

Regular Board of Education Meeting

Wednesday, July 10, 2024

6:00 PM

High School Computer Lab Room 204

358 North 6th Street

Tecumseh, NE 68450

1. Call to Order and Roll Call
2. Consent Agenda
 - 2.1. Approval of Regular Meeting Minutes
 - 2.2. Approval of the Claims for Payment and Financial Report
3. Public Comment
4. Presentation to the Board
5. Administrator Reports
 - 5.1. HS Principal Report
 - 5.2. MS Principal Report
 - 5.3. Activities Director Report
6. Superintendent's Report
7. Future Dates
 - 7.1. ALICAP Summer Workshop (NASB) - July 12 in Lincoln.
 - 7.2. Board Candidate Workshop (NASB) - For non-incumbent potential board members, current board members and administration, July 16 at ESU6 in Milford.
 - 7.3. School Board Retreat - Thursday, August 1, 8:00 AM at KSB School Law.
 - 7.4. NASB Area Membership Meeting - September 11 in Nebraska City.
8. Regular Agenda-Business
 - 8.1. Student Teacher Agreement - Discuss, consider and take any necessary action in regard to a student teacher agreement.
 - 8.2. Policy Updates - Discuss, consider and take any necessary action in regard to policy updates and/or new policies for JCC policies 2006, 2008, 2009, 3003.1, 3004.1, 3011, 3017, 3032, 3033, 3053, 3057,3059, 3060,4011, 4053, 5001, 5004, 5005, 5008, 5035, 5049, 5052, 6025, 6031, 6036, 6039, 6040, 6041, 6042 and 6043.
 - 8.3. Policy Review - Discuss, consider and take any necessary action in regard to the review of JCC policies 3040, 4031, 5018, 5045, 5054 and 5057.
 - 8.4. 2024-2025 School Year Breakfast/Lunch Prices - Discuss, consider and take any necessary action in regard to breakfast and lunch prices for the 2024-2025 school year.
 - 8.5. NRCSA Membership- Discuss, consider and take any necessary action in regard to renewing our Nebraska Rural Community Schools Association membership.
 - 8.6. Propane Bids- Discuss, consider and take any necessary action in regard to propane bids submitted for the 2024-2025 school year at the Cook site.
 - 8.7. 2024-2025 Handbooks - Discuss, consider and take any necessary action in regard to Staff, Activity, Student, Preschool and Transportation handbooks.

8.8. Future Building Project - Discuss, consider and take any necessary action in regard to the purchase of land for future building projects.

8.9. Commercial Property - Discuss, consider and take any necessary action in regard to the purchase of commercial property.

9. Next Meeting

10. Adjournment

**JOHNSON COUNTY SCHOOL DISTRICT NO. 0050
JOHNSON COUNTY CENTRAL PUBLIC SCHOOLS
BOARD OF EDUCATION
REGULAR MEETING**

June 10, 2024
6:00 pm

Members Present: Arlin Beethe, Justin Beethe, Bob Hutt, Rebecca Plager, Kim Wellensiek

Absent: Gail Hutt

Also Present: Jon H. Rother, Superintendent; Laurie Badertscher, Recording Secretary; Rich Bacon, PreK /4-8 Principal; Rick Lester, High School Principal; Garret Collin, Activities Director.

8 visitors were present.

The Johnson County School District No. 0050 Board of Education met in regular session at 6:00 p.m., Monday June 10, 2024 in the high school room 204, Tecumseh, Nebraska. A current copy of the agenda was available for inspection in the office of the Superintendent prior to the meeting. The notice of meeting and agenda was posted at the three main school buildings as well as the Tecumseh and Cook Post Offices. Notice of the meeting was also published in the Tecumseh Chieftain.

President Kim Wellensiek called the meeting to order at 6:00 p.m. and opened the meeting by announcing that the Open Meetings Act rules were posted. Roll call was taken. Arlin Beethe-present, Justin Beethe-present, Bob Hutt-present, Gail Hutt-absent, Plager-present, Wellensiek-present.

A motion was made by Plager and seconded by Arlin Beethe to approve the May, 2024, regular Board of Education Meeting Minutes as presented. Roll call vote: Arlin Beethe-yes, Justin Beethe-yes, Bob Hutt-yes, Gail Hutt-absent, Plager-yes, Wellensiek-yes Carried 5-0.

A motion was made by Bob Hutt and seconded by Justin Beethe to approve the June 2024, financial report and General Fund claims for payment in the amount of \$824,545.21 and the Qualified Purpose Undertaking Fund in the amount of \$300.00 as presented. Roll Call vote: Justin Beethe -yes, Bob Hutt-yes, Gail Hutt-absent, Plager-yes, Wellensiek-yes, Arlin Beethe-yes, Carried 5-0

PUBLIC COMMENT- None

PRESENTATION TO THE BOARD

Superintendent Rother introduced new staff members to the Board of Education as follows: Lynsey Graham (Director of Nutrition Services), Eryn Snethen (1st Grade Teacher), Ashlee Twohig (Middle School Language Arts), Anna Koehler (3rd Grade Teacher).

The 2024-2025 Handbooks were discussed and presented to the Board of Education.

PRINCIPALS' REPORTS

Principal, Lester reported on the following:

- Summer School
- Report Cards

Principal, Rich Bacon reported on the following:

- 4th and 5th Grade Honors Day
- President's Award for Educational Excellence

ACTIVITIES DIRECTOR REPORT

- Summer Weight Room May 28th – August 2nd
- Baseball Co-op
- Jr. High Girls Wrestling-Fall Season
- Jr. High Wednesday night practices

SUPERINTENDENT REPORT

Superintendent Rother provided information on the following:

- Playground considerations
- Outdoor seating for high school lunch considered
- School Leaders and Law Conference June 13th
- Suburban purchased with trade in of Van

Mr. Rother provided the SHARP (Student Health and Risk Prevention) Profile Report for Johnson County Central Public Schools. This report is administered by the Nebraska Department of Health and Human Services and the Nebraska Department of Education through a contract with the Bureau of Sociological Research at the University of Nebraska-Lincoln.

