a map of the meeting rooms, etc visit ...

<http://members.nasbonline.org/index.php/state-education-conference>

NASB is also sponsoring an event in December we'd like to get on your radars and attend if interested. The 10th Annual Nebraska Child Health & Education Summit, Healthy Minds = Promising Futures will be December 3 in Lincoln. Learn more and register at our events page: <http://members.nasbonline.org/index.php/events>

Mark Your Calendar: 2020 Events

President's Retreat

January 26 - 27 | Nebraska City February 16-17 | Sidney February 16-17 | Kearney

Budget & Finance Workshop

January 29 | Norfolk February 5 | Kearney

Legislative Issues Conference

February 9-10 | Lincoln

Advocacy/2020 Legislative Session:

The 2020 legislative session will be here before we know it. Stay engaged during the off-season, have a voice at Delegate Assembly, and mark your calendar to attend the Legislative Issues Conference in February!



Follow NASB on twitter at www.twitter.com/NASBOnline using the hashtag #liveNASB
and on facebook at www.facebook.com/NASBOnline

To see a quick glimpse at the various items the NASB is involved in, check out pages 10 & 11 each month in the
Board Notes newsletter for "This Month In ...". To access the latest newsletter, click here:

<http://members.nasbonline.org/index.php/news-resources/board-notes>

Thanks for all you do for your board, your community and the entire state by serving public education in
Nebraska.

We look forward to seeing you in Omaha, November 20-22!

Superintendent Leave Log 2019-2020					
		Sick Days	Bereavement Days	Vacation Days	Floating Holidays
Starting Balance		10	1-4	15	3
Date	Description				
9-13-2019	Stokely Arm	0.5			
Ending Balance		9.5	1-4	15	3
Professional Activities		Location			
7/31-8/2/2019	Admin Days	Lincoln	2 Full Day		
8/21/2019	NASB Area Membership	Fremont	Evening Event		
9/12/2019	NASBO Labor Relations	Lincoln	Full Day		
10/2/2019	Washington Co Supt Lunch	Blair	2 Hours		
10/11/2019	NCTE Meeting	Lincoln	Full Day		
10/21/2019	NRCSA District Meeting	Pender	10:00-1:00		
11/6/2019	Presenter: Emerging Supts	Lincoln	8:00 (back by 10:30)		
11/7/2019	NRCSA REL Teacher Mobility	Lincoln	10:30-2:00		

2018-2019 ANNUAL REPORT



EDUCATIONAL SERVICE UNIT #3





A letter from the **CEO of ESU #3** Dr. Dan J. Schnoes

It is with great pleasure that I invite you to read and explore the contents of our annual report, which reflects many of the educational challenges and accomplishments of Educational Service Unit #3. As noted within this document, ESU #3 has

been very successful in researching, developing, promoting, and delivering high quality services to our 18 districts. The collaboration between our departments and throughout the districts we serve has led to an expanded array of opportunities for our students and educators to learn and grow.

ESU #3 continues to be the largest Educational Service Unit in the state of Nebraska, serving 18 districts, with over 80,000 students and over 5,300 teachers and administrators. Sincere gratitude and recognition goes to the many employees (professional and support staff) of ESU #3 for their hard work, dedication, and commitment to education. The ESU #3 Leadership Team promotes a collaborative environment designed for staff to excel. Everyone truly makes this a great place to work, every day.

This annual report exemplifies our commitment to provide not only high quality core services (staff development, technology, and instructional materials), but also many other highly valued services. ESU #3 has a unique combination of metro area/suburban and rural schools that lend to dynamic conversations regarding our mission of providing innovative, collaborative, and cooperative services. This starts with highly qualified and innovative staff that keep our focus on student and adult learning. Secondly, a strong district service planning process helps us target areas of need and personalize our service delivery. The services requested and designed for individual districts are coordinated across the departments of ESU #3 to create an effective and efficient combination of the use of time and talent of the district staff and the ESU #3 staff.

Our ESU #3 Board is committed to setting high standards and expectations for the agency as a whole. Through our commitment to continuous improvement, each department within ESU #3 develops department specific goals to guide its work. The support and commitment of the ESU #3 Board to the mission of ESU #3 is second to none. For the past 17 years in a row, proof of their dedication through state recognition has been acknowledged by earning the “Board of Excellence” award from the Nebraska Association of School Boards. Simply put, their contributions are immeasurable.

ESU #3 has been providing services to our member districts since 1966, saving schools millions of dollars. As we commence our 53rd year, we look forward to working alongside our school districts on the “leading edge” of providing high quality, research based, educational opportunities to both staff and students.

On behalf of all of us at ESU #3, thank you for taking the time to explore this annual report and learn more about Educational Service Unit #3.

Respectfully,

A handwritten signature in black ink that reads "Dan J. Schnoes". The signature is fluid and cursive, written in a professional style.

Dr. Dan J. Schnoes



Mission

Educational Service Unit #3 will ensure a continuum of innovative, collaborative, and cooperative services that advance the efficiency, effectiveness, and excellence of its member school districts.

Guiding Principles

Lead based on proven educational research, innovation, and evaluation.

Foster cooperation at local, regional, state, and national levels for the improvement of education.

Recognize the unique and common needs of school districts.

Focus resources to meet the needs of each school district.

Support equitable educational opportunities for all school districts.

Provide professional development designed to enhance the skills of school educators and support staff.

Assist school districts with state and federal educational mandates.

Provide and evaluate services with a highly-effective, collaborative, and dedicated staff.

Provide and evaluate services in a cost effective and efficient manner.

ESU #3 Board

Secretary

Denny Wilkins

District 1

*Arlington, Blair, Fort Calhoun, Bennington,
Elkhorn*

Barb Grabowski Coleman

District 2

DC West, Elkhorn, Millard

Vice President

Stu Dornan

District 3

Westside, Ralston

Mary Scarborough

District 4

Ralston, Papillion-La Vista, Millard

Brett Kuhn

District 5

*Gretna, Elmwood-Murdock, Louisville,
Weeping Water, Millard*

Alan Moore

District 6

Papillion-La Vista, Millard, Ralston

Phil Wright

District 7

*Springfield-Platteview, Plattsmouth,
Conestoga, Papillion-La Vista, Millard*

President

Ron E. Pearson

District 8

Bellevue, Papillion-La Vista

**Board of Excellence Award
2019**



Areas of Service



Instructional
Technology



Curriculum
Instruction
Assessment



Digital
Learning



Data
Research
Evaluation



Director
Consultation



Media and
Science
Services

The Professional Learning Department (PLD) is funded through the Nebraska Core Services Funds to be used for the improvement of student learning through professional development for educators with an emphasis on innovative best practices, including the effective use of technology and digital resources.

Programs and services are identified through input from school district participation in PLD and High Ability Learning (HAL) Network groups, District Service Plans, and by analysis of school district data, continuous improvement, and professional learning data.

PLD regional programming, in-district custom services, and all-district services focus on curriculum, instruction, assessment, instructional technology integration, digital learning, continuous improvement and multi-tiered systems of support. All are personalized for our districts and aligned to the Nebraska accountability tenets known as Accountability for a Quality Education System, Today and Tomorrow (AQuESTT). The PLD also manages 2 federal grants on behalf of our districts who are in consortia for both the Career and Technical Education Carl D Perkins and the Title III English Learners grants.

In 2018-2019, over 1,100 PLD staff days were spent in school districts for onsite services with an additional 179 days utilized to provide regional teacher and student events. Furthermore and based on district interest & input, PLD has built a healthy menu of "all-district" services; and, in 2018-2019, many of our districts accessed these in abundance.

New in 2018-2019 was the Makerspace and Innovation Lab or EMIL. This on-site lab served over 700 students with focused project-based learning facilitated through collaboration between district teachers and ESU #3 PLD consultants. Students were able to engage in engineering, science, graphic design, prototype design, architecture, and 21st Century skills such as creativity, critical thinking, and problem solving, in the 48 events held in EMIL.

The Media/Science Center of PLD offers our school districts the opportunity to participate in a library automation consortium offered by The Library Corporation (TLC). The Media/Science Center also coordinates the licensure of ProQuest K-12, a subscription-based online database of research tools. Member districts have access to hundreds of media titles via ESUCC's Learn360, a video-on-demand website.

The Science Center of PLD manages over 250 instructional items. Materials and resources, some of which are available for check out, range from batteries and bulbs to the behavior of mealworms kits. In addition, the Science Center annually refurbishes hundreds of elementary science experiment kits used by our member districts. Last, the Science Center coordinates the extremely popular student art display at ESU #3 known as Future Strokes and Sculptures.

Professional Learning

Executive Director: Dr. Scott Blum



Area of Service: **Direct
Service Days**



Individual

Districts' "Guaranteed"
Service Days

Customized
for District



Area of Service: **Regional
Programming**



ALL Districts May
Benefit From
Stakeholder
Determined,
Subsidized
Options



Area of Service: **Additional
Service I**



ALL Districts
Benefit From
Projects

Work is
ESU #3 based

(i.e. Digital Learning & Data,
Research, and Evaluation
Services)



Area of Service: **Additional
Service II**



ALL Districts May
Request In Addition to
Direct Service Days

Easy to
Replicate



Dependent
on Staff
Availability

The ESU #3 Student Services Department is proud to have served thousands of children ages Birth-21 and their families throughout the ESU #3 area and beyond. We strive to design exceptional services, programs and resources for ESU #3 children, families and the staff who support them.

Student Services

Director: McKayla LaBorde

Student Services Programs:

- Birth-3 Services Coordination
- Brain Injury Regional School Support Teams Grant
- Brook Valley School
- Early Learning Connection - Omaha Region Grant
- Itinerant Special Education Services
- Metro Region Autism Spectrum Disorders Grant
- Metro Regional Deaf and Hard of Hearing Contract
- Metro Region Secondary Transition Grants
- NeMTSS Grant
- Planning Region Team #3 Grant for Early Childhood
- Results Driven Accountability - Targeted Improvement Plan Grant

Services Provided:

- Audiological Support
- Autism Consultations
- Behavior Consultations
- Deaf/Hard of Hearing Student Activities
- Director Consultations
- Early Childhood Special Education Services
- Library Resources for Professionals
- Occupational Therapy
- Orientation and Mobility
- Professional Development and Training
- Resource Services
- Services Coordination
- Speech Language Pathology
- Student Secondary Transition Conferences
- Vision Services



873 Referrals for Birth-3

Services Coordinators at ESU #3 provide resources and support for families who have a child with a disability ages Birth-3. Early intervention is vital to improve positive outcomes for infants, toddlers and their families.



1,013 Autism Participants Trained

The mission of the Metro Region Autism team is to empower school district teams and families by providing them with information, resources and training in current, research-based ASD strategies.



90 Students Served

Brook Valley School serves students with disabilities in grades K-12+ who have significant cognitive or behavioral difficulties by providing specialized programming and support to allow students to transition back to their neighborhood schools. Additionally, we have recently expanded services to students with and without disabilities in our Brook Valley OutREACH program, a newly designed alternative to suspension and expulsion. Brook Valley School is owned and operated by ESU #3.



15,000 Early Childhood Professionals Trained

Early Learning Connection-Omaha Region works collaboratively with local partners to ensure that a wide variety of professional development opportunities are offered for educators who work with and care for children ages Birth-8 in Cass, Douglas, Sarpy, and Washington counties.

Information Services & Technology

CIO: Bill Pulte



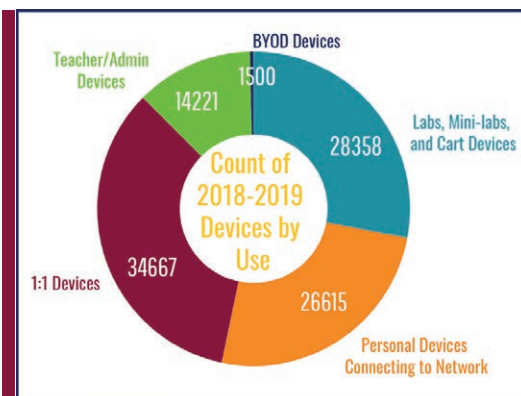
The IS&T team works to support all ESU #3 districts in their technology endeavors. Often thought of for hardware and network

support, the department also has a focus on systems support, development and state and federal reporting.

The largest two areas of support are still found in network systems. These systems are supported as an internet aggregation point for 20 entities. This support includes, for many of the districts, assistance with routing, switching, and firewall. In addition the team also supports many districts in the web filtering that is required by the Child Internet Protection Act (CIPA). Districts are able to house equipment in our state-of-the-art data center offering redundant power and security.

In addition to our hardware and network support the IS&T team helps districts by offering a Student Information System (SIMS) and Financial system (eFinance). These systems allow us to pool resources and money into a single entity allowing us to take the burden of server housing, upgrades and support off of the school districts. This year ESU #3 also partnered with three state schools and one federal entity to provide SIMS for those locations.

As the state has upgraded the ADVISER data system the development team has worked tirelessly to upgrade systems that will be needed. In the fall a data day was held allowing districts to look at the changes and work directly with the developers as the new system is implemented. In addition, the IS&T team is represented on the advisory group which allows for ESU #3 input on reporting requirements allowing for proactive support and changes in these areas.



The IS&T team also continues to support the following systems:

- Teacher Appraisal System - Communications conduit for teachers and evaluators
- Forms Management - Customized online forms for each district
- Laserfiche - Document management system
- Moodle - Learning Management solution with customizations for Powerschool and SIMS
- TimeClock Plus - Used for tracking time for hourly employees
- Frontline - Subfinder system
- TLC - Library System

The department continues this work even through significant changes. We expect to see an increase in over 11,000 devices in our buildings this year with a majority of those devices being Chrome and iOS. This provides

a unique challenge for the department providing support and services for a disparate grouping of systems. The IS&T team will continue to work to make this support as seamless as possible for all districts.

Gifford Farm Education Center

Director: Nancy Williams

Gifford Farm Education Center is a 400-acre farm owned and operated by ESU #3. Gifford Farm offers agricultural curriculum and outdoor education experiences to K-12 students. The farm, which was donated to the State of Nebraska by the Dr. Harold Gifford family in 1973, is located in Bellevue along the Missouri River and is surrounded by 1,200 acres of riverfront and woodlands belonging to the Nebraska Game and Parks Commission. Gifford Farm now celebrates 46 years of this wonderful gift from the Gifford Family.