FUTURE DATES

- Governor Pillen Town Hall to Discuss Property Tax Relief- June 14th, 1:30 in Auburn and 3:30 in Nebraska City
- NASB School Leaders & Law Conference – June 12th and 13th
- Legislative Candidates Forum- Hallstrom and Schardt at ESU 4- June 24th, 5:30 p.m
- ALICAP Summer Workshop-July 12th, Lincoln
- Board Candidate Workshop (NASB)- July 16th, Milford
- NASB Area Membership Meeting- September 11th, Nebraska City

DISCUSSION

Discussion was held regarding possible dates for a Board of Education Retreat in July 2024. Mr. Rother will contact KSB School Law and will identify possible dates.

REGULAR AGENDA BUSINESS

A motion was made by Arlin Beethe and second by Justin Beethe to adopt the following resolution:

RESOLUTION OF THE BOARD OF EDUCATION TO INCREASE BASE GROWTH PERCENTAGE TO DETERMINE ITS PROPERTY TAX REQUEST AUTHORITY

WHEREAS, the Board of Education (“Board”) for **Johnson County School District 49-0050**, commonly known as **Johnson County Central Public Schools** (the “School District”), is planning the School District’s annual budget for the 2024–2025 school year; and

WHEREAS, the funding needed for the School District to meet its obligations to its students will require an increase in the base growth percentage used to determine the School District’s property tax request authority under NEB. REV. STAT. § 79-3403; and

WHEREAS, Nebraska law authorizes the Board, upon an affirmative vote of at least seventy percent (70%) of the Board, to increase such base growth percentage by up to 7%.

BE IT THEREFORE RESOLVED that, pursuant to NEB. REV. STAT. § 79-3405(2), the Board hereby increases the base growth percentage used to determine its property tax request authority for the 2024–2025 budget in an amount of 7%.

Said Resolution was adopted by the Board of Education by a vote of 5 to 0 on the 10th day of June, 2024.

Signed by President of Board of Education; Kim Wellensiek, Attested by: Secretary of Board of Education; Jon H. Rother.

Superintendent Rother led a discussion regarding the After School Program. The financial impact of the program based on current data was presented. The Board of Education would like to continue offering the Afterschool Program for the 2024-2025 school year.

The 2024-2025 meal prices were discussed. No action was taken at this time as additional information was requested.

A motion was made by Plager and second by Bob Hutt and to approve the following policies as presented. **Policy 3033** - Lending Textbooks to Children Enrolled in Private Schools; **Policy 4040** - Employment Terms for Classified Staff; **Policy 4041**- Staff Dress and Appearance; **Policy 5024** - Medication of Students; **Policy 5025** - Student Insurance; **Policy 6015** - Summer School; **Policy 6016** - Homebound and Off-Campus Instruction; **Policy 6017**- Homework. Roll Call vote: Bob Hutt-yes, Gail Hutt-absent, Plager-yes, Wellensiek-yes, Arlin Beethe-yes, Justin Beethe-yes, Carried 5-0.

Discussion was held regarding the purchase of a scoreboard/video board for the football field and track. Sponsors for this project will continue to be solicited.

A motion was made by Bob Hutt and second by Arlin Beethe to approve the purchase and installation of the Daktronics scoreboard/video board for the football field and track from Crouch Recreation in the amount of \$255,045 and installation costs associated with the project of \$35,365 by Kidwell Electric as presented. Roll Call vote: Bob Hutt-yes, Gail Hutt-absent, Plager-yes, Wellensiek-no, Arlin Beethe-yes, Justin Beethe-yes, Carried 4-1.

Superintendent Rother led a discussion regarding developing a steering committee for future building projects for Johnson County Central Public Schools.

A motion was made by Plager and second by Justin Beethe to move forward with a public meeting to develop a steering committee for a future building construction project for Johnson County Central Public Schools. Roll Call vote: Gail Hutt-absent, Plager-yes, Wellensiek-no, Arlin Beethe-yes, Justin Beethe-yes, Bob Hutt-yes. Carried 5-0.

President Wellensiek declared a recess at 7:23 p.m.

Meeting resumed at 7:27 p.m.

A motion was made by Plager and second by Justin Beethe to enter executive session for the purpose of the evaluation of classified personnel as it is necessary to prevent needless injury to the reputation of a person. Roll call vote: Plager-yes, Wellensiek-yes, Arlin Beethe-yes, Justin Beethe-yes, Bob Hutt-yes, Gail Hutt-absent. Carried 5-0

Entered executive session at 7:28 p.m.

A motion was made by Arlin Beethe and second by Bob Hutt to leave executive session. Roll call vote: Wellensiek-yes, Arlin Beethe-yes, Justin Beethe-yes, Bob Hutt-yes, Gail Hutt-absent, Plager-yes. Carried 5-0

Executive session ended at 8:00 p.m

President Wellensiek declared meeting adjourned at 8:01 p.m.

The next regularly scheduled meeting will be held in the high school room 204 in Tecumseh, Nebraska at 6:00 p.m. Wednesday July 10, 2024. The notice of meeting will be published in the Tecumseh Chieftain. The agenda will be posted at the three main school buildings as well as the Tecumseh and Cook Post Offices. A current copy of the agenda will be available for inspection in the office of the Superintendent prior to the meeting.