This past year 16,590 visitors, both from the schools and from our community, participated in Gifford Farm activities. This number was down significantly due to the flooding on the farm with our normal visitation averaging 30,000 visitors per year. Gifford Farm provides several on-site programs including: The Farm Program (*PreK-2nd grade*); Friends of Discovery - A Journey with Lewis and Clark (*4th-6th grade*), STARLAB-The Celestial Navigation of Lewis and Clark (*4th-6th grade*), The Discoveries of Lewis and Clark (*4th-6th grade*), The Living History of the Plains (*2nd -6th grade*) STARLAB-Planetarium (*K-8th*), Animals on the Go (*K-6th grade*), The Nature Explore® Certified Outdoor Nature Classroom (*PreK-3rd grade*), and Kid's Challenge (*3rd-5th grade*) or Team Challenge (*6th grade to adult*), team building and leadership development programs.

Gifford Farm also hosts the ESU #3 Science Olympiad for HAL (High Achievement Learners) competition each fall. Hal Students are also invited to participate in a Leadership Challenge on our low-ropes challenge course each Fall. Gifford Farm's STARLAB programs, Animals on the Go Programs (featuring farm animals), The Discoveries of Lewis and Clark, and Team or Kid's Challenge travel to schools, libraries, outdoor education programs, scout meetings and more, providing educational programs and presentations to students of all ages. We can customize a full day of Outdoor Education for any school or group. Gifford Farm actively participates in After School programs at many districts in the area. All of our traveling programs are offered as well as many interactive science and nature programs and activities.

Our programs are set in place to assist teachers in meeting their curriculum and Nebraska State Standards needs as well as to provide a safe and enjoyable hands-on experience for our area children. Gifford Farm is a resource for community groups including Boy Scouts, Girl Scouts, 4-H, youth groups, college groups, senior citizens, and families. Also offered are several open houses throughout the year, which are an opportunity to share the farm,

the animals, and special activities with the families of our community. We offer a picnic area for use in conjunction with educational programs, birthday parties, and community events.

Gifford Farm suffered yet another devastating flood event in March of 2019. With 7 feet of water on the farm this flood was the 3rd largest in Nebraska history. With the support of the ESU #3 Board of Education and the Administration of ESU #3, Gifford Farm was able to join forces with our staff, some contractors and many volunteers to put the farm back together. This effort was a true labor of love, bringing the farm back to its best and offering our schools, community groups, and families a chance to return to the many activities and learning opportunities we have to offer here at Gifford Farm.



The Administration Conference Center's 12 conference rooms and distance-learning technology provide effective learning environments for conference and workshop participants. The conference center hosts meetings and events for both member districts and outside agencies.

Conference Center

Month	Number of Individuals	Number of Meetings	Number of Districts	Number of Students	Number of Student Events
September	2630	86	11	100	3
October	3167	96	25	484	16
November	2629	87	16	389	6
December	1867	56	11	101	4
January	2646	66	19	665	9
February	2215	71	13	444	9
March	2485	90	18	411	8
April	2639	84	15	396	10
May	2226	67	15	619	9
June	1990	79	4	0	0
July	1075	51	4	0	0
August	2230	70	18	0	0
September	2556	90	17	58	2
Total	30355	993	186	3667	76

ESU #3 administers the Title I program at Boys Town, employing a program coordinator and two instructional facilitators. Title I funds also support a behavioral consultant for the on-campus schools and tutoring support for students in the hospital setting (PRTF). Title I support supplemental activities and provides funds for supplemental materials for the hospital and home campus programs.

Title I Boys Town

Mentoring: In 2018-2019, volunteer mentors served 33 students and logged 1,225 hours helping students with reading and math. Students continue to improve their math and reading skills with the help and individual instruction from mentors. College Prep Reading and Building Academic Success classes address specific test taking, reading, and general academic skills to help students be more successful in all of their academic classes.

Transition Activities: Six students earned a total of seven Microsoft Office Specialists certifications. One student earned the top score for PowerPoint in the state of Nebraska! Twenty-two students earned 10 hour OSHA certifications and 2 students earned 30-hour OSHA certification. These activities help students potentially obtain jobs requiring a higher level of skill when they graduate.

Driver Education

ESU #3 provides a comprehensive driver education program that consists of classroom study and actual driving instruction on the roads in the greater Omaha area. This is an optional program for students and parents.

ESU #3 Driver Education - Summer Students

	2016	2017	2018	2019
<i>Summer Totals</i>	480	370	433	441

Cooperative Purchasing is a statewide purchase Agreement among Educational Service Units. This ESU service allows our schools an opportunity to purchase equipment and materials at a considerable reduction from retail cost as a result of the bidding process and achieved through combining orders.

Information on all of these programs may be accessed on the Nebraska ESU Cooperative Purchasing website at www.neesucoop.org. Our coop manager is also available throughout the year to provide our schools with purchasing information and service.

Cooperative Purchasing

Director: Dave Curtis



Program Descriptions

Prime Vendor Buys: A bid-approved vendor's full product line at discounted pricing. All merchandise is ordered, delivered and billed directly to the schools or members. Current Prime Vendor Buy Programs include food & custodial contracts.

Special Buys: The term "Special Buys" refers to programs contracted by ESUCC Cooperative Purchasing. These purchase opportunities are available during the school budget year to provide timely delivery of product and services.

Annual Buy: Nebraska ESUCC Cooperative Purchasing coordinates purchases from annual bid awarded vendors on behalf of qualifying members. The objective is to obtain quality merchandise for the lowest possible price.

Year Round Buys: Participating vendors provide year round contracted discounted pricing to qualifying members through our online Marketplace

AEPA: The association of Educational Purchasing Agencies (AEPA) is a group of Educational Service Agencies/Political Subdivisions organized through a Memorandum of Understanding between participating states for the purpose of securing combined volume purchasing contracts based on potential sales by qualifying customers in participating states.

ESU #3 Sales & Savings By Program 2018-2019

<u>Program</u>	<u>List Price</u>	<u>Member Cost</u>	<u>Savings</u>
AEPA	\$641,044.87	\$482,389.61	\$159,011.27
Annual Buy	\$409,712.53	\$299,090.15	\$110,622.38
Annual Buy Punchout	\$1,504.14	\$1,052.90	\$451.24
Custodial Buy	\$217,309.03	\$154,040.47	\$69,970.61
Extended Buy	\$80.61	\$64.49	\$16.12
Food Buy	\$841,700.70	\$715,028.35	\$124,515.25
Paper Buy	\$65,971.64	\$50,138.45	\$15,833.19
Special Buy	\$703,250.31	\$544,520.85	\$158,723.33
<u>Grand Totals</u>	<u>\$2,880,573.83</u>	<u>\$2,246,325.27</u>	<u>\$639,143.39</u>

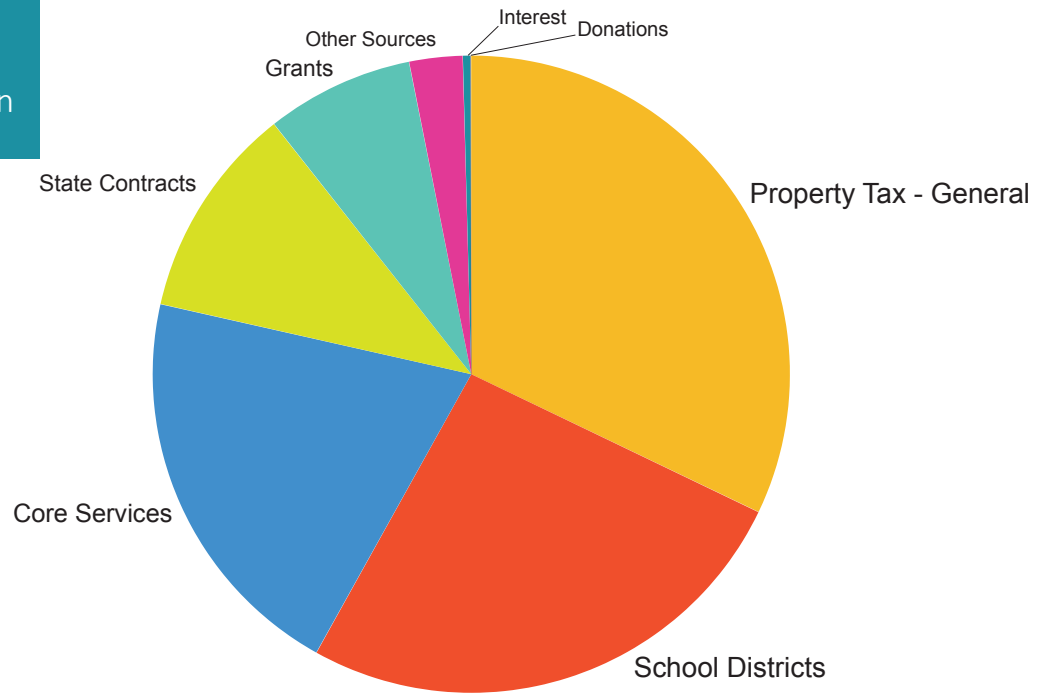
Member Savings Statewide 2018-2019

Total Savings	\$4,852,808.79
5 Year Savings Total	\$24,074,973.66

Financial

Director: Jan Glenn

REVENUE

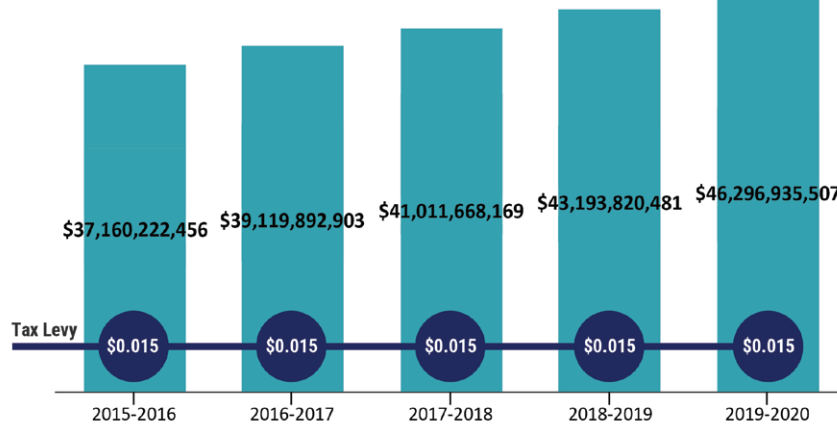


2018-2019 Actual Revenue

Property Tax - General	\$6,406,483	32.13%
School Districts	\$5,177,451	25.96%
Core Services	\$4,076,521	20.44%
State Contracts	\$2,162,026	10.84%
Grants (Federal / State)	\$1,496,370	7.50%
Other Sources	\$537,399	2.70%
Interest	\$79,779	0.40%
Donations (Cash / Noncash)	\$5,114	0.03%
TOTAL	\$19,941,143	100.00%

VALUATION

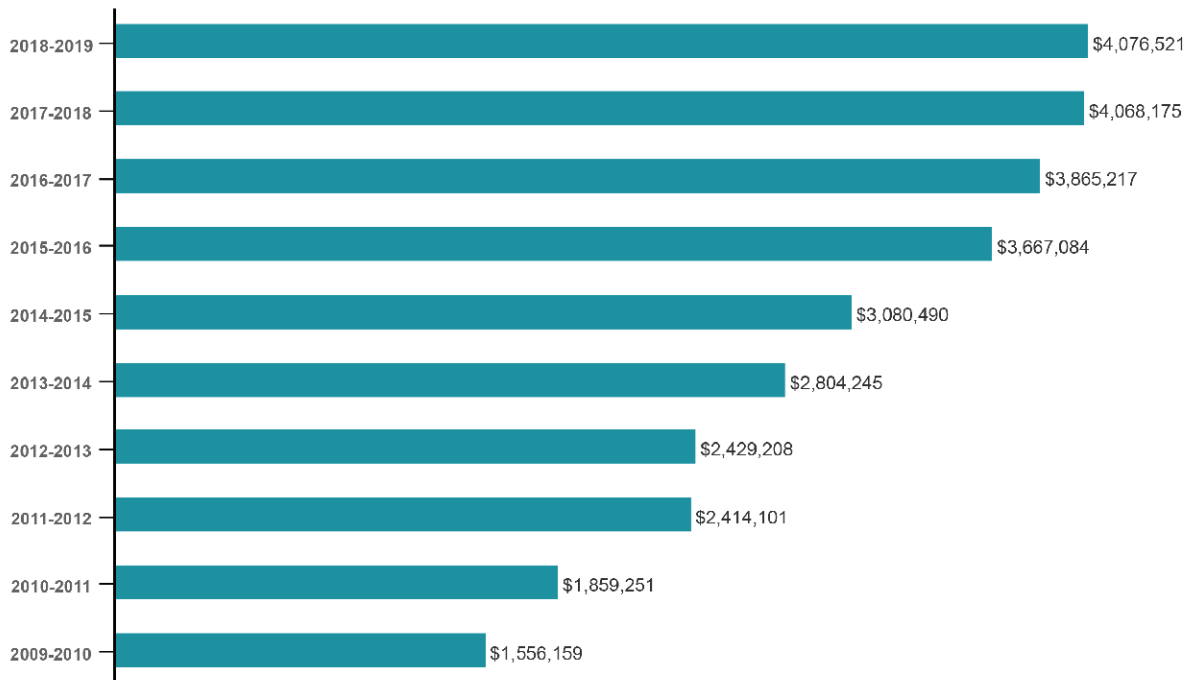
ESU #3 Valuation



The 2018-2019 revenues and expenditures are reported on a cash basis. The cash basis accounting method recognizes revenues and expenditures when the revenues are received and payments are expended. This method may not align revenues and expenditures in the same accounting period. ESU #3 maintains cash on hand to allow for instances when program expenditures are incurred or required before the revenue is received.