Board Report - Detail after checks are printed

Vendor Name	Invoice Number	Check Number	Amount
Account Number	Detail Description		Amount
Checking Account ID 1	Fund Number 01	GENERAL FUND	
A STREET AUTO PARTS	OMA00296592211	10371	41.98
01 2610 610 002	BELTS FOR HVAC COOK		20.99
01 2610 610 004	BELTS FOR HVAC COOK		20.99
Total A STREET AUTO PARTS			41.98
ACCESS ELEVATOR INC	35692	10372	445.80
01 2620 340 001	HS ELEVATOR ADJUST RAMPS		445.80
Total ACCESS ELEVATOR INC			445.80
ACCO BRANDS USA LLC	4728659940	10373	516.00
01 1100 610 001	LAMINATION FILM		129.00
01 1100 610 002	LAMINATION FILM		129.00
01 1100 610 003	LAMINATION FILM		129.00
01 1100 610 004	LAMINATION FILM		129.00
Total ACCO BRANDS USA LLC			516.00
Andre Rautenbach	10053124	10374	1,400.00
01 2630 420 001	FOOTBALL FIELD MAY MOW/TRIM X4 WEED CONT		350.00
01 2630 420 002	FOOTBALL FIELD MAY MOW/TRIM X4 WEED CONT		350.00
01 2630 420 003	FOOTBALL FIELD MAY MOW/TRIM X4 WEED CONT		350.00
01 2630 420 004	FOOTBALL FIELD MAY MOW/TRIM X4 WEED CONT		350.00
Total Andre Rautenbach			1,400.00
BRINKMAN BROTHERS INC	6028510	10375	945.99
01 2710 431 000	VAN 10 B		562.05
01 2710 431 000	IMPALA DRIVERS ED BRAKE		105.00
01 2710 431 000	VAN 10 B HEADLAMP		56.88
01 2710 431 000	IMPALA SERVICED		70.78
01 2710 431 000	VAN 10A SERVICED		80.50
01 2650 431 000	SILVERADO SERVICED		70.78
Total BRINKMAN BROTHERS INC			945.99
BSN SPORTS, LLC	925800325	10376	110.66
01 2130 610 003	NURSE / COLD /HOT PACKS INV 925800325		53.43
01 1100 610 004	BALLS ELEM COOK		57.23
Total BSN SPORTS, LLC			110.66
Charter Communications	072024	10377	35.48
01 2223 530 000	CABLE SERVICES		35.48
Total Charter Communications			35.48
CITY OF TECUMSEH-UTILITIES	JULY 2024	10378	3,327.10
01 2610 410 001	WT/SW HS		154.62
01 2610 621 001	ELEC. HS		1,508.93
01 2610 410 003	WT/SW ELEM TEC		154.62
01 2610 621 003	ELEC. ELEM TEC		1,508.93
Total CITY OF TECUMSEH-UTILITIES			3,327.10

Vendor Name	Invoice Number	Check Number	Amount
Account Number	Detail Description		Amount
CORNERSTONES OF CARE	191597	10379	6,200.00
01 2213 330 003	BIST SERVICES 2024-25 SCH YR.		3,100.00
01 2213 330 004	BIST SERVICES 2024-2025 SCH YR.		3,100.00
Total CORNERSTONES OF CARE			6,200.00
CULLIGAN OF PERCIVAL	20916/20917/20990	10380	453.75
01 2620 610 001	WATER SOFTNER SALT		89.17
01 2620 610 002	WATER SOFTNER SALT		30.90
01 2620 610 003	WATER SOFTNER SALT		89.18
01 2620 610 004	WATER SOFTNER SALT		30.90
01 2610 440 001	WATER SOFTNER RENTAL TEC SITE		106.80
01 2610 440 003	WATER SOFTNER RENTAL TEC SITE		106.80
Total CULLIGAN OF PERCIVAL			453.75
DAMME APPLIANCE LLC	4132/24	10381	99.99
01 2620 431 001	DRYER SERV. CALL CLEAN LINT OUT		95.00
01 2620 610 002	BATTERIES COOK SITE MAINT		4.99
Total DAMME APPLIANCE LLC			99.99
DISCOUNT SCHOOL SUPPLY	007619420101	10382	24.00
01 1100 610 002	MS ART WATERCOLORS		24.00
Total DISCOUNT SCHOOL SUPPLY			24.00
Dumpster Express	3445	10383	487.00
01 2620 420 001	DUMPSTER SERVICE TEC SITE		243.50
01 2620 420 003	DUMPSTER SERVICE TEC STIE		243.50
Total Dumpster Express			487.00
ESU #4	06152024	10384	8,444.71
01 6408 591 004	0-2 SPED ED DIR		112.69
01 6408 591 003	3-5 SPED ED DIR		112.69
01 6408 591 004	0-2 AUDIOLOGY		49.58
01 6408 591 003	3-5 AUDIOLOGY		49.58
01 6408 591 004	0-2 SPEECH PATH		4,750.50
01 6408 591 004	0-2 EC CONSULT		293.76
01 6408 591 003	3-5 EC CONSULT		293.76
01 1200 591 003	ELEM TEC SPED ED DIR		507.09
01 1200 591 004	ELEM COOK SPED ED DIR		507.10
01 1200 591 001	HS SPED ED DIR		507.10
01 1200 591 002	MS SPED ED DIR		507.09
01 2151 591 001	HS AUDIOLOGY		223.11
01 2151 591 002	MS AUDIOLOGY		223.11
01 2151 591 003	ELEM TEC AUDIOLOGY		223.11
01 2151 591 004	ELEM COOK SUDIOLOGY		223.11
01 2151 591 001	HS DEAF ED		376.14
01 2151 591 002	ELEM COOK DEAF ED		376.14
01 1200 591 001	CREDIT ON LEARNING CENTER		(890.95)
ESU #4	10727	10384	570.00
01 6310 330 003	CURRICULUM COLLABORATION WKSHOP		90.00
01 6310 330 004	CURRICULUM COLLABORATION WKSHOP		30.00
01 6310 330 004	CURRICULUM COLLABORATIO WKSHOP		120.00

Vendor Name	Invoice Number	Check Number	Amount
Account Number	Detail Description		Amount
01 6310 330 003	CURRICULUM COLLABORATION WKSHOP		120.00
01 2213 330 001	POWERSCHOOL GRADUATION PLANNER		30.00
01 2213 330 002	POWERSCHOOL GRADUATION PLANNER		30.00
01 6310 330 001	NEW AND NEWISH TEACHER ACADEMY		15.00
01 6310 330 002	NEW AND NEWISH TEACHER ACADEMY		15.00
01 6310 330 003	NEW AND NEWISH TEACHER ACADEMY		60.00
01 2213 330 001	CTE CURRICULUM COLLABORATION		15.00
01 2213 330 002	CTE CURRICULUM COLLABORATION		15.00
01 6310 330 003	CLASSROOM CREATIONS INOVATE AND IMPLEMEN		30.00
Total ESU #4			9,014.71
ESU 6	20536	10385	128.58
01 2230 591 001	TECH HOSTED SERVICES		32.14
01 2230 591 002	TECH HOSTED SERVICES		32.14
01 2230 591 003	TECH HOSTED SERVICES		32.15
01 2230 591 004	TECH HOSTED SERVICES		32.15
Total ESU 6			128.58
FILAMENT ESSENTIAL SERVICES	INV002438	10386	2,815.00
01 2560 643 000	WEB HOSTING ANNUAL FEE		2,815.00
Total FILAMENT ESSENTIAL SERVICES			2,815.00
FIRST CONCORD GROUP	072024	10387	120.00
01 2510 340 000	125 PLAN FEES		114.00
01 2510 340 000	125 PLAN FEES JUNE COR DIF		6.00
Total FIRST CONCORD GROUP			120.00
GARTNER TRANSPORT INC.	10343	10388	4,409.47
01 2710 431 000	BUS #19 TIRES/ BRAKE CALIPER, FILTERS,		4,409.47
GARTNER TRANSPORT INC.	10359	10388	3,193.33
01 2730 431 000	BUS#20 TIRES, BRAKES, SERVICED		3,193.33
Total GARTNER TRANSPORT INC.			7,602.80
GLASS DOCTOR	37502093	10389	623.94
01 2620 420 002	NORTH DOOR AT COOK SITE GLASS REPLACED		623.94
Total GLASS DOCTOR			623.94
Graham, Lynsey	24 2000	10390	46.45
01 2710 626 000	FUEL FOR EQUINOX /CONF @ KEARNEY 6.26.24		46.45
Total Graham, Lynsey			46.45
GRAINGER	9139227368	10391	5,183.82
01 2620 610 002	9139227368-CEILING TILE / LIGHT BULBS		601.56
01 2620 610 004	9139227368-CEILING TILE / LIGHT BULBS		601.57

Vendor Name	Invoice Number	Check Number	Amount
Account Number	Detail Description		Amount
01 2620 610 002	9145569381 CREDIT ON ACCT.		(63.97)
01 2620 610 004	9145569381 CREDIT ON ACCT.		(63.97)
01 2620 610 001	916732381HS TRASH BAGS,TP, CLEAN , SOAP		917.96
01 2620 610 003	916732381ET TRASH BAGS,TP, CLEAN , SOAP		917.96
01 2620 610 001	9166931932 VINEGAR X 2		8.23
01 2620 610 003	9166931932 VINEGAR X 2		8.23
01 2620 610 001	9139227376 LIGHT BULBS, CEILING TILES		451.22
01 2620 610 003	9139227376 LIGHT BULBS, CEILING TILES		451.22
01 2620 610 001	9141119603- LTG. PANELS, DR.STOPS, PUMIC		106.31
01 2620 610 002	9141119603- LTG. PANELS, DR.STOPS, PUMIC		106.32
01 2620 610 003	9141119603- LTG. PANELS, DR.STOPS, PUMIC		106.32
01 2620 610 004	9141119603- LTG. PANELS, DR.STOPS, PUMIC		106.32
01 2620 610 001	9143310770- BLINDS FLOOR FINISH		232.13
01 2620 610 002	9143310770- BLINDS FLOOR FINISH		232.13
01 2620 610 003	9143310770- BLINDS FLOOR FINISH		232.14
01 2620 610 004	9143310770- BLINDS FLOOR FINISH		232.14
Total GRAINGER			5,183.82
HAUG COMMUNICATIONS INC	INV-KS-62710006	10392	325.70
01 2710 890 000	BUS RADION TOWER RENTAL		325.70
Total HAUG COMMUNICATIONS INC			325.70
HD SUPPLY	808617187	10393	1,214.58
01 2620 610 001	MINI BLINDS REPLACED ALL BUILDINGS		303.64
01 2620 610 002	MINI BLINDS REPLACED ALL BUILDINGS		303.64
01 2620 610 003	MINI BLINDS REPLACED ALL BUILDINGS		303.65
01 2620 610 004	MINI BLINDS REPLACED ALL BUILDINGS		303.65
Total HD SUPPLY			1,214.58
HEARTLAND ROOFING CONSULTANTS	1382	10394	1,743.00
01 2620 340 001	HEARTLAND ROOFING CONSULTANT JUN/JUL/AUG		435.75
01 2620 340 002	HEARTLAND ROOFING CONSULTANT JUN/JUL/AUG		435.75
01 2620 340 003	HEARTLAND ROOFING CONSULTANT JUN/JUL/AUG		435.75
01 2620 340 004	HEARTLAND ROOFING CONSULTANT JUN/JUL/AUG		435.75
Total HEARTLAND ROOFING CONSULTANTS			1,743.00
HOLIDAY INN	102607/102642	10395	499.80
01 2570 580 001	ROOMS FOR NURSING CONF IN KEARNEY KG, LK		124.95
01 2570 580 002	ROOMS FOR NURSING CONF IN KEARNEY KG, LK		124.95
01 2570 580 003	ROOMS FOR NURSING CONF IN		124.95