CORE SERVICE FUNDS

ESU #3 Core Service Funds Received



EXPENDITURES

2018-2019 Actual Expenditures

Administration & Business Services	\$1,248,818	6.30%
Board Expense	\$76,625	0.39%
Buildings & Grounds, Coop Purchasing, Conference Center	\$898,356	4.53%
Capital Improvement & Building Fund	\$549,720	2.77%
Driver Education	\$167,300	0.84%
Information Systems and Technology	\$4,311,535	21.75%
Professional Learning Department	\$4,177,147	21.07%
Gifford Farm	\$379,684	1.92%
Student Services District Services, Grants, Contracts, & Other Programs	\$7,522,800	37.95%
Title I Boys Town	\$490,862	2.48%
TOTAL	\$19,822,847	100.00%



efficiency | excellence | effectiveness

2018-2019

Filled colored boxes indicate inclusion

Arlington	Bellevue	Bennington	Blair	Conestoga	DC West	Elkhorn	Elmwood / Murdock	Ft. Calhoun	Gretna	Louisville	Millard	Papillion / La Vista	Plattsmouth	Ralston	Springfield - Platteview	Weeping Water	Westside	Others
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Administration/Ancillary Services

Cooperative Purchasing																		
Gifford Farm																		

Substitute Teacher Program

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Driver Education

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Data and Networking

Business Services																		
Student Services																		
Substitute Finder																		
Server Housing																		
Custom Web Development/Graphic Design																		
Internet Services																		
Networking Services																		
Document Management																		
Time Clock Plus																		

Professional Learning

Regional Staff Workshops																		
Direct Services in Curriculum, Instruction, Assessment, Instructional Technology, Digital Learning																		
Media Services																		
Science Materials																		
Learn360																		
Pro-Quest Services																		

Student Services

Brook Valley School																		
Early Childhood Services																		
Services Coordination																		
Speech/Language Therapy																		
Vision Services																		
Behavior Services																		
Autism Spectrum Disorder Grant																		
Regional Deaf/Hard Hearing Contract																		
RDA																		
VR Student Conference																		
Metro Transition Grant																		
Resource Services																		

APS 2019-2020
STUDENT ENROLLMENT SUMMARY

Grades	08/15/19	11/1/2019					
PS	30	31					
KG	41	43					
1ST	45	45					
2ND	45	45					
3RD	43	42					
4TH	55	54					
5TH	54	54					
6TH	54	54					
PS-6 TOTAL	367	368					
7TH	48	50					
8TH	58	58					
9TH	64	63					
10TH	62	61					
11TH	48	47					
12TH	61	61					
7-12 TOTAL	341	340					
PK-12 TOTAL	708	708					
FREE/REDUCED		150					
SPED		117					
ELL		7					
OPTION ENROLLMENT							
IN/OUT		IN/OUT					
KG		5/7					
1ST		6/3					
2ND		9/1					
3RD		4/3					
4TH		5/3					
5TH		5/2					
6TH		9/4					
7TH		12/5					
8TH		13/4					
9TH		20/9					
10TH		12/5					
11TH		10/6					
12TH		18/3					
TOTAL		128/55					

SAFETY COMMITTEE MEETING MINUTES

Tuesday, September 10, 2019

7:40 a.m.

Members Present: **Dawn Lewis, Jacqueline Morgan, Shirley Holck, Steve Johnson, Jenny Hansen, Luke Brenn, Erin Schaapveld, James Shada, Lawrence Reed, Cindy Martens, Julie French, Nicki Kruse, Kenny Fuchser**

Members Absent: **None**

Standing Agenda Items:

1. Review of Quarterly Reports.
Property and Liability Claims () -
Outside Person related to transportation (0) -
Workman Comp Claims -
Staff () -
Pending () -
2. Review of any accident reports.
Student Accident Reports (2) - **cut & bruising to shin from box jump; wound to upper thigh from jumping up and having it area catch on dry erase board base**
Staff Accident Reports (0) -
3. Discussion of Required Drills.
4. Discussion of immediate safety concerns.
5. Discussion of Quarterly Inspections.

Additional Agenda Items

1. Set up date for External Review - Rule 10 Safety Visit.
- 2.

Meeting Schedule:

Tuesday, November 12, 2019 @ 7:40 a.m.

Tuesday, January 14, 2020 @ 7:40 a.m.

Tuesday, March 10, 2020 @ 7:40 a.m.

Tuesday, May 19, 2020 @ 7:40 a.m.

Safety Committee Team Meeting

Sept 10, 2019

Review of two student injuries

Review of Property and Liability claims--Flood Claims (One ALICAP Claim; multiple FEMA)

Workmans comp mod went up, no new claims since last meeting

Required Drills so far: fire drill, tornado drill, bus evac; scheduled through Dec; Lock-down (intruder drill) next Friday Sept 19-10:20 am --will be a walk and talk through, very basic

Looking for more mag strips, safety booklets

Placement of exit signs will be reviewed--

Review of immediate safety concerns

Playground: bracket broken, removing inappropriate words, rubber mulch, ga-ga ball arena (take down Nov 1); getting another wrap for basketball hoop

Quarterly Inspections:

front door not shutting all the way...look into it

Watch for kids propping the doors open

Set up external review (Rule 10 external) Nikki will do our walkthrough with another officer

Larry Bock with ALICAP here today

Next Meeting Nov 12

RIC ORTMEIER
CERTIFIED PUBLIC ACCOUNTANT

1835 E. Military Avenue - Suite 121 - Fremont, Nebraska 68025
Telephone & Fax (402) 721-4224
riocpa@abbnebraska.com

October 15, 2019

Members of Arlington Public School Board
Arlington, Nebraska

I am pleased to confirm my understanding of the services I am to provide Arlington Public School District #24 (the District) for the year ended August 31, 2019. I will audit the financial statements of the governmental activities, the business-type activities, each major fund, if required the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the financial statements of Arlington Public Schools as of and for the year ended August 31, 2019. The District prepares its financial statements in accordance with the cash basis of accounting.

I have also been engaged to report on supplementary information that accompanies the District's financial statements. I will subject the following supplementary information to the auditing procedures applied in my audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and I will provide an opinion on it in relation to the financial statements as a whole in a report combined with my auditor's report on the financial statements.

- 1) Schedule of Receipts, Disbursements and Fund Balances – Budget vs Actual – Cash Basis
- 2) Combining Schedule of Receipts, Disbursements and Fund Balances – Cash Basis

Audit Objectives

The objective of my audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with the cash basis of accounting and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. My audit will be conducted in accordance with auditing standards generally accepted in the United States of America and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of the accounting records of the District and other procedures I consider necessary to enable me to express such opinions. I will issue a written report upon completion of my audit of Arlington Public School District #24's financial statements. My report will be addressed to the members of the Arlington Public School Board. I cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for me to modify my opinions or add emphasis-of-matter or other-matter paragraphs. If my opinions are other than unmodified, I will discuss the reasons with you in advance. If, for any reason, I am unable to complete the audit or am unable to form or have not formed opinions, I may decline to express opinions or issue reports, or may withdraw from this engagement.

I will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The paragraph will also state that the report is not suitable for any other purpose. If during my audit I become aware that the District is subject to an audit requirement that is not encompassed in the terms of this engagement, I will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, my audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. I will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because I will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by me, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, I will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to my attention. I will also inform the appropriate level of management of any violations of laws or governmental regulations that come to my attention, unless clearly inconsequential, and of any material abuse that comes to my attention. My responsibility as auditor is limited to the period covered by my audit and does not extend to later periods for which I was not engaged as auditor.

My procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. I will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of my audit, I will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

Audit Procedures—Internal Control

My audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that I consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. My tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in my report on internal control issued pursuant to *Government Auditing Standards*.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, I will express no such opinion. However, during the audit, I will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, I will perform tests of the District's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of my audit will not be to provide an opinion on overall compliance and I will not express such an opinion in my report on compliance issued pursuant to *Government Auditing Standards*.

Other Services

I will also assist in preparing the financial statements and related notes of the District in accordance with the cash basis of accounting based on information provided by you. These non-audit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. I will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. I, in my sole professional judgment,

reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Management Responsibilities

Management is responsible for designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, and for evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements and all accompanying information in conformity with the cash basis of accounting, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making all financial records and related information available to me and for the accuracy and completeness of that information. You are also responsible for providing me with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that I may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom I determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to me in the written representation letter that the effects of any uncorrected misstatements aggregated by me during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing me about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing me of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, or grant agreements, or abuse that I report.

You are responsible for the preparation of the supplementary information, which I have been engaged to report on, in conformity with the cash basis of accounting. You agree to include my report on the supplementary information in any document that contains and indicates that I have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes my report thereon. Your responsibilities include acknowledging to me in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with the cash basis of accounting; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with the cash basis of accounting; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to me any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to me corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on my current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

You agree to assume all management responsibilities relating to the financial statements and related notes and any other non-audit services I provide. You will be required to acknowledge in the management representation letter my assistance with preparation of the financial statements and related notes and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the non-audit services by designating an individual, preferably from senior

management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Engagement Administration, Fees, and Other

I understand that your employees will prepare all cash or other confirmations I request and will locate any documents selected by me for testing.

I will provide copies of my reports to the Arlington Public School Board; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of my reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Ric Ortmeier, Certified Public Accountant and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the Nebraska State Auditor of Public Accounts or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. I will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Ric Ortmeier, Certified Public Accountant personnel. Furthermore, upon request, I may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the Nebraska State Auditor of Public Accounts. If I am aware that a federal awarding agency or auditee is contesting an audit finding, I will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

My fee for these services will be \$7,200 plus additional fees associated with the 2019 AFR conversion. This fee does not include a single audit or component units if required. The fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If additional time is necessary, I will discuss it with you and arrive at a new fee estimate before I incur the additional costs. Additional fees will be charged at an hourly rate for auditing based on the amount of time incurred and the complexity of the auditing required.

As required by *Government Auditing Standards* a copy of my most recent external peer review is available upon request.

I appreciate the opportunity to be of service to the Arlington Public School District and believe this letter accurately summarizes the significant terms of my engagement. If you have any questions, please let me know. If you agree with the terms of my engagement as described in this letter, please sign the enclosed copy and return it to me.

Sincerely yours,


Ric Ortmeier, Certified Public Accountant

RESPONSE:

This letter correctly sets forth the understanding of Arlington Public School District #24.

Management signature: _____

Title: _____

Date: _____

Governance signature: _____

Title: _____

Date: _____

StudentsIdentification of Learners with High Ability

The Board of Education recognizes that the student population includes students with exceptional academic abilities. Efforts to refer and identify learners with high ability will be made at each grade level. Multiple criteria shall be used for identification purposes and identification efforts shall be inclusionary.

Learners with high ability shall be identified in the academic areas of mathematics, language arts, and nonverbal. Identification of learners in grades 3-11 with high ability in the specified academic areas shall be based on the criteria listed below. Students shall meet one of the following criteria to be identified as a learner with high ability. Students are identified by the Identification Committee made up of teachers, administrators, and counselors. Students must meet 2 out of the 4 following criteria to be considered as a High Ability Learner.

1. Scores in the College and Career Ready Classification on the State Test.
2. Scores in the 85% on the Measure of Academic Progress (MAP) standardized test
3. Scores of 120 or higher Cognitive Ability Test
4. Teacher referral

A listing of students who meet the district criteria for learners of high ability and the areas of high capability of each of those students will be made available to classroom teachers, by the school district administration, within the first thirty (30) days of each school year.

Within the first thirty (30) days of each school year, the school district administration shall make available to parents or guardians of identified learners with high ability, information about how their child has been identified.

Date of Adoption: December 12, 2016

SOLD-TO PARTY 10846822

ARLINGTON PUBLIC SCHOOLS
705 N 9TH ST
ARLINGTON NE 68002-3032

SHIP-TO PARTY

ARLINGTON PUBLIC SCHOOLS
705 N 9TH ST
ARLINGTON NE 68002-3032

We deliver according to the following terms:

Payment Terms : Net 30 days
Ship Via : Insight Assigned Carrier/Ground
Terms of Delivery : FOB DESTINATION
Currency : USD

In order for Insight to accept Purchase Orders against this contract and honor the prices on this quote, your agency must be registered with OMNIA Partners Public Sector (formerly U.S. Communities).
Our sales teams would be happy to assist you with your registration. Please contact them for assistance -- the registration process takes less than five minutes.

Quotation

Quotation Number : 221548397
Document Date : 16-SEP-2019
PO Number :
PO Release :
Sales Rep : Jordan Kemp
Email : JKEMP@INSIGHT.COM
Telephone : 5015054127

Material	Material Description	Quantity	Unit Price	Extended Price
81FY000SUS	Lenovo 300e (1st Gen) - 11.6" - Celeron N3450 - 4 GB RAM - 64 GB eMMC - US OMNIA PARTNERS IT PRODUCTS & SERVICES(# 4400006644)	150	255.80	38,370.00
Product Subtotal				38,370.00
TAX				0.00
Total				38,370.00

PURCHASE ORDER REQUIREMENTS:

Quote Number:221548397

Purchase Order Number: _____

Authorized by/Title: _____ (please print)

Authorized Signature: _____ Date: _____

Thank you for considering Insight. Please contact us with any questions or for additional information about Insight's complete IT solution offering.

Sincerely,

Jordan Kemp
5015054127
JKEMP@INSIGHT.COM

October 29, 2019

Finance Options for

Customer Name: **Arlington Public Schools**

Equipment Description: **Insight Quote # 221548397**

Lease Transaction Amt.: **\$38,370.00**

Vendor Name: **Insight**



To apply for credit, please circle the subscription option(s) of most interest to you. Then, complete and submit the application below. Note: payment figures do not include applicable taxes.

Payment Proposal Summary:

No advance payment is required

\$1 Out

Standard Term

36

Monthly Payment

Annual Payment

\$1,172.97

\$13,724.18

FMV (Fair Market Value)

Your End-Of_Lease Options Are:

- 1) Purchase the equipment for its Fair Market Value, or
- 2) Continue to lease the equipment for your regular monthly payment, or
- 3) Renew the lease for a specified time, or
- 4) Return the equipment to the Lessor

\$1 Out

- 1) Purchase the equipment for \$1.00.

When you choose to lease, there may be no greater advantage than the ability to purchase more equipment and services through a financed structure compared to a cash purchase. This added buying power allows you to get more of the solution you need to meet the goals of your organization. Other benefits include:

Finance the Entire Solution:

Technology Obsolescence:

Predictable, Monthly Payments:

Tax & Accounting Benefits:

Easier Budget Forecasting:

We can finance hardware, software, services, installation, training and more.

Avoid the full cost of ownership of equipment that becomes obsolete due to technology advances.

Leasing enables you to pay over time, rather than invest a lump sum up front.

Payments may be tax deductible. See your tax and accounting advisor to confirm the benefits.

Fixed monthly payments allow to you accurately forecast budgets now and in the future.

Terms: I) Quote is valid for, and must fund within, 30 days from issuance, II) Quote is good for new equipment only, III) Quote does not include applicable taxes, which may be billed in addition to the monthly payment, IV) All quotes and transactions are subject to Lenovo Financial Services credit, documentation and equipment configuration review and approval, V) Rates subject to change without notice, VI) Monthly payments may reflect monthly pass through payments for vendor supplied maintenance / service, VII) All transactions are subject to a \$75.00 Documentation Fee.

Please contact me should you have any questions about your finance options.

I look forward to working with you and designing a finance solution to fit your needs.