Vendor Name	Invoice Number	Check Number	Amount
Account Number	Detail Description		Amount
01 2570 580 004	KEARNEY KG, LK ROOMS FOR NURSING CONF IN KEARNEY KG, LK		124.95
Total HOLIDAY INN			499.80
HOMETOWN LEASING	24	10396	2,043.19
01 1100 550 001	COPIER LEASE		510.79
01 1100 550 002	COPIER LEASE		510.80
01 1100 550 003	COPIER LEASE		510.80
01 1100 550 004	COPIER LEASE		510.80
Total HOMETOWN LEASING			2,043.19
Illuminate Education Inc.	INVIE0102686	10397	3,368.75
01 1100 643 001	EDUCLIMBER SOFTWARE LICENSE		842.19
01 1100 643 002	EDUCLIMBER SOFTWARE LICENSE		842.19
01 1100 643 003	EDUCLIMBER SOFTWARE LICENSE		842.19
01 1100 643 004	EDUCLIMBER SOFTWARE LICENSE		842.18
Total Illuminate Education Inc.			3,368.75
JCC ACTIVITY ACCOUNT	21 1923	10398	1,200.00
01 1100 580 001	SKILLS USA NATL. CONF GROBLER 6.24-28		300.00
01 1100 580 001	SKILLS USA NATL CONF CONLEY 6-24- 28		300.00
01 1100 580 001	SKILLS USA NATL CONF BURKI 6-24-28		300.00
01 1100 580 001	SKILLS USA NATL CONF REUTER 6-24- 28		300.00
Total JCC ACTIVITY ACCOUNT			1,200.00
JCC BUILDING FUND	072024	10399	200,000.00
01 9003 001 000	INTERFUND LOAN REPAY FROM GENERAL >BLDG		200,000.00
Total JCC BUILDING FUND			200,000.00
JCC LUNCH FUND	23 1519	10400	70,000.00
01 8000 912 000	TRANS TO LUNCH FUND PER BUDGET		70,000.00
JCC LUNCH FUND	241979	10400	388.17
01 1100 610 001	TEACHER MEAL		53.25
01 1100 610 002	TEACHER MEAL		53.25
01 1100 610 003	TEACHER MEAL		53.25
01 1100 610 004	TEACHER MEAL		53.25
01 1100 610 001	SENIOR MEAL		132.54
01 1100 610 002	MS VISIT TO HS HOSP		42.63
Total JCC LUNCH FUND			70,388.17
JOHNSON COUNTY ROAD DEPT.	072024	10401	2,277.33
01 2710 626 000	GAS @ 2.999		1,750.62
01 2710 626 000	DIESEL @ 3.249		188.55
01 2710 340 000	YANT PUMP REPAIR		338.16
Total JOHNSON COUNTY ROAD DEPT.			2,277.33
JON ROTHER	24 2053	10402	80.83
01 2710 626 000	FUEL REIMB/ TRAV. HASTINGS FOR WKSHOP		80.83
Total JON ROTHER			80.83

Board Report - Detail after checks are printed

Vendor Name	Invoice Number	Check Number	Amount
Account Number	Detail Description		Amount
KERNER ACE HARDWARE	072024	10403	3,149.43
01 2630 610 000	WEED KILLER / OIL		46.97
01 2620 610 000	ROLLER / 2X 4		107.53
01 2620 610 000	PLIERS/ CRIMPER, WALLPLATES		96.50
01 2630 610 000	BAR CHAIN OIL		55.98
01 2620 610 000	NUT SETTER/ SAW BLADES / PAINT		113.09
01 2640 610 000	CHAINSAW / BATTERY		398.00
01 2620 610 000	TAPE, ROLLERS/ BUCKETS, PAINT		363.09
01 2620 610 000	SANDBELT / CREWS		60.97
01 2620 610 000	CARPET CLEANER		23.99
01 2630 610 000	WEED KILLER		36.99
01 2620 610 000	ANT BAIT/ BORAX		8.59
01 2620 610 000	BOX FAN/ BATTERY CHARGER, 6X6 HMMR DRL B		174.16
01 2620 610 000	HARDWARE MISC		25.50
01 2730 610 000	TRAILER WIRING KIT / CONNECTORS		49.96
01 2620 610 000	PLIERS/ HOOKS		37.98
01 2620 610 000	WIRE CONNECTORS		18.58
01 2620 610 000	KEY CUTTING		4.47
01 2620 610 000	TARP/ DUCT TAPE		26.58
01 2620 610 000	PAINT		907.83
01 2620 610 000	DROPCLOTH		8.99
01 2620 610 000	PAINT		333.92
01 2620 610 000	NAILS / AIR BRAD NAILER		199.56
01 2620 610 000	FURRING STRIPS / 1X4		54.20
01 2640 610 000	ENGINE OIL		13.98
01 2630 340 001	TRIMMER LINE / ROUNDUP		82.98
01 2620 610 000	CREDIT ON ACCOUNT		(100.96)
Total KERNER ACE HARDWARE			3,149.43
KSB School Law, PC LLO	16678	10404	236.00
01 2330 317 000	LEGAL SERVICES		236.00
Total KSB School Law, PC LLO			236.00
Kuhl Construction LLC	1379	10405	107.80
01 2620 610 000	ROCK SCREENINGS 4 TONS		107.80
Total Kuhl Construction LLC			107.80
Lester, Richard	AP, MAY, JUNE	10406	150.00
01 2560 382 000	CELL PHONE REIMB. STIPEND		150.00
Total Lester, Richard			150.00
MANDL, KENNETH	241805	10407	61.25
01 2710 626 000	FUEL RIEMB/ COUNTY PUMPS DOWN 5.14.24		61.25
Total MANDL, KENNETH			61.25
Mark Wusk	765	10408	1,433.31
01 2620 431 001	CANOPY LIGHTS HS		101.72
01 2620 431 002	PARKING LOT LIGHTS MS		665.80
01 2620 431 004	PARKING LOT LIGHTS COOK SITE		665.79
Total Mark Wusk			1,433.31