Thank You,

Todd Williams

904-380-5360

Todd.Williams@LenovoFS.com

**Appendix "1" to 2018-2019 Student Fees Policy of
Arlington Public Schools**

Additional Specification of Required Materials and Fees¹

Program	General Description of Fee or Material	\$ Amount of Fee (Anticipated or Maximum)² or Specific Material Required
Elementary Program		
Physical Education classes	Appropriate clothing (non-specialized attire)	Tennis shoes and white socks, running shorts, T-shirt
Art classes and special projects or events	Appropriate clothing (non-specialized attire)	Old shirt for painting; other clothing which may get paint on it or otherwise be damaged.
Music-Optional band Courses	Musical instruments	Musical instruments and accessories (reeds, valve oil, drum sticks, lyres, flip folders, slide grease, reed guards, cleaning swabs, mouthpiece brushes, pad savers, ligatures, and a "gig bag", etc.) Limited instruments available for use by any student.
Music -Optional Blue Notes Honor Choir	Coordinating group attire	Blue notes shirts and dark pants
Classroom supplies	General supplies, such as writing instruments (pens, pencils, crayons, markers), notebooks, etc.	None--necessary classroom supplies will be made available by the school. Students will be responsible for the replacement cost of damaged or lost supplies. Students are encouraged but not required to bring items from class supply lists.

¹ This listing is a part of the 2018-2019 Student Fees Policy and is intended to provide supplemental information. For additional specifications, refer to the Policy.

² Generally, dollar amounts are stated in terms of "maximums." The actual fee or charge may be less during the 2018-2019 school year.

Field Trips	Transportation and admission costs of field trips	None-costs of school sponsored, class-related field trips will be paid for by the school. Parents may be encouraged but not required to pay for field trip costs of up to \$5.00 per student for each field trip to defray costs. (With administrative approval, the requested donation may be up to \$100.00 for special field trips). Meals on field trips will be at the expense of the student. School lunches will be provided as needed for free-reduced lunch eligible students.
Summer school courses	Classes offered during the summer, or at night, if any	\$25 to \$200 per class.
Copies	Use of school copiers (except for one copy of the student file, which will be provided without charge).	Ten cents (.10) per page when charges apply.
Secondary Program	General Description of Fee or Material	\$ Amount of Fee (Anticipated or Maximum) or Specific Material Required
Physical Education classes	Appropriate clothing (non-specialized attire)	Tennis shoes and white socks, running shorts, T-shirt
Art and shop classes and special projects, science classes	Appropriate clothing (non-specialized attire) Goggles-1 pair provided per year. If lost or damaged students are required to purchase a new pair.	Old shirt for painting; other clothing which may get paint on it or otherwise be damaged; protective clothing for shop classes; approved protective goggles for science classes.
Art 7 and Art 8	Art Supplies	\$15.00

Adv. Art Classes	Art Supplies	\$20.00
Basic Tech	Materials for Projects	\$25.00
8 th Grade Exp. Tech	Materials for Projects	\$25.00
Beg. Metals	Toolbox Kit	\$30.00
Adv. Metals	Metal	Provide metal needed for two (2) instructor approved projects.
Small Engines	Parts (optional)	Parts supplied for personal interest projects.
Woods I	Wood and other materials	Cost based on individual student designed projects (4). Some materials obtained by students; some materials obtained by school with student responsible for cost. Project maximum \$150.00.
Woods II	Wood and other materials	Cost based on individual student designed projects (2). Some materials obtained by students; some materials obtained by school with student responsible for cost. Project maximum \$500.00.
Family & Consumer Science Classes	Food and sewing supplies	Cost based on individual student designed projects. Some materials obtained by students; some materials obtained by school with student responsible for cost. Project maximum \$10.00
7 th Grade	Sewing supplies	Cost based on individual student designed projects. Some materials obtained by students; some materials obtained by school with student responsible for cost. Project maximum \$12.50.
8 th Grade	Sewing supplies	
Foods I and Foods II	Consumed food supplies	\$20.00
Music-Optional band Courses	Musical instruments	Musical instruments and accessories (reeds, valve oil, etc.) Limited instruments available for use by any student. White tennis shoes, socks, and black shorts. \$120.00 maximum.
Classroom Supplies	General supplies, such as writing instruments (pens, pencils, crayons, markers), notebooks, etc.	None--necessary classroom supplies will be made available by the school. Students will be responsible for the replacement cost of damaged or lost supplies. Students are encouraged but not required to bring items from class supply lists which may be handed out by the office or individual teachers.

Classroom Projects, i.e, Family & Consumer Science, Industrial Technology	Project Cost	Student pays cost that is beyond the standard project provided by the school.
Advanced math or science classes	Specialized calculators	Some calculators will be available at school. If lost or damaged a replacement fee will be assessed at a rate paid by the school. Students are encouraged but not required to purchase such equipment for their personal use.
Copies	Use of school copiers (except for one copy of the student file, which will be provided without charge)	Ten cents (.10) per page when charges apply.
College Now - Metro	Tuition and fees for college courses taken for credit. Half price tuition - currently \$35.50 per credit hour (\$159.75 for a 4.5 credit course)	Any postsecondary education costs are to be paid directly by students to the college. Students are responsible for book fees.
Dual Credit-secondary education classes taught by Arlington staff.	Tuition and fees for college courses taken for credit.	\$44.00 Tuition \$25.00 Book Fee Payments will be made prior to the start of the course.
End of year lost or damaged books	Damage fee or replacement cost	Fees and fines up to \$5.00 for damaged books. Lost books or ruined books are charged replacement cost.
Yearbooks - Optional	School Book	Yearbooks are published and made available for purchase every year. Cost is generally about \$40-\$50.
College entrance tests and preparation	Prep programs & tests	Costs of college entrance tests or prep courses, such as ACT preparation tutoring, PSAT test, and ACT test, are optional and to be paid directly to the private companies involved.
Summer school courses	Classes offered during the summer, or at night, if any	\$25 to \$200 per class

Locker usage	Use of school locker	Student will be responsible for replacement or repair cost to damaged locker.	
Extracurricular & Athletic Programs	General Description of Fee or Material	\$ Amount of Fee (Anticipated or Maximum) or Specific Material Required	
1. Admission	Spectator fees for admission to events	\$5.00 per event maximum. Students may purchase an Activity Ticket for up to \$50.00 per year. For District and Conference events hosted by the School, cost to be set by NSAA but not to exceed \$20.00 per event.	
2. Athletic Physicals	NSAA required athletic physicals	Cost varies; payable directly to student's physician or clinic.	
3. Equipment and attire	Students are responsible for required equipment and attire appropriate to the sport or activity which are not provided by the school, and are responsible for any optional clothing, equipment, or other items associated with the sport or activity. Uniform items are checked out to students. If lost or damaged students will be assessed fees in the amount of replacement cost.	Required items include athletic undergarments (supporter, bra, socks and undershirts), practice attire, including shorts, shirts, socks and shoes suitable for the activity, and dress attire suitable for team travel. Optional items for which students are responsible include: personal athletic bags, hair ties, sweat bands, non-required gloves, swim goggles, towels, forearm pads and personal medical devices (braces, orthopedic inserts, etc.). Additional required items for particular sports or activities include:	
		Basketball	No additional
		Football	Mouthpiece
		Golf	Golf bag & clubs
		Speech	Dress attire; copies of research
		Track	No additional
		Volleyball	Volleyball knee pads
		Wrestling	Wrestling head gear

		Baseball	Baseball Hat Baseball Glove
		Cheerleading and Flag Team Squads	Shoes, approved uniforms (top & skirt; jacket), poms and other accessories up to \$1200.00.
4. Travel meals	Meals	Students are responsible for their own meals while traveling.	
5. Locker use	Padlock for locker	\$5.00 fee if damaged or not returned at the end of the year. Student will be responsible for replacement or repair cost to damaged locker.	
6. Camps and clinics	Registration and other costs of camps or clinics	Students are responsible for the cost of all clinics, camps and conditioning programs. Any personal items purchased at camps or clinics, such as t-shirts, shall be at the student's expense.	
7. Athletic Clubs	Letterman's club and other clubs supporting the athletic program	Currently no dues required. Annual dues not to exceed \$50.00 per club.	
8. Marching Band and Musical Groups	Equipment and attire.	Students will be responsible for the same costs as are set out for the athletic program. Students will be responsible for supplying their own musical instruments and accessories and for their own uniforms. Uniforms for the marching band will be supplied by the school; students may be required to pay a refundable band uniform rental fee of up to \$50.00. For High School Band Students an \$8.00 uniform cleaning fee is requested.	
Music Optional Show Choir	Coordinating group attire	Students will pay for outfits selected by the group. Cost will be based on selection at a maximum of \$325.00.	
Clubs/Organizations			
All Organizations	State & national dues, meals and activities.	Annual dues not to exceed \$50.00 per club.	

Dance Squad	Clothing/Camps	\$750.00-\$1000.00
Social & Recognition Activities		
1. School plays, musicals and social activities	Admission to events	\$10.00 per play or activity
2. School dances	Admission to prom, homecoming, etc.	Up to \$25.00 per event
3. Class dues		Each of the six secondary classes may assess its members an amount not to exceed \$50.00 annually for rental and decoration of dance facilities, punch and snacks at social activities, memorials and recognition plaques, flowers, and cards, and similar class activities. The payment of such an assessment shall be strictly voluntary, but students who do not pay may be denied admission to extracurricular activities supported by the class dues.
4. Picture Packets	Optional - Pictures are still taken for use in school yearbook.	Students purchase packets as desired and pay directly to photo company.
5. Senior recognition assessment	Optional graduation activities	Participation in class activities attendant to graduation (such as being part of the composite picture, special yearbook pages, etc.) is not required in order for students to receive their high school diploma. Students who choose to participate will be required to pay the cost of the items involved in the graduation ceremony and attendant class activities. These may include the rental of graduation robes, caps, tassels, class flowers, one mother's flower, class gift, yearbook picture page, and class composite picture. A single Senior Class Recognition Assessment, not to exceed \$50, will be assessed to those Seniors who elect to participate in such activities. Expenses for above mentioned items will be paid out of the "Class Activity" account until funds are depleted. After this fund is empty, students will be responsible for all optional graduation activity costs.

6. Trips	Transportation, lodging, meals, admission to events, etc.	<p>For the extracurricular and options trip - Students are responsible for costs of school sponsored trips where the trip is an extracurricular activity. The maximum costs of such trips will be \$2,000 per student.</p> <p>If the trip is not school sponsored, the costs of the trip are not subject to this policy and no fee waivers will apply. A trip is not school sponsored if: it is not supervised or administered by the school, attendance on the trip does not count towards graduation credit or grade advancement, and participation on the trip is voluntary for students.</p>
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StudentsStudent Fees Policy

The Board of Education of Arlington Public Schools adopts the following student fees policy in accordance with the Public Elementary and Secondary Student Fee Authorization Act.

The District's general policy is to provide for the free instruction in school in accordance with the Nebraska Constitution and state and federal law. This generally means that the District's policy is to provide free instruction for courses which are required by state law or regulation and to provide the staff, facility, equipment, and materials necessary for such instruction, without charge or fee to the students.

The District does provide activities, programs, and services to children which extend beyond the minimum level of constitutionally 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 and, to the extent permitted by law, to require such student and parent contributions to enhance the educational program provided by the District.

Under the Public Elementary and Secondary Student Fee Authorization Act, the District is required to set forth in a policy its guidelines or policies for specific categories of student fees. The District does so by setting forth the following guidelines and policies. This policy is subject to further interpretation or guidance by administrative or Board regulations which may be adopted from time to time. The Policy includes Appendix "I," which provides further specifics of student fees and materials required of students for the 2008-2009 school year. Parents, guardians, and students are encouraged to contact their building administration or their teachers or activity coaches and sponsors for further specifics.

(1) Guidelines for non-specialized attire required for specified courses and activities. Students have the responsibility to furnish and wear non-specialized attire meeting general District grooming and attire guidelines, as well as grooming and attire guidelines established for the building or programs attended by the students or in which the students participate. Students also have the responsibility to furnish and wear non-specialized attire reasonably related to the programs, courses and activities in which the students participate where the required attire is specified in writing by the administrator or teacher responsible for the program, course or activity.

The District will 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-physical classes which involve exposure to hot molten metals or other molten materials, milling, sawing, turning, shaping, cutting, 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, or caustic or explosive materials, or for laboratory classes involving 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 the appropriate classes and areas of the school buildings, 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.

(2) Personal or consumable items & miscellaneous

(a) Extracurricular Activities. Students have the responsibility to furnish any personal or consumable items for participation in extracurricular activities.

(b) Courses

(i) General Course Materials. Items necessary for students to benefit from courses will be made available by the District for the use of students during the school day. Students may be encouraged, but not required, to bring items needed to benefit from courses including, but not limited to, pencils, paper, pens, erasers, notebooks, trappers, protractors and math calculators. A specific class supply list will be published annually in a Board-approved student handbook or supplement or other notice. The list may include refundable damage or loss deposits required for usage of certain District property.

(ii) Damaged or Lost Items. Students are responsible for the careful and appropriate use of school property. Students and their parents or guardian will be held responsible for damages to school property where such damage is caused or aided by the student and will also be held responsible for the reasonable replacement cost of school property which is placed in the care of and lost by the student.

(iii) Materials Required for Course Materials. Students are permitted to and may be encouraged to supply materials for course projects. Some course projects (such as projects in art and shop classes) may be kept by the student upon completion. In the event the completed project has more than minimal value, the student may be required, as a condition of the student keeping the completed project, to reimburse the District for the reasonable value of the materials used in the project. Standard project materials will be made available by the District. If a student wants to create a project other than the standard course project, or to use materials other than standard project materials, the student will be responsible for furnishing or paying the reasonable cost of any such materials for the project.

(iv) Music Course Materials. Students will be required to furnish musical instruments for participation in optional music courses. Use of a musical instrument without charge is available under the District's fee waiver policy. The District is not required to provide for the use of a particular type of musical instrument for any student.

(v) Parking. Students may be required to pay for parking on school grounds or at school-sponsored activities, and may be subject to payment of fines or damages for damages caused with or to vehicles or for failure to comply with school parking rules.

(3) Extracurricular Activities-Specialized equipment or attire. Extracurricular activities means student activities or organizations which are supervised or administered by the District, which do not count toward graduation or advancement between grades, and in which participation is not otherwise required by the District. The District will generally furnish students with specialized equipment and attire for participation in extracurricular activities. The District is not required to provide for the use of any particular type of equipment or attire. Equipment or attire fitted for the student and which the student generally wears exclusively, such as dance squad, cheerleading, and music/dance activity (e.g. choir or show choir) uniforms and outfits, along with T-shirts for teams or band members, will be required to be provided by the participating student. The cost of maintaining any equipment or attire, including uniforms, which the student purchases or uses exclusively, shall be the responsibility of the participating student. Equipment which is ordinarily exclusively used by an individual student participant throughout the year, such as golf clubs, softball gloves, and the like, are required to be provided by the student participant. Items for the personal medical use or enhancement of the student (braces, mouth pieces, and the like) are the responsibility of the student participant. Students have the responsibility to furnish personal or consumable equipment or attire for participation in extra curricular activities or for paying a reasonable usage cost for such equipment or attire. For musical extracurricular activities, students may be required to provide specialized equipment, such as musical instruments, or specialized attire, or for paying a reasonable usage cost for such equipment or attire.

(4) Extracurricular Activities-Fees for participation. Any fees for participation in extracurricular activities for the 2008-2009 school year are further specified in Appendix "1." Admission fees are charged for extracurricular activities and events.

(5) Postsecondary education costs. Students are responsible for postsecondary education costs. The phrase "postsecondary education costs" means tuition and other fees only associated with obtaining credit from a postsecondary educational institution. For a course in which students receive high school credit and for which the student may also receive postsecondary education credit, the course shall be offered without charge for tuition, transportation, books, or other fees, except tuition and other fees associated with obtaining credits from a postsecondary educational institution.

(6) Transportation costs. Students are responsible for fees established for transportation services provided by the District as and to the extent permitted by federal and state laws and regulations.

(7) Copies of student files or records. The Superintendent or the Superintendent's designee shall establish a schedule of fees representing a reasonable cost of reproduction for copies of a student's files or records for the parents or guardians of such student. A parent, guardian or student who requests copies of files or records shall be responsible for the cost of copies reproduced in accordance with such fee schedule. The imposition of a fee shall not be used to prevent parents of students from exercising their right to inspect and review the students' files or records and no fee shall be charged to search for or retrieve any student's files or records. The fee schedule shall permit one copy of the requested records be provided for or on behalf of the student without charge and shall allow duplicate copies to be provided without charge to the extent required by federal or state laws or regulations.

(8) Participation in before-and-after-school or pre-kindergarten services. Students are responsible for fees required for participation in before-and-after-school or pre-kindergarten services offered by the District, except to the extent such services are required to be provided without cost.

(9) Participation in summer school or night school. Students are responsible for fees required for participation in summer school or night school. Students are also responsible for correspondence courses.

(10) Breakfast and lunch programs. Students shall be responsible for items which students purchase from the District's breakfast and lunch programs. The cost of items to be sold to students shall be consistent with applicable federal and state laws and regulations. Students are also responsible for the cost of food, beverages, and personal or consumable items which the students purchase from the District or at school, whether from a "school store," a vending machine, a booster club or parent group sale, a book order club, or the like. Students may be required to bring money or food for field trip lunches and similar activities.

(11) Waiver Policy. The District's policy is to provide fee waivers in accordance with the Public Elementary and Secondary Student Fee Authorization Act. Students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs shall be provided a fee waiver or be provided the necessary materials or equipment without charge for: (1) participation in extracurricular activities and (2) use of a musical instrument in optional music courses that are not extracurricular activities. Participation in a free-lunch program or reduced-price lunch program is not required to qualify for free or reduced price lunches for purposes of this section. Students or their parents must request a fee waiver prior to participating in or attending the activity, and prior to purchase of the materials.

(12) Distribution of Policy. The Superintendent or the Superintendent's designee shall publish the District's student fee policy in the Student Handbook or the equivalent (for example, publication may be made in an addendum or a supplement to the student handbook). The Student Handbook or the equivalent shall be provided to every student of the District or to every household in which at least one student resides, at no cost.

(13) Student Fee Fund. The School Board hereby may establish a Student Fee Fund. The Student Fee Fund shall be a separate school district fund not funded by tax revenue, into which all money collected from students and subject to the Student Fee Fund shall be deposited and from which money shall be expended for the purposes for which it was collected from students. Funds subject to the Student Fee Fund consist of money collected from students for: (1) participation in extracurricular activities, (2) postsecondary education costs, and (3) summer school or night school.

CERTIFICATION

On the 10^h day of June, 2019, the school board held a public hearing at a meeting of the school board on a proposed student fee policy. Such public hearing followed a review of the amount of money collected from students pursuant to, and the use of waivers provided in, the student fee policy for the preceding school year. The foregoing student fee policy was adopted after such public hearing by a majority vote of the school board at an open public meeting in compliance with the public meetings in compliance with the public meetings laws.

Superintendent or Other Authorized School Official

Legal References:

Neb. Rev. Stat. §§79-2,125 to 79-2,135 and Laws 2003, LB 249 (The Public Elementary and Secondary Student Fee Authorization Act)
Neb. Constitution, Article VII, section 1.
Neb. Rev. Stat. §§79-241, 79-605, and 79-611(transportation)
Neb. Rev. Stat. §79-2,104 (student files or records)
Neb. Rev. Stat. §79-715 (eye-protective devices)
Neb. Rev. Stat. §79-737 (liability of students for damages to school books)
Neb. Rev. Stat. §79-1104 (before-and-after-school or pre-kindergarten services)
Neb. Rev. Stat. §§79-1106 to 79-1108.03 (accelerated or differentiated curriculum program)

Date of Adoption: June 10, 2019

Students**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.

2. Goals for Physical Activity

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

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

- a. The district will participate in state and federal child nutrition programs as appropriate.

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

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

- a. The district will ensure that student access to foods and beverages meet federal, state and local laws and guidelines including, but not limited to:
 - i. USDA National School Lunch and School Breakfast nutrition standards.
 - ii. USDA Smart Snacks in School nutrition standards.
- b. The district will offer students a variety of age-appropriate, healthy food and beverage selections with plenty of fruits, vegetables, and whole grains aimed at meeting the nutrition needs of students within their calorie requirements in order to promote student health and reduce childhood obesity.

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

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

6. Food and Beverage Marketing

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

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

7. Public Participation

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

8. Competitive Foods (Includes Food and Beverages Sold in Vending Machines, School Stores, Fundraisers or in Competition with the National School Lunch and Breakfast Programs)

- a. Except as otherwise allowed by the Nebraska Department of Education (NDE), all foods and beverages sold during the school day as part of a fundraiser or for any other purpose in competition with the National School Lunch and Breakfast Programs must meet the nutrition standards of those programs.
- b. Fundraiser food or beverages are NOT exempt from the USDA Smart Snacks in School nutrition standards. Therefore, if food is sold as a fundraiser:

(1) It shall not be sold in competition with school meals in the food service area during the meal service.

(2) It shall not be sold or otherwise made available to students anywhere on school premises during the period beginning one half hour prior to the serving period for breakfast and/or lunch and lasting until one half hour after the serving of breakfast and/or lunch.

(3) The sale of food items during the school day shall meet the USDA Smart Snacks in School nutrition requirements

(4) This restriction does not apply to food sold during non-school 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.)

9. Triennial Assessment

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

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

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

10. Public Notice

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

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

11. Recordkeeping

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

12. Operational Responsibility

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

* These strategies include, but are not necessarily limited to, those cited in the Alliance for a Healthier Generation's Model Wellness Policy (Updated 9/2016 to Reflect the USDA Final Rule) found at

https://www.healthiergeneration.org/_asset/wtqdwu/14-6372_ModelWellnessPolicy.doc.

Date of Adoption: June 12, 2017

Reviewed: November 12, 2018

Homeless Education Program**HOMELESS STUDENT ENROLLMENT INFORMATION
& PLACEMENT REQUEST**

Child's Name: _____ Birth Date: _____ Grade _____
(Last Name) (First Name) (M.I.)

Parent/Guardian Name _____ Unaccompanied Youth _____
(Last Name) (First Name) (M.I.) ("Yes" or "No")

Current Address _____

Telephone Number: _____
(If phone # not available, phone number of someone who can be contacted and their relationship, if any).

Information provided on this form is confidential.

1. Homeless Status

a. Do you live in any of these following situations?

- _____ sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason (example: evicted from home, cannot afford housing, etc.)
- _____ in a motel, hotel, campground or similar setting due to lack of alternative adequate accommodations
- _____ in emergency or transitional shelters such as domestic violence or homeless shelters or transitional housing shelter or agency
- _____ have a primary nighttime residence that is a place not designed for or ordinarily used as a regular sleeping accommodation for humans
- _____ in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings
- _____ None of the above.

b. How long do you anticipate living in current location? _____

2. School Most Recently Attended

School: _____
(School Name) (City) (State)

Dates of Attendance: _____ to _____

Grade level when last attended: _____

3. Eligible for any of these educational and school related activities and services?

☐ Special Education (IDEA) If yes, please identify disability and special education services previously provided : _____

- ☐ English Language Learners (ELL) ☐ Gifted ☐ Vocational Education
☐ Other _____

4. Possible Barriers to Education

- ☐ No Birth Certificate ☐ No immunizations or other medical records
☐ No School Records ☐ Transportation ☐ School Selection
☐ Other issues/barriers _____

5. Requested Services and Activities to be Provided by Homeless Student Program

- ☐ Obtaining or transferring records necessary for enrollment
☐ Emergency assistance related to school attendance
☐ Expedited evaluations
☐ Transportation ☐ Clothing to meet a school requirement ☐ School supplies
☐ Early childhood program ☐ Tutoring or other instructional support
☐ Before/after-school, mentoring, summer programs
☐ Referrals for medical, dental, or other health services
☐ Referral to other programs/services
☐ Assistance with participation in school programs
☐ Parent education related to rights/resources
☐ Coordination between schools and agencies
☐ Counseling ☐ Addressing needs related to domestic violence
☐ Staff professional development/awareness
☐ Other _____

6. Placement

- a. School placement requested by parent/guardian or unaccompanied youth: _____

- b. Reason(s) for Request: _____

- c. Name of "School of Origin" _____

(School of Origin means the school that the child attended when permanently housed or the school in which the child was last enrolled).

Enrollment Date _____

Has student been withdrawn? _____

If so, what was the withdraw date? _____

- d. Distance from:

i. Residence to the school of origin (miles): _____

ii. Residence to the school requested (if not school of origin): _____

Parent or Guardian or Unaccompanied Youth's signature

Date

Children living in homeless situations have certain rights under the McKinney-Vento Homeless Assistance Act. Please contact the Homeless Coordinator with any questions.

**WRITTEN NOTIFICATION OF
ENROLLMENT/PLACEMENT DECISION FOR HOMELESS STUDENT**

Child's Name: _____

In compliance with the McKinney-Vento Homeless Assistance Act, the following written notification is provided to:

Parent/Guardian _____ Unaccompanied Youth _____
(Name) (Name)

After reviewing your request to enroll the child, the determinations are as follows:

Homeless student program eligibility:

_____ Child does not qualify under the homeless student program.
_____ Child qualifies under the homeless student program. This determination was based upon: _____

Placement (if enrolled under the homeless student program) was made based on best interest of the student. The placement will be at: _____
(Name)

Explanation for this determination (if not school of origin or the choice of parent/guardian or unaccompanied youth, give detail): _____

If you are not satisfied with the determinations, you have the right to use the dispute resolution process. Contact the Homeless Coordinator and complete a Dispute Resolution Form.

Notices:

- The student has the right to be immediately admitted in the school in which enrollment is sought pending resolution of the dispute.
- You may contact the:
Nebraska Commissioner of Education
Nebraska Department of Education
matt.blomstedt@nebraska.gov
Telephone: (402) 471-5020
- You may seek the assistance of advocates or attorneys.

Administrator

Date

Written Notification Form was given to parent/guardian or unaccompanied youth on _____ (Date).

Homeless Education Program**DISPUTE RESOLUTION FORM**

This form should be completed when a dispute arises over school enrollment/placement.

Child's Name: _____

Person completing form: _____
(Name) (Relation to Student)

I may be contacted at (address/phone/e-mail): _____

I wish to dispute the following decision: _____

The decision I am disputing was wrong because (give detailed information in support of your position and use an attachment if necessary): _____

Persons who have information to support my position (include contact information): _____

I request that the following action be taken on this dispute: _____

Parent or Guardian or Unaccompanied Youth's signature

Date

-----**For School Use**-----

Date received by Homeless Coordinator _____

-----**Determination of Homeless Coordinator**-----

In compliance with the McKinney-Vento Homeless Assistance Act, the following written notification is provided to:

Parent/Guardian _____ Unaccompanied Youth _____
(Name) (Name)

After reviewing the information relevant to your dispute my determination is as follows:

Explanation for this determination: _____

Notice of Right to Appeal: If you are not satisfied with the determination on this dispute, you have the right to appeal as provided for in the Nebraska Department of Education Rule 19. The appeal is to be filed with the Commissioner of Education within 30 calendar days of receipt of this decision. For information about an appeal you may contact:

Nebraska Commissioner of Education
Nebraska Department of Education
matt.blomstedt@nebraska.gov
Telephone: (402) 471-5020

Administrator

Date

The Determination of the Homeless Coordinator on this dispute was given to parent/guardian or unaccompanied youth on _____ (Date).

StudentsHomeless StudentsA. General Policy Statement

The District shall ensure that homeless children and youths shall have equal access to the same free, appropriate public education, including public preschool education, as provided to other children and youths.

B. Definitions

“School of Origin” shall mean the school that a child or youth attended when permanently housed or the school in which the child or youth was last enrolled, including preschool. School of origin shall also include any designated receiving school for the next grade level for all feeder schools when a student completes the final grade level served by the school of origin.

“Homeless children and youths” shall mean any individuals who lack a fixed, regular, and adequate nighttime residence; and includes:

1. Children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals;
2. Children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
3. Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
4. Migratory children who qualify as homeless because they are living in circumstances described in (1-3).

“Unaccompanied youth” shall mean a homeless child or youth not in the physical custody of a parent or guardian.

C. School Stability

1. School Selection: Each school shall presume that keeping a homeless child or youth enrolled in the child’s or youth’s school of origin is in the child’s or youth’s best interest, except when doing so is contrary to the request of the child’s or youth’s parent or guardian or, in the case of an unaccompanied youth, the youth.

To overcome the presumption that a child or youth should remain in his/her school of origin, the school shall consider student-centered factors including: the impact of mobility on achievement, education, health, and safety of homeless children and youth, giving priority to the request of the child's or youth's parent or guardian or, in the case of an unaccompanied youth, the youth.

2. Enrollment: Once the school is selected in accordance with the child's or youth's best interest, that child or youth shall be immediately enrolled even if the child or youth is unable to produce records normally required for enrollment including, but not limited to, previous academic records, immunization or other health records, proof of residency or has missed any application or enrollment deadlines during any period of homelessness.
3. Transportation: If the child or youth continues to attend his or her school of origin, transportation shall be provided promptly even if there is a dispute pending regarding which school is in the child's or youth's best interest to attend. Transportation will continue to be provided to and from the school of origin for the remainder of any academic year during which the child or youth becomes permanently housed.