Board Report - Detail after checks are printed

Vendor Name	Invoice Number	Check Number	Amount
Account Number	Detail Description		Amount
MASTERCARD	072024	10409	6,009.45
01 1100 643 001	ARTLIST - TECH MUSIC		199.00
01 9000 890 000	STRIV SUPPLIES REIMB		414.29
01 1100 610 001	CELL PHONE HOLDERS		341.28
01 2710 626 000	FUEL GBBALL KEARNEY CAMP		28.28
01 2710 626 000	FUEL GBBALL KEARNEY CAMP		79.11
01 2710 626 000	FUEL GBBALL KEARNEY CAMP		73.00
01 2570 580 000	MEAL KEARNEY CULVERS/ NURSES		22.78
01 1100 733 003	CHAIR 3RD GRADE TEACHER		49.97
01 1100 610 003	3RD GRADE SUPPLIES		30.38
01 1100 610 003	3RD GRADE SUPPLIES		65.07
01 1100 610 003	3RD GRADE SUPPLIES		249.54
01 1100 610 003	3RD GRADE SUPPLIES		343.03
01 1100 610 003	3RD GRADE SUPPLIES		84.77
01 1100 610 003	3RD GRADE SUPPLIES		34.14
01 1100 610 001	HS LABELS		12.99
01 1100 610 003	1ST GRADE SUPPLIES		90.59
01 1100 610 003	1ST GRADE SUPPLIES		23.98
01 1100 610 003	1ST GRADE SUPPLIES		20.64
01 1100 610 003	1ST GRADE SUPPLIES		35.91
01 1100 610 003	1ST GRADE SUPPLIES		75.98
01 1100 610 003	1ST GRADE SUPPLIES		13.15
01 1100 610 003	1ST GRADE SUPPLIES		178.32
01 1100 610 004	1ST GRADE SUPPLIES		1,395.39
01 1100 610 001	WT BENCHES		998.97
01 1100 733 001	CHAIR FOR STAFF		149.90
01 9000 890 000	SKILLS USA FEE REIMB		434.51
01 9000 890 000	SKILLS USA PIZZA CASEYS REIMB		134.09
01 9000 890 000	APPETIZE /ATLANTA MEAL SKILLS USA REIMB		23.42
01 9000 890 000	APPETIZE /ATLANTA MEAL SKILLS USA REIMB		21.24
01 9000 890 000	HUDSON GRILLE ATLANTA/SKILLS USA REIMB		175.38
01 9000 890 000	MCDONALS ATLANTA SKILLS USA REIMB		15.37
01 1100 640 001	NE HEALTH CARE CNA BOOKS		194.98
Total MASTERCARD			6,009.45
MATHESON TRI-GAS INC DBA	52363090	10410	104.35
01 1100 610 001	HS SHOP SUPPLIES		104.35
Total MATHESON TRI-GAS INC DBA			104.35
MENARDS-LINCOLN SOUTH	34607	10411	819.89
01 1100 733 003	SHELVING MBORRENPOHL		399.90
01 2610 610 004	AC UNIT 4TH GRADE COOK SITE		419.99
MENARDS-LINCOLN SOUTH	36215	10411	339.98
01 1100 733 001	5-SHELF UNIT GCOLLIN		169.99
01 1100 733 003	5-SHELF UNIT GCOLLIN		169.99
Total MENARDS-LINCOLN SOUTH			1,159.87
NASB	50535	10412	185.00
01 2320 330 000	NASB SCHOOL LEADERS AND LAW CONF JHR		185.00
Total NASB			185.00

Board Report - Detail after checks are printed

Vendor Name	Invoice Number	Check Number	Amount
Account Number	Detail Description		Amount
NEBRASKA PREP EQUIPMENT	2726	10413	18,106.13
01 2640 731 000	DISH WASHER TEC SITE		4,875.28
01 2640 731 000	TEMP SURE FOR DISHWASHER TEC SITE		1,659.01
01 2640 731 000	DOUBLE DOOR FREEZER X 2 5785.92 EACH		11,571.84
Total NEBRASKA PREP EQUIPMENT			18,106.13
NRCSA	MEM 104 .	10414	850.00
01 2310 810 000	2024-2025 NRCSA MEMBERSHIP DUES		850.00
Total NRCSA			850.00
OMAHA PUBLIC POWER DIST	JULY 2024	10415	4,359.09
01 2610 621 002	ELEC COOK SITE		2,179.54
01 2610 621 004	ELEC COOK SITE		2,179.55
Total OMAHA PUBLIC POWER DIST			4,359.09
PRIME SECURED	90633	10416	161.94
01 2230 432 000	HPE WIRELESS ACCESS POINT BRACKETS		161.94
Total PRIME SECURED			161.94
RASMUSSEN MECH. SERV., INC.	srv113342/113156/113	10417	9,406.66
01 2620 431 002	WATER SOFTNER REPAIR		6,677.62
01 2610 431 001	HVAC FAN MOTOR HS		1,654.63
01 2610 431 001	CONDENSER FAN MOTOR		679.57
01 2610 431 002	HVAC MS		394.84
RASMUSSEN MECH. SERV., INC.	SRV113662	10417	617.00
01 2610 340 001	HS ROOM 303 CHECKED BAD COMPRESSOR GET Q		308.50
01 2610 340 003	ELEM TEC ROOM 204 DEFROSTED HVAC		308.50
Total RASMUSSEN MECH. SERV., INC.			10,023.66
Ray Jay Sanitation	072024	10418	545.00
01 2620 420 001	GARBAGE SERVICE TEC SITE		272.50
01 2620 420 003	GARBAGE SERVICE TEC SITE		272.50
Total Ray Jay Sanitation			545.00
REALLY GOOD STUFF, INC	8491289/8491290/8525	10419	855.83
01 1100 610 003	ELEM SUPPLIES, PAPER, PAINT		240.09
01 1100 610 003	ELEM TEC GLITTER, STICKERS, GEN. SUPPLI		504.20
01 1100 610 002	MS PAINT		111.54
Total REALLY GOOD STUFF, INC			855.83
S & S Worldwidelnc.	in101403071	10420	23.80
01 1100 610 002	MS BASKETBALL		11.90
01 1100 610 004	ELEM COOK BASKETBALL		11.90
Total S & S Worldwidelnc.			23.80
SCHOOL SPECIALTY, LLC	208134114458	10421	661.93