D. Records

Any record ordinarily kept by the school, including immunization or medical records, academic records, birth certificates, guardianship records, and evaluations for special services or programs, regarding each homeless child or youth shall be maintained:

1. Such that all records are available, in a timely fashion, when a child or youth enrolls in a new school or school district;
2. Any information about a homeless child's or youth's living situation shall be treated as a confidential student education record, and shall not be deemed to be directory information; and
3. In a manner consistent with the Federal Education Rights and Privacy Act.

E. Services

The Local Education Agency Liaison shall identify an appropriate staff person to be the Local Educational Liaison (LEL) for all homeless children and youth attending school in the District. The LEL responsibilities shall include, but are not limited to:

1. Ensure homeless children and youth are identified through outreach and coordination activities including coordination with the Nebraska Department of Education Homeless Education Liaison, community, and school personnel responsible for education and related services to homeless children and youths;

2. Receive appropriate time and training in order to carry out the duties required by law and this policy;
3. Ensure homeless families and homeless children and youths are referred to health care, dental, mental health, substance abuse, housing and any other appropriate services;
4. Ensure that homeless children and youths:
 - a. Are enrolled in school which includes attending classes and participating fully in school activities;
 - b. Have a full and equal opportunity to meet the same challenging State academic standards as other children and youths;
 - c. Receive individualized counseling from counselors to prepare and improve their readiness for college, including college selection, application, financial aid, and on-campus supports.
 - d. Unaccompanied youths are informed of their status as independent students under the Higher Education Act of 1965 and may obtain assistance from the LEL to receive verification of such status for purposes of the Free Application for Federal Student Aid.
5. Ensure that public notice of the educational rights and available transportation services of the homeless children and youths is disseminated in locations frequented by parents or guardians of such youths and unaccompanied homeless youths, including schools, shelters, public libraries, and soup kitchens, in a manner and form that is easily understandable.
6. Ensure the dispute resolution process identified below is carried out in accordance with the law and district policy.

F. Dispute Resolution

1. The dispute procedure must be available for disputes over eligibility, as well as school selection or enrollment.
2. In the event of a dispute regarding where a child or youth should enroll, the child or youth shall be immediately enrolled in the school in which enrollment is sought pending final resolution of the dispute, including all available appeals. The district shall immediately provide the child's parent or guardian or, in the case of an unaccompanied youth, the youth a written explanation of the decision made regarding the school selection including the right to appeal such decision. Said writing shall be provided in a manner and form understandable to such parent, guardian, or unaccompanied youth and also include the LEL contact information.

The LEL shall carry out the dispute resolution process within 30 calendar days from the date of said writing pursuant to 92 Nebraska Administrative Code 19-005.02.

3. Appeals: Any parent, guardian or other person having legal or actual charge of a homeless child or youth that is dissatisfied with the decision of a school district after the dispute resolution process may file an appeal with the Commissioner within thirty calendar days of receipt of the decision by following the process in 92 Nebraska Administrative Code 19-005.03 and 19-005.03C.

Legal Reference: Neb. Rev. Stat. § 79-215
 Nebraska Department of Education Rule 19
 McKinney-Vento Homeless Assistance Act, 42 USC §§11431, et seq.
 Every Student Succeeds Act

Date of Adoption: July 10, 2017

StudentsStudent Privacy Protection Policy

It is the policy of Arlington Public Schools to develop and implement policies which protect the privacy of students in accordance with applicable laws. The District's policies in this regard include the following:

- A. Right of Parents to Inspect Surveys Funded or Administered by the United States Department of Education or Third Parties
Parents shall have the right to inspect, upon the parent's request, a survey created by and administered by either the United States Department of Education or a third party (a group or person other than the District) before the survey is administered or distributed by the school to the parent's child.
- B. Protection of Student Privacy in Regard to Surveys of Matters Deemed to be Sensitive
The District will require, for any survey of students which contain one or more matters deemed to be sensitive (see section headed Definition of Surveys of Matters Deemed to be Sensitive), that suitable arrangements be made to protect student privacy (that is, the name or other identifying information about a particular student). For such surveys, the District will also follow the procedures set forth in the section entitled: Notification of and Right to Opt-Out of Specific Events.
- C. Right of Parents to Inspect Instructional Materials
Parents shall have the right to inspect, upon reasonable request, any instructional material used as part of the educational curriculum for their child. Reasonable requests for inspection of instructional materials shall be granted within a reasonable period of time after the request is received. Parents shall not have the right to access academic tests or academic assessments, as such are not within the meaning of the term instructional materials for purposes of this policy.

The procedures for making and granting a request to inspect instructional materials are as follows: the parent shall make the request, with reasonable specificity, directly to the building principal. The building principal, within five school days, shall consult with the teacher or other educator responsible for the curriculum materials. In the event the request can be accommodated, the building principal shall make the materials available for inspection or review by the parent, at such reasonable times and place as will not interfere with the educator's intended use of the materials. In the event there is a question as to the nature of the curriculum materials requested or as to whether the materials are required to be provided, the building principal shall notify the parent of such concern, and assist the parent with forming a request which can reasonably be accommodated. If the parent does not formulate such a request, and continues to desire certain curriculum materials, the parent shall be asked to make their request to the Superintendent.

D. Rights of Parents to be Notified of and to Opt-Out of Certain Physical Examinations or Screenings

The general policy and practice of the District is to not administer physical examinations or screenings of students which require advance notice or parent opt-out rights under the applicable federal laws, for the reason that the physical examinations or screenings to be conducted by the District will usually fit into one of the following exceptions: (1) hearing, vision, or scoliosis screenings; (2) physical examinations or screenings that are permitted or required by an applicable State law; and (3) surveys administered to students in accordance with the Individuals with Disabilities Education Act. For physical examinations or screenings which do not fit into the applicable exceptions, the District will follow the procedures set forth in the section entitled: Notification of and Right to Opt-Out of Specific Events.

E. Protection of Student Privacy in Regard to Personal Information Collected from Students

The general policy and practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. The District will make reasonable arrangements to protect student privacy to the extent possible in the event of any such collection, disclosure, or use of personal information.

Personal information for purposes of this policy means individually identifiable information about a student including: (1) a student or parent's first and last name, (2) home address, (3) telephone number, and (4) social security number. The term personal information, for purposes of this policy, does not include information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions. This exception includes the following examples: (i) college or postsecondary education recruitment, or military recruitment; (ii) book clubs, magazines, and programs providing access to low-cost literary products; (iii) curriculum and instructional materials used by elementary schools and secondary schools; (iv) tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about student, or to generate other statistically useful data for the purpose of securing such tests and assessments, and the subsequent analysis and public release of the aggregate data from such tests and assessments; (v) the sale by student of products or services to raise funds for school-related or education-related activities; (vi) student recognition programs.

F. Parent Access to Instruments used in the Collection of Personal Information

While the general practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information, parents shall have the right to inspect, upon reasonable request, any instrument which may be administered or distributed to a

student for such purposes. Reasonable requests for inspection shall be granted within a reasonable period of time after the request is received.

The procedures for making and granting such a request are as follows: the parent shall make the request, with reasonable specificity, directly to the building principal and shall identify the specific act and the school staff member or program responsible for the collection, disclosure, or use of personal information from students for the purpose of marketing that information. The building principal, within five school days, shall consult with the school staff member or person responsible for the program which has been reported by the parent to be responsible for the collection, disclosure, or use of personal information from students. In the event such collection, disclosure, or use of personal information is occurring or there is a plan for such to occur, the building principal shall consult with the Superintendent for determination of whether the action shall be allowed to continue. If not, the instrument for the collection of personal information shall not be given to any students. If it is to be allowed, such instrument shall be provided to the requesting parent as soon as such instrument can be reasonably obtained.

Annual Parental Notification of Student Privacy Protection Policy

The District shall provide parents with reasonable notice of the adoption or continued use of this policy and other policies related to the student privacy. Such notice shall be given to parents of students enrolled in the District at least annually, at the beginning of the school year, and within a reasonable period of time after any substantive change in such policies.

Notification to Parents of Dates of and Right to Opt-Out of Specific Events

The District shall directly notify the parents of the affected children, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when any of the following activities are scheduled, or are expected to be scheduled:

1. The collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. (Note: the general practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information);
2. Surveys of students involving one or more matters deemed to be sensitive in accordance with the law and this policy; and
3. Any nonemergency, invasive physical examination or screening that is required as a condition of attendance; administered by the school and scheduled by the school in advance; and not necessary to protect the immediate health and safety of the student or of other students. (Note: the general practice of the District is to not engage in physical examinations or screenings which require advance notice, for the reason that the physical examinations or screenings to be conducted by the District will usually fit into one of the following exceptions to the advance notice requirement and parent

opt-out right: (1) hearing, vision, or scoliosis screenings; (2) physical examinations or screenings that are permitted or required by an applicable State law, and (3) surveys administered to students in accordance with the Individuals with Disabilities Education Act).

Parents shall be offered an opportunity in advance to opt their child out of participation in any of the above listed activities. In the case of a student of an appropriate age (that is, a student who has reached the age of 18, or a legally emancipated student), the notice and opt-out right shall belong to the student.

Definition of Surveys of Matters Deemed to be Sensitive

Any survey containing one or more of the following matters shall be deemed to be sensitive for purposes of this policy:

1. political affiliations or beliefs of the student or the student's parent;
2. mental or psychological problems of the student or the student's parent;
3. sex behavior or attitudes;
4. illegal, anti-social, self-incriminating or demeaning behavior;
5. critical appraisals of other individuals with whom the student has close family relationships;
6. legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers; or
7. Religious practices, affiliations, or beliefs of the students or the student's parent;
8. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Mental Health Assessment or Service

The District shall obtain informed consent from the parent of each child who is under 18 years of age to participate in any mental-health assessment or service that is funded under the Every Student Succeeds Act ("ESSA"). Before obtaining the consent, the District shall provide the parent written notice describing in detail such mental health assessment or service, including the purpose for such assessment or service, the provider of such assessment or service, when such assessment or service will begin, and how long such assessment or service may last.

Legal Authorities: Every Student Succeeds Act
Protection of Pupil Privacy Amendment, 20 U.S.C. Sec. 1232h and 34 CFR Part 98;
Family Educational Rights and Privacy Act, 20 U.S.C. Sec.1232g;
Neb. Rev. Stat. Sec. 79-530 to 79-533

Date of Adoption: August 8, 2016

StudentsDating Violence

Arlington Public Schools strives to provide physically safe and emotionally secure environments for all students and staff. Positive behaviors are encouraged in the educational program and are required of all students and staff. Dating violence will not be tolerated.

For purposes of this policy “dating violence” means a pattern of behavior where one person uses threats of, or actually uses, physical, sexual, verbal, or emotional abuse to control his or her dating partner. “Dating partner” means any person, regardless of gender, involved in an intimate relationship with another person primarily characterized by the expectation of affectionate involvement whether casual, serious, or long term.

Incidents of dating violence involving students at school will be addressed as the administration determines appropriate, within the scope and subject to the limits of the District’s authority.

Staff training on dating violence shall be provided as deemed appropriate by the administration. The dating violence training shall include, but need not be limited to, basic awareness of dating violence, warning signs of dating violence, and the District's dating violence policy.

Dating violence education that is age-appropriate shall be incorporated into the school program. Dating violence education shall include, but not be limited to, defining dating violence, recognizing dating violence warning signs, and identifying characteristics of healthy dating relationships.

The administration will be responsible for ensuring that this dating violence policy is published in the school district’s student-parent handbook or an equivalent such publication. Parents and legal guardians shall be informed of the dating violence policy by such other means as the administration determines appropriate. If requested, parents or legal guardians shall be provided a copy of the dating violence policy and relevant information.

Legal Reference: Neb. Rev. Stat. §§ 79-2,139 to 79-2,142

Date of Adoption: May 10, 2010 and June 14, 2010

Reviewed: November 12, 2012; December 12, 2016

StudentsPregnant and Parenting Students

Arlington Public Schools recognizes that pregnant and parenting students have the right and responsibility to attend school. This attendance right and responsibility applies to students regardless of their marital or parental status. Further, the district will educate pregnant and parenting students and will provide reasonable accommodations to support and encourage all pregnant and parenting students to obtain their high school diploma. No student will be excluded from, denied the benefit of, or discriminated against under any educational program or activity because of pregnancy or parenting responsibilities.

Attendance and Leave of Absences

Pregnant and parenting students will be permitted to attend to their own health care, their child's medical care, or other pregnancy- or parenting- related appointments with the benefit of having any such absences or tardiness excused. A student will be permitted to take a leave of absence for pregnancy, childbirth, and any other pre- and post-natal related medical needs, along with recovery therefrom for the duration that is deemed medically necessary by the student's licensed health care provider. At the conclusion of the leave of absence, a student will be immediately enrolled in the district at the same grade and status as when the leave began. Pregnant and parenting students shall be allowed to participate in all activities including extracurricular activities throughout the student's pregnancy and thereafter unless the district deems such participation poses a substantial risk of injury to the student or to others. A pregnant and parenting student may be asked to obtain certification from the student's licensed healthcare provider regarding the student's safe participation in an extracurricular activity when such certification is required of students for other conditions which require the attention of a licensed healthcare provider.

Any absences accumulated due to pregnancy or pregnancy-related conditions, or care for an ill child, should not count towards any district policies in effect under compulsory attendance requirements. Pregnant and parenting students with excused absences or tardiness shall be treated like all other students with excused absences or tardiness for any other medical reasons.

Pregnant and parenting students will be provided with assignments, classwork and any additional support needed to ensure that the student can keep up with class requirements when absent for pregnancy or parenting-related absences.

Alternative Means to Complete Course Work

The district will provide at least one alternate method, in addition to traditional classroom instruction, to keep pregnant and parenting students in school. Such accommodation(s) may include accessing coursework on-line, home-based independent study, or at-home tutoring. Alternative methods of instruction or other alternative program for pregnant and parenting students are voluntary for the student who may elect whether to engage in an alternative method of instruction or the traditional methods of instruction available to their peers. Pregnant and parenting students shall be allowed to attend their regular classrooms and complete regular coursework.

Lactation

The district will provide reasonable time and space to accommodate lactating students to express breast milk or breastfeed during the school day. Such accommodations will be in a location, other

than a bathroom or closet, that is private, clean, has an electrical outlet, a chair and is reasonably accessible. Students shall also be provided a food safe refrigerator to store breast milk safely.

Child Care

If in-school child care is not provided, a list of qualified licensed child care providers will be provided upon request to pregnant or parenting students. Such list will be updated annually and include providers that participate in the quality rating and improvement system and meet all of the quality rating criteria for at least a step-three rating pursuant to the Step Up to Quality Child Care Act. Nothing in this policy is intended to prohibit or limit any referral for a student or a student's child to an early head start program or any other available community resources.

Privacy and Confidentiality

Pregnant and parenting students have the right to have their health and personal information kept confidential in accordance with law. School staff will make every effort to keep personal information and health records confidential and in compliance with Nebraska and federal law.

Information about students' pregnancies and related conditions will not appear in their cumulative records and will not be used when they are being considered for educational or job opportunities, awards or scholarships.

Other Accommodations

Pregnant and parenting students may request additional reasonable accommodations to ensure continued participation and enrollment in school. Accommodation requests will be evaluated on a case-by-case basis. Such accommodations may include but are not limited to: additional frequency allowed for bathroom breaks, additional time allowed in between class periods, a larger desk or additional work space, and adjustments to requirements for physical education as needed. Students seeking additional reasonable accommodation should make such requests to the building principal.

Bullying and Harassment

Pregnant and parenting students have the same rights as other students to be free from discrimination, bullying, and harassment. Such school policies are incorporated herein and apply to all students.

Policy Dissemination

This policy will be available at the beginning of each school year on the district's website and will be incorporated into the student handbook.

Legal Reference: Neb. Rev. Stat. §§ 79-2149 to 79-2152; 79-2,114 to 79-2,124 (Nebraska Equal Opportunity in Education Act); 20 USC §1681 (Title IX); 34 C.F.R. §106.40 (Title IX)

Cross-Reference: Non-discrimination policies

Date of Adoption: May 14, 2018

StudentsBus Transportation

Regular bus transportation shall be provided to designated stops on bus routes, outside city limits, within the school district. Occasional exceptions to regular bus schedules shall require prior administrative approval.

Date of Adoption: June 9, 2008

Reviewed: November 12, 2012; December 12, 2016

StudentsUse of School Buses

Arlington Public Schools may provide transportation for instructional purposes and for school sponsored activities, organizations, and groups. The district shall not operate as a “Carrier for Hire”.

Date of Adoption: June 9, 2008

Reviewed: November 12, 2012; December 12, 2016

StudentsSpecial Education Transportation

Bus transportation shall be provided for students to facilities where they may receive instruction to the extent required by law. The State of Nebraska provides funding for such transportation. Arrangements will be made through the superintendent and administrators in the receiving institution.

Date of Adoption: June 9, 2008

Reviewed: November 12, 2012; December 12, 2016

Safe Pupil Transportation Plan

The Superintendent or designee shall develop a safe pupil transportation plan to address student safety which addresses the following:

- Weapons;
- Pupil Behavior;
- Terroristic Threats
- Severe Weather;
- Hazardous Materials;
- Medical emergencies;
- Driver/passenger procedures in the event of mechanical breakdowns of the vehicle; and,
- A procedure that requires pupil transportation vehicle operators to document and submit to designated school authorities the occurrence of any events covered by the Safe Pupil Transportation Plan that involved the pupil transportation vehicle operated by the driver, or any pupils transported in it.

A copy of the plan shall be placed in each pupil transportation vehicle, kept at each school building, and made available upon request.

Legal Source: Neb. Rev. Stat. sections 79-318, 79-602, 79-607 and 79-608;
Title 92, Nebraska Administrative Code, Chapter 91.

Adopted: June 9, 2008

Reviewed: November 12, 2012; December 12, 2016

Arlington Public Schools' Safe Pupil Transportation Plan

This Safe Pupil Transportation Plan sets forth the District's plan for providing safe transportation to students being transported in pupil transportation vehicles.

- 1. Weapons-** Upon becoming aware of a weapon aboard a pupil transportation vehicle, the driver will make every attempt to:
 - A. Radio transportation dispatch and notify them of the situation *if possible*. If not possible, the driver will make every attempt to telephone dispatch from a cellular telephone or from the nearest safe haven location. Examples of a safe haven include, but are not limited to, any school building site, emergency service station (law enforcement or fire department), community service agency, etc.
 - B. Pull vehicle over to safe and secure area.
 - C. Confiscate weapon (if it doesn't jeopardize student or driver safety).
 - D. Give description of weapon and participating parties to dispatch.
 - E. Dispatch will immediately notify appropriate law enforcement agencies and school administration.

- 2. Pupil behavior-** Students are expected to follow student conduct rules while in a pupil transportation vehicle. The pupil transportation driver is responsible for controlling behavior which affects safety and for reporting rule violations to school administration. In the event a student's behavior jeopardizes safety, the driver will make every attempt to:
 - A. Radio transportation dispatch and notify them of situation *if possible*. If not possible, the driver will make every attempt to telephone dispatch from a cellular telephone or from the nearest safe haven location.
 - B. First seek to resolve incident through discussion with the student(s) involved.
 - C. Activate emergency flashers.
 - D. Bring vehicle to a safe stop. Seek to resolve the incident, using physical force only as necessary to protect students or yourself.
 - E. Report and document discipline problems to the school administrator on a Bus Conduct Report/Incident Form.

- 3. Terrorist threats-** A person commits a terroristic threat if the person threatens to commit a crime of violence with the intent to terrorize another or with the intent of causing evacuation of a building, place of assembly or facility of public transportation or in reckless disregard of the risk of causing such terror or evacuation. Upon becoming aware of a terroristic threat relating to a pupil transportation vehicle, the driver will make every attempt to:
 - A. Radio transportation dispatch and notify them of situation *if possible*. If not possible, the driver will make every attempt to telephone dispatch from a cellular telephone or from the nearest safe haven location.
 - B. Make every attempt to keep passengers calm (this may mean complying with the terrorist).
 - C. Dispatch will immediately notify appropriate law enforcement agencies and school administration.
 - D. Driver should wait for instructions from dispatch *if possible*.

4. Severe weather- Upon becoming aware of severe weather while aboard a pupil transportation vehicle, the driver will make every attempt to:

- A. Radio transportation dispatch and notify them of situation *if possible*. If not possible, the driver will make every attempt to telephone dispatch from a cellular telephone or from the nearest safe haven location.
- B. Return to the school if less than five minutes away and follow the directions of the school administrator.
- C. If more than five minutes away from school, go to the nearest school and follow the directions of the school administrator.
- D. If more than five minutes away from the nearest school or there is immediate danger, get to the nearest basement or underground shelter with all students.
- E. If there is no shelter and there is immediate danger the driver and passengers are to follow evacuation procedures and get everyone off the vehicle into the nearest ditch or culvert at least 100 feet away from the vehicle.

5. Hazardous materials- Upon becoming aware of a hazardous material aboard a pupil transportation vehicle, the driver will make every attempt to:

- A. Radio transportation dispatch and notify them of situation *if possible*. If not possible, the driver will make every attempt to telephone dispatch from a cellular telephone or from the nearest safe haven location.
- B. Pull vehicle over to safe and secure area.
- C. Give description of hazardous materials in question to dispatch.
- D. Dispatch will immediately notify appropriate law enforcement and school administration.
- E. Driver should wait for instructions from dispatch *if possible*.

6. Medical emergencies- Upon becoming aware of a medical emergency aboard a pupil transportation vehicle, the driver will make every attempt to:

- A. Radio transportation dispatch and notify them of situation *if possible*. If not possible, the driver will make every attempt to telephone dispatch from a cellular telephone or from the nearest safe haven location.
- B. Dispatch will immediately notify appropriate medical agencies and school administration.
- C. Driver should follow instructions from dispatch, school officials, and parents when such information can be obtained quickly enough. If not available, follow emergency first aid procedures.
- D. *Only if necessary*, the driver should move passengers only enough to get them out of danger of traffic or fire. If moved, the driver and aide are to keep them where placed until a medical agency arrives, unless a parent has taken charge of their child.
- E. Driver should try to keep student passengers as calm as possible.

7. Procedures in the event of mechanical breakdowns of the vehicle- Upon becoming aware of a mechanical breakdown aboard a Pupil transportation vehicle, the driver will make every attempt to:

- A. Pull vehicle over to safe and secure area *if possible*
- B. Radio transportation dispatch and notify them of situation *if possible*. If not possible, the driver will make every attempt to telephone dispatch from a cellular telephone or from the nearest safe haven location.
- C. Activate emergency flashers and place warning flares/reflectors in accordance with safety guidelines, if not in secure area.
- D. Driver should try to keep student passengers as calm as possible.
- E. Dispatch will arrange for assistance and a relief vehicle *if needed*.

8. Procedures in the event the drop-off location is uncertain or appears unsafe to leave students. In the event the drop-off location is uncertain or appears unsafe to leave students, the driver will make every attempt to:

- A. Radio transportation or otherwise communicate with dispatch to notify them of the situation if possible.
- B. Release children only if an adult responsible for the children is present. If not, keep children who are to be released in the vehicle, continue with route, and return children who were to be released to the school.
- C. Dispatch will notify appropriate law enforcement agencies and school administration if appropriate given the circumstances.

9. Documentation under Safe Pupil Transportation Plan. Each pupil transportation driver is required to complete and submit to the school administration a bus conduct report or incident report involving the pupil transportation vehicle operated by the driver or any pupils transported in it. Documentation is to include the occurrence of any of the following events: weapons, student behavior which affects safety, terroristic threats, severe weather, hazardous materials, or medical emergencies. Documentation of such events shall be completed and submitted as soon as practicable after the incident.

10. Transportation of Unsafe Items. Drivers shall not permit pupil transportation vehicles to transport any items, animals, materials, weapons or look-a-like weapons or equipment which in any way would endanger the lives, health or safety of the children or other passengers and the driver. Look-a-like weapons associated with a school sponsored or approved activity may be transported only with written permission of a school administrator. Any times that would break or could produce injury if tossed about inside the pupil transportation vehicle when involved in an accident or sudden stop shall be secured.

11. Supplemental Information. A copy of this plan shall be placed in each pupil transportation vehicle, kept at each school building, and made available upon request. Supplemental information with respect to operational and procedural guidelines used to administer this plan can be found in the District's safety and security plan adopted pursuant to 92 NAC10 and in the Nebraska Department of Education Pupil Transportation Guide.

Legal Source:

Neb. Rev. Stat. sections 79-318, 79-602, 79-607 and 79-608;
Title 92, Nebraska Administrative Code, Chapter 91.

Adopted: July 14, 2014 and August 11, 2014

Reviewed: December 12, 2016

StudentsAsthma and Allergic Reaction Protocol

The District will adopt and implement the Emergency Response to Life-Threatening Asthma or Systemic Allergic Reactions (Anaphylaxis Protocol as required by the Nebraska Department of Education.

The Superintendent, in conjunction with licensed health personnel, shall establish administrative regulations for the implementation of this policy. The regulations established shall comply with NDE rules regarding the protocol to follow in case of a life-threatening asthma or systemic allergic reaction and use of an EpiPen and albuterol. Also, these shall ensure that each school building will procure and maintain the equipment and medication necessary under the protocol in the case of any student or school staff emergency. Staff training in using the protocol shall occur periodically. Records of such training and occurrences of administering medication under the protocol shall be maintained.

The Emergency Protocol shall be implemented, and the equipment and medication necessary to implement the Emergency Protocol shall be maintained, at each school building while school is in session. For purposes of the Emergency Protocol, the phrase "while school is in session" is defined as the core instructional school day. The "core instructional school day" is defined as that portion of each day school is in session during which teachers are on duty to provide and students are scheduled to receive instruction in the School District's curriculum, generally beginning at 8:00 a.m. and ending at 3:30 p.m. The Emergency Protocol shall not be required to be implemented other than in the school buildings while school is in session, and as such is not required to be implemented at extracurricular activities, on school buses, or during school field trips. Implementation of the Emergency Protocol at such non-mandatory times or places shall be made in the discretion of the administration and shall be subject to the availability of the employees designated or trained in implementation of the Emergency Protocol and the availability of the necessary equipment and medication at such times or places.

The parent or guardian of a student of minority age may sign a waiver requesting that their student not receive emergency treatment under this protocol. Information about the waiver shall be provided to parents in the student handbook.

Legal Reference: NDE Rule 59.006

Cross Reference: Policies on Administration of Medication to Students

Date of Adoption: June 9, 2008

Reviewed: November 12, 2012; December 12, 2016

ASTHMA AND ALLERGIC REACTION PROTOCOL

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

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

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

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

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

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

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

EMERGENCY PROTOCOL:

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

STANDING ORDERS FOR RESPONSE TO LIFE-THREATENING ASTHMA OR ANAPHYLAXIS: Administer an IM EpiPen-Jr. for a child less than 50 pounds or an adult EpiPen for any individual over 50 pounds. Follow with nebulized albuterol (premixed) while awaiting EMS. If not better, may repeat times two, back-to-back Administer CPR, if indicated

(PHYSICIAN) Date (PHYSICIAN)

_____ Date

(PHYSICIAN) Date (PHYSICIAN)

_____ Date

Arlington Public Schools Committee on Student Attendance
Collaborative Plan

Student Name:

Date:

This collaborative plan has been developed as a result of a meeting or meetings held on the following dates:

Participants in creating the collaborative plan include (name/role):

Student Attendance Count:

Period	Total Absences	Excused	Unexcused	Doctor Notes
1				
3				
4				
5				
6				
7				
8				
9				

Participants considered the following actions to reduce barriers to improve regular attendance:

1. Illness related to physical or behavioral health of the student:

- _____ It was determined that the physical or behavioral health of the child is not a barrier to improve regular attendance.
- _____ The child's physical or behavioral health poses a barrier to regular attendance.
The following actions will be taken in response:

2. Educational counseling (e.g. curriculum changes):

- _____ It was determined that educational counseling is not needed to reduce barriers to improve regular attendance.
- _____ Educational counseling _____ has been or _____ will be provided, consisting of the following:

Arlington Public Schools Committee on Student Attendance
Collaborative Plan

3. Educational Evaluation:

_____ It was determined that an educational evaluation is not needed to reduce barriers to improve regular attendance.

_____ An educational evaluation _____ has been or _____ will be conducted to assist in determining the specific condition, if any, contributing to the problem of excessive absenteeism. This evaluation _____ included or _____ will include:

4. Referral to community agency for economic services:

_____ It was determined that the economic services are not needed to reduce barriers to improve regular attendance.

_____ The family _____ has been or _____ will be given information about community agencies which may have economic services available to the family, which include:

5. Family or individual counseling:

_____ It was determined that family or individual counseling is not needed to reduce barriers to improve regular attendance.