Vendor Name	Invoice Number	Check Number	Amount
Account Number	Detail Description		Amount
01 1100 610 002	MS ENEVELOPES/ CALCULATORS, HOLE PUNCH		330.96
01 1100 610 004	ELEM COOK ENV. / HOLE PUNCH PAPER, CALCU		330.97
SCHOOL SPECIALTY, LLC	208134192204	10421	13.84
01 1100 610 003	MODELING CLAY ELEM TEC		13.84
SCHOOL SPECIALTY, LLC	208134201336	10421	31.06
01 3599 610 003	PREK PUZZLE X1		31.06
Total SCHOOL SPECIALTY, LLC			706.83
Scott P. Buss	06252024	10422	151.00
01 2610 340 001	HS PEST CONTROL SERV		41.50
01 2610 340 003	ELEM TEC. PEST CONTROL SERV		41.50
01 2610 340 002	MS PEST CONTROL		34.00
01 2610 340 004	ELEM COOK PEST CONTROL		34.00
Total Scott P. Buss			151.00
SECURITY SERVICES	AN4287S-856	10423	289.00
01 2610 340 001	FIRE ALARM REPAIR HS SHOP GROUND FAULT		289.00
Total SECURITY SERVICES			289.00
SEESAWLEARNING INC	2023-93659	10424	2,625.00
01 1100 643 003	SEESAW LEARNING LICENSES		1,312.50
01 1100 643 004	SEESAW LEARNING LICENSES		1,312.50
Total SEESAWLEARNING INC			2,625.00
SENCA SANITATION	072024	10425	350.00
01 2620 420 002	GARBAGE SERV		175.00
01 2620 420 004	GARBAGE SERV		175.00
Total SENCA SANITATION			350.00
SOFTWARE UNLIMITED INC	20240628-094	10426	9,500.00
01 2510 643 001	SOFTWARE UNLIMITED ANNUAL FEE		2,375.00
01 2510 643 002	SOFTWARE UNLIMITED ANNUAL FEE		2,375.00
01 2510 643 003	SOFTWARE UNLIMITED ANNUAL FEE		2,375.00
01 2510 643 004	SOFTWARE UNLIMITED ANNUAL FEE		2,375.00
Total SOFTWARE UNLIMITED INC			9,500.00
STUDENT ASSURANCE SERV INC.	072024	10427	839.50
01 2310 520 000	STUDENT CATASTROPHIC AND ACCIDENT INS PR		839.50
Total STUDENT ASSURANCE SERV INC.			839.50
SUN AUTO TIRE & SERVICE	513701146	10428	659.43
01 2730 431 000	EQUINOX TIRES		563.84
01 2730 431 000	IMPALA TIRE FIXED		20.00
01 2730 431 000	EQUINOX TPMS SENSOR		75.59
Total SUN AUTO TIRE & SERVICE			659.43
TECUMSEH CHIEFTAIN	7059	10429	8.00
01 2310 540 000	LEGALS		8.00
Total TECUMSEH CHIEFTAIN			8.00

Board Report - Detail after checks are printed

Vendor Name	Invoice Number	Check Number	Amount
Account Number	Detail Description		Amount
UNITE PRIVATE NETWORKS, LLC	SI-24-023110	10431	2,533.04
01 2230 382 001	INTERNET SERVICES		633.26
01 2230 382 002	INTERNET SERVICES		633.26
01 2230 382 003	INTERNET SERVICES		633.26
01 2230 382 004	INTERNET SERVICES		633.26
Total UNITE PRIVATE NETWORKS, LLC			2,533.04
US POSTAL SERVICE	072024	10432	856.20
01 2560 531 000	PRESTAMPED ENVELOPES X 2 BOXES		856.20
Total US POSTAL SERVICE			856.20
VERIZON WIRELESS	9967062135	10433	348.45
01 2560 382 000	CELL PHONE SERV		213.42
01 6998 340 001	HOT SPOTS		135.03
Total VERIZON WIRELESS			348.45
VILLAGE OF COOK WATER DEPT	072024	10434	145.33
01 2610 410 002	WT/SW COOK SITE		72.67
01 2610 410 004	WT/SW COOK SITE		72.66
Total VILLAGE OF COOK WATER DEPT			145.33
WATER ENGINEERING INC	IN156644	10435	220.00
01 2610 431 001	WATER MANAGEMENT SERV		55.00
01 2610 431 002	WATER MANAGEMENT SERV		55.00
01 2610 431 003	WATER MANAGEMENT SERV		55.00
01 2610 431 004	WATER MANAGEMENT SERV		55.00
Total WATER ENGINEERING INC			220.00
WINDSTREAM	072024	10436	762.31
01 2560 530 000	TELEPHONE SERVICE COOK SITE		414.81
01 2560 530 000	TELEPHONE SERVICE TEC SITE		347.50
Total WINDSTREAM			762.31
WOODRIVER ENERGY	397214	10437	1,627.82
01 2610 621 001	NATURAL GAS TEC HS		813.91
01 2610 621 003	NATURAL GAS TEC ELEM		813.91
Total WOODRIVER ENERGY			1,627.82
Fund Number 01			391,908.22
Checking Account ID 1			391,908.22