_____ The family _____ has been or _____ will be given assistance in working with community services that include:

6. Assisting the family in working with other community agencies:

_____ It was determined that assistance in working with community services is not needed to reduce barriers to improve regular attendance.

_____ The family _____ has been or _____ will be given assistance in working with community services related to:

Notes or other actions to be taken:

Attendance Make-up Hours Needed:

Arlington Public Schools Committee on Student Attendance

Collaborative Plan

Participants' signatures (name/role):

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ARLINGTON PUBLIC SCHOOLS
PARENT RELEASE
(For Children Age 16 and 17 to Discontinue Enrollment)

The undersigned, being first duly sworn, states upon oath as follows:

I am the parent or guardian of _____ (Child's name). The Child's date of birth is _____. The Child has reached the age of 16 and has not reached the age of 18.

I hereby release the Child from continued enrollment in school. The Child is disenrolled from school effective _____ (insert date; if none stated, disenrollment is effective immediately).

NOTICE: Once disenrollment occurs by Parent Release, any future enrollment or re-enrollment must be approved by the Superintendent.

IN WITNESS WHEREOF, this affidavit is signed and acknowledged this ____ day of _____, 20__.

Parent or Guardian

STATE OF NEBRASKA)
)
COUNTY OF _____) **ss.**

The foregoing instrument was acknowledged before me this ____ day of _____, 20__ by _____.

Notary Public

NEBRASKA WITHDRAWAL FROM MANDATORY ATTENDANCE FORM

_____, _____, _____ submitted a written request to
Requester's Name Address City
_____, _____, alleging that he/she was a
District Name District Code
person with legal or actual charge or control of _____, with the child's
Child's First Name Child's Middle Name Child's Last Name
date of birth being ____/____/____, and having a NDE Student ID _____, and that said child be withdrawn
Month/Day/Year ID #
from school under the provisions of section 79-202 of the Nebraska Reissue Revised Statutes. Said child currently
attends _____.
School of Attendance Name School of Attendance Code

An exit interview was conducted on ____ day of _____, 20____, with the following being present:
Day Month Year

First and Last Name of Person Making Written Request with Legal or Actual Control of Child

First and Last Name of Child (May be Left Blank if Reason is Illness)

First and Last Name of Principal or Designee if Child is Currently Enrolled in District

_____, _____,
First and Last Name(s) of Other Persons Present and their Relationship to the Child

First and Last Name of Superintendent or Designee

_____ presented evidence that (a) the person has legal or actual charge or control of the
Name of Person Making Request
child and (b) the child would be withdrawing due to:

- (i) financial hardships requiring the child to be employed to support the child's family or one or more dependents of the child, or
- (ii) an illness of the child making attendance impossible or impracticable.

All known alternative educational opportunities, including vocational courses of study, that are available to the child in the school district and how withdrawing from school is likely to reduce potential future earnings for the child and increase the likelihood of the child being unemployed in the future were presented and discussed.

I, being the person making the written request to withdraw the child, hereby affixes my signature representing that I attended said exit interview, all of the requirements having been presented and discussed, and I agree to the withdrawal of the child.

Signature of Requester

Signature of Child (May be left blank if Reason is Illness)

My signature below acknowledges that the exit interview was held, the required information was provided and discussed at the interview, and, that in my opinion, based upon the evidence presented at the exit interview, the person making the written request does in fact have legal or actual charge or control of the child, and the child is experiencing:

- (a) financial hardships requiring the child to be employed to support the child's family or one or more dependents of the child, or
- (b) an illness of the child making attendance impossible or impracticable.

Superintendent's or Designee's Signature

Date of Signature

79-202. (1) A person who has legal or actual charge or control of a child who is at least sixteen years of age but less than eighteen years of age may withdraw such child from school before graduation and be exempt from the mandatory attendance requirements of section 79-201 if an exit interview is conducted and the withdrawal form is signed as required by subsections (2) through (5) of this section for a child enrolled in a public, private, denominational, or parochial school or if a signed notarized release form is filed with the Commissioner of Education as required by subsection (6) of this section for a child enrolled in a school that elects pursuant to section 79-1601 not to meet accreditation or approval requirements.

(2) Upon the written request of any person who has legal or actual charge or control of a child who is at least sixteen years of age but less than eighteen years of age, the superintendent of a school district or the superintendent's designee shall conduct an exit interview if the child (a) is enrolled in a school operated by the school district or (b) resides in the school district and is enrolled in a private, denominational, or parochial school.

(3) The superintendent or the superintendent's designee shall set the time and place for the exit interview which shall be personally attended by: (a) The child, unless the withdrawal is being requested due to an illness of the child making attendance at the exit interview impossible or impracticable; (b) the person who has legal or actual charge or control of the child who requested the exit interview; (c) the superintendent or the superintendent's designee; (d) the child's principal or the principal's designee if the child at the time of the exit interview is enrolled in a school operated by the school district; and (e) any other person requested by any of the required parties who agrees to attend the exit interview and is available at the time designated for the exit interview which may include, but need not be limited to, other school district personnel or the child's principal or such principal's designee if the child is enrolled in a private, denominational, or parochial school.

(4) At the exit interview, the person making the written request pursuant to subsection (2) of this section shall present evidence that (a) the person has legal or actual charge or control of the child and (b) the child would be withdrawing due to either (i) financial hardships requiring the child to be employed to support the child's family or one or more dependents of the child or (ii) an illness of the child making attendance impossible or impracticable. The superintendent or superintendent's designee shall identify all known alternative educational opportunities, including vocational courses of study, that are available to the child in the school district and how withdrawing from school is likely to reduce potential future earnings for the child and increase the likelihood of the child being unemployed in the future. Any other relevant information may be presented and discussed by any of the parties in attendance.

(5)(a) At the conclusion of the exit interview, the person making the written request pursuant to subsection (2) of this section may sign the withdrawal form provided by the school district agreeing to the withdrawal of the child or may rescind the written request for the withdrawal. (b) Any withdrawal form signed by the person making the written request pursuant to subsection (2) of this section shall be valid only if (i) the child signs the form unless the withdrawal is being requested due to an illness of the child making attendance at the exit interview impossible or impracticable and (ii) the superintendent or superintendent's designee signs the form acknowledging that the interview was held, the required information was provided and discussed at the interview, and, in the opinion of the superintendent or the superintendent's designee, the person making the written request pursuant to subsection (2) of this section does in fact have legal or actual charge or control of the child and the child is experiencing either (A) financial hardships requiring the child to be employed to support the child's family or one or more dependents of the child or (B) an illness making attendance impossible or impracticable.

(6) A person who has legal or actual charge or control of the child who is at least sixteen years of age but less than eighteen years of age may withdraw such a child before graduation and be exempt from the mandatory attendance requirements of section 79-201 if such child has been enrolled in a school that elects pursuant to section 79-1601 not to meet the accreditation or approval requirements by filing with the State Department of Education a signed notarized release on a form prescribed by the Commissioner of Education.

(7) A child who has been withdrawn from school pursuant to this section may enroll in a school district at a later date as provided in section 79-215 or may enroll in a private, denominational, or parochial school or a school which elects pursuant to section 79-1601 not to meet accreditation or approval requirements. Any such enrollment shall void the withdrawal form previously entered, and the provisions of sections 79-201 to 79-210 shall apply to the child.

(8) The Commissioner of Education shall prescribe the required form for withdrawals pursuant to this section and determine and direct either that (a) withdrawal forms of school districts for any child who is withdrawn from school pursuant to this section and subdivision (3)(c) of section 79-201 shall be provided annually to the State Department of Education or (b) data regarding such students shall be collected under subsection (2) of section 79-528.

CONTRACT FOR SPECIAL EDUCATION SERVICES FOR STUDENTS WHO ARE DEAF AND HARD OF HEARING

SUBURBAN SCHOOLS' PROGRAM FOR CHILDREN WHO ARE DEAF AND HARD OF HEARING BIRTH TO 21 YEARS

AGREEMENT made August 1, 2019 OR with initiation of student services, between the Program of Ralston Public Schools in the County of Douglas, State of Nebraska, (hereinafter referred to as the Servicing Program) and the Arlington Public Schools (hereinafter referred to as the District).

CENTER-BASED SCHOOL-AGED PROGRAM

The District agrees to pay to the Servicing Program a sum equal to the per pupil cost for the school-aged educational program provided See Attachment A resident(s) of the District and who has a verified handicapping condition. The District agrees to pay \$40,479.00 per student, per year for the instruction of the named student or a daily amount equal to the Servicing Program's daily rate \$227.00/day. Service/instruction for the named student(s) will begin August 9, 2019 OR with initiation of student services, and end May 21, 2020 a period of 178 school/working days. (Snow days may be made up at the end of the regular school year per the Ralston superintendent's decision.) The Servicing Program agrees to formally bill the District for the total number of students enrolled at the per student yearly rate; the District agrees to pay the Servicing Program within 30 days of the receipt of each formal bill. This agreement covers the academic days only. Extra-curricular activity hours will be billed separately per semester, based on actual service hours. Nebraska Department of Education statewide testing will be administered by Suburban Schools' Program staff using the student's state assessment user name and password provided by the resident district. Scores will be included with the resident district's data.

CENTER-BASED PRESCHOOL CLASSROOM IN RALSTON (3-5 YRS.on an IEP)

The District agrees to pay to the Servicing Program a sum equal to the per pupil cost for the preschool age educational program provided See Attachment A resident(s) of the District and who has a verified handicapping condition. The District agrees to pay \$12,090.00 per year for the instruction of the named student(s) or a daily rate of \$88.00 to the Servicing Program's rate. Service/instruction for the named student(s) will begin August 9, 2019 OR with initiation of student services, and end May 21, 2020 a period of 176 school/working days. (Snow days may be made up at the end of the regular school year per the Ralston superintendent's decision.) The Servicing Program agrees to formally bill the District for the total number of students enrolled at the per student yearly rate; the District agrees to pay the Servicing Program within 30 days of the receipt of each formal bill.

ITINERANT DEAF EDUCATION SERVICES IN A RESIDENT DISTRICT SETTING

The District agrees to pay to the Servicing Program a sum equal to the full time equivalent (FTE) required to provide services to the district. The cost for the preschool and school-aged itinerant deaf education services is calculated on FTE equivalencies of HOURLY, .05, .1, .15, .2, .25, .3, .35, .4, .45, and .5 (see Appendix chart 1 for costs). See Attachment A for a listing of students used for the calculation of the service. Itinerant deaf education costs will include travel time to reach the destination (see Appendix chart 2 for travel time) and direct and consultative services to the student(s) as well as all associated meetings. Round trip mileage will be tracked and billed with services. The District agrees to pay \$7,788.00 for .10 FTE per year for the instruction of the named student(s). Service/instruction for the named student will begin August 9, 2019 OR with initiation of student services, and end May 21, 2020, a period of 178 school/working days. The Servicing Program agrees to formally bill the District a total of \$7,788.00 for .10 FTE and mileage charge. The District agrees to pay the Servicing Program within 30 days of the receipt of each formal bill.

PARENT-INFANT (0-2 YRS. on an IFSP)

The District agrees to pay to the Servicing Program a sum equal to the per pupil cost for the birth-2 years educational program provided See Attachment A resident(s) of the District and whom has a verified handicapping condition. The District agrees to pay \$70.00/hour per student visit and drive time, for the instruction of the named student(s). Service/instruction for the named student will begin August 1, 2019 OR with initiation of student services and end July 31, 2020. The Servicing Program agrees to formally bill the District for the total number of hours of service provided to students enrolled in the Parent-Infant Program. The District agrees to pay the Servicing Program within 30 days of the receipt of each formal bill.

Special Education Program Code 28-0054

Service Code 10-800-202151-00

Oct. 28, 2019

Date

Signed by

Shane O'Neale

Servicing Program Officer

Signed by

Date

District Officer



Attached: Appendix and Attachment A

Appendix

Services for the 2019-20 school year are based upon service usage or FTE from 2018-19 and any new students added at the beginning of the 2019-20 school year. FTE time is calculated based on the amount of weekly direct service to students and/or meetings and round-trip travel time to destination. Example: IEP meeting or direct services total 1 hour per week and drive time to location roundtrip is 1 hour so total FTE would be based on 2 hours per week.

Chart 1: FTE calculation chart

FTE percentage	Minutes per week	FTE cost per year
.05	Up to 90 minutes per week	\$ 3,894.00 per year
.10	90 minutes to 3 hours per week	\$ 7,788.00 per year
.15	Up to 4.5 hours per week	\$11,682.00 per year
.20	Up to 6 hours per day or 1 day per week	\$15,575.00 per year
.25	Up to 7.5 hours or 1.25 days per week	\$19,469.28 per year
.30	Up to 9 hours or 1.5 days per week	\$23,363.00 per year
.35	Up to 10.5 hours or 1.75 days per week	\$27,257.00 per year
.40	Up to 12 hours or 2 days per week	\$31,151.00 per year
.45	Up to 13.5 hours or 2.25 days per week	\$35,045.00 per year
.50	Up to 15 hours or 2.5 days per week	\$38,939.00 per year
.55	Up to 16.5 hours or 2.75 days per week	\$42,832.00 per year
.60	Up to 18 hours or 3 days per week	\$46,726.00 per year
.65	Up to 19.5 hours or 3.25 days per week	\$50,620.00 per year
.70	Up to 21 hours or 3.5 days per week	\$54,514.00 per year
.75	Up to 22.5 hours or 3.75 days per week	\$58,408.00 per year
Hourly	For districts that have occasional use of service	\$75.00/hour

Chart 2: Travel calculation chart based on roundtrip Mapquest predicted times from Ralston Middle School (office location) to central school district location.

District	Round-trip Travel Time	District	Round-trip Travel Time
Arlington	1.5 hours	Lyons-Decatur	2.25 hours
Ashland-Greenwood	1.0 hour	Millard	.75 hours
Bennington	1.0 hour	North Bend Central	2.0 hours
Blair	1.25 hours	Oakland-Craig	2.25 hours
Cedar Bluffs	1.75 hours	Papillion-LaVista	.5 hours
Conestoga	1.25 hours	Plattsmouth	1.0 hour
DC West	1.0 hour	Ralston	.5 hours
Howells-Dodge	2.75 hours	Raymond Central	2.0 hours
Elkhorn	.75 hours	Scribner-Snyder	2.0 hours
Elmwood-Murdock	1.5 hours	Springfield Platteview	.75 hours
Fort Calhoun	1 hour	Tekamah-Herman	2.0 hours
Fremont	1.5 hours	Wahoo	1.5 hours
Gretna	1.0 hour	Weeping Water	1.75 hours
Logan View	1.75 hours	West Point - Beemer	2.5 hours
Louisville	1.0 hour	Yutan	1.0 hours