Board Report - Detail after checks are printed

Vendor Name	Invoice Number	Check Number	Amount
Account Number	Detail Description		Amount
Checking Account ID 08	Fund Number 08	Building Fund	
Bo D. Shepard	07032024	72	3,650.00
08 4700 450 000	FLOOR REFINISHING MS/ HS		3,650.00
Total Bo D. Shepard			3,650.00
CROUCH RECREATION, INC	4000041767	70	127,500.00
08 4700 450 000	1/2 OF SCOREBOARD/VIDEO BOARD		127,500.00
Total CROUCH RECREATION, INC			127,500.00
Esser Flooring	06202024	73	18,217.46
08 4700 450 000	CARPET PREK, AD, TECH RM. 2ND, LIBRARY		18,217.46
Total Esser Flooring			18,217.46
PERSHING EXCAVATING & DEMOLITION	20240617	74	11,750.00
08 4700 450 000	DEMOLITION OF BUILDINGS AT COOK SITE		11,750.00
Total PERSHING EXCAVATING & DEMOLITION			11,750.00
PRECISION SIGNS AND GRAPHICS LLC	10047	71	17,795.00
08 4700 450 000	WALL MATS FOR COOK STAGE AND ELEM AUDITO		17,795.00
Total PRECISION SIGNS AND GRAPHICS LLC			17,795.00
RASMUSSEN MECH. SERV., INC.	SRV113406	75	13,356.00
08 4700 450 000	WATER HEATER INSTALLED COOK SITE		13,356.00
Total RASMUSSEN MECH. SERV., INC.			13,356.00
Fund Number 08			192,268.46
Checking Account ID 08			192,268.46

**Johnson County Central Public Schools
District 49-0050 General Fund Exp. Summary July 2024**

JCC Dist 49-0050 General Fund Expenditures July 2024	\$165,448.00
JCC Dist. 49-0050 July 2024 Payroll	\$621,007.36
JCC Dist 49-0050 Total Expenditures	\$786,455.36

86.46% of Budget 91.7 % of Year



**Additional Expenditures
Qualified Cap. Purpose Fund**

B & H Photo	745.26
(Security Camera HS Main Entry)	

Building Fund

Crouch Recreation	\$127,500.00
Pershing Excavating and Demolition	\$11,750.00
Esser Flooring	\$18,217.46
Rasmussen	\$13,356.00
Precision Signs and Graphics LLC	\$17,795.00
Shepard Gym Floors	\$3,650.00
Total Building Fund Exp.	\$192,268.46

**Johnson County Central Public Schools
District 49-0050 General Fund Exp. Summary July 2024**

**Johnson County Central Public Schools
District 49-0050 General Fund Exp. Summary July 2024**



**JOHNSON COUNTY CENTRAL PUBLIC SCHOOLS
STATEMENT OF ACCOUNTS
2023-2024**

GENERAL FUND

American National Bank

Account # 1055931

Month	Beginning Bal .	Expenditures	Receipts	Interest	Ending Balance
February-23	1,072,646.80	707,324.59	719,937.64	0.00	1,085,259.85
March-23	1,085,259.85	759,857.14	376,881.58	0.00	702,284.29
April-23	702,284.29	752,507.48	725,139.60	0.00	674,916.41
May-23	674,916.41	744,465.39	2,139,950.64	0.00	2,070,401.66
June-23	2,070,401.66	924,034.21	406,371.82	0.00	1,552,739.27
July-23	1,552,739.27	679,422.43	99,238.12	0.00	972,554.96
August-23	972,548.96	760,812.46	355,427.15	0.00	567,163.65
September-23	567,163.65	1,500,135.77	1,732,254.07	0.00	799,281.95
October-23	799,281.95	812,973.20	318,774.75	0.00	305,083.50
November-23	305,083.50	810,296.73	701,379.02	0.00	196,165.79
December-23	196,165.79	785,112.77	1,298,573.17	0.00	709,626.19
January-24	709,626.19	789,695.57	1,464,732.07	0.00	1,384,662.69
February-24	1,384,662.69	713,808.74	823,180.74	0.00	1,494,034.69
March-24	1,494,034.69	804,269.81	416,555.07	0.00	1,106,319.95
April-24	1,106,319.95	792,575.35	788,096.12	0.00	1,101,840.72
May-24	1,101,840.72	801,910.23	2,196,239.17	0.00	2,496,169.66
June-24	2,496,169.66	855,297.08	535,280.14	0.00	2,176,152.72
	owe Bldg Fund	200,000.00	After loan is paid		1,854,602.72
		121,550.00			

IMPREST ACCOUNT

American National Bank

Account #4084077

Month	Beginning Bal .	Expenditures	Receipts	Interest	Ending Balance
February-23	3,256.78	766.03	0.00	0.00	2,490.75
March-23	2,490.75	941.28	2,104.21	0.00	3,653.68
April-23	3,653.68	768.66	941.28	0.00	3,826.30
May-23	3,826.30	1193.1	769.66	0.00	3,402.86
June-23	3,402.86	520.82	0.00	0.00	2,882.04
July-23	2,882.04	1168	2,939.10	0.00	4,653.14
August-23	4,653.14	950.01	764.51	0.00	4,467.64
September-23	4,467.64	746.51	953.50	0.00	4,674.63
October-23	4,674.63	195.94	560.45	0.00	5,039.14
November-23	5,039.14	512.35	0.00	0.00	4,526.79
December-23	4,526.79	461.14	0.00	0.00	4,065.65
January-24	4,065.65	165.68	0.00	0.00	3,899.97
February-24	3,899.97	784.52	1,533.99	0.00	4,649.44
March-24	4,649.44	362.82	784.52	0.00	5,071.14
April-24	5,071.14	620.82	0.00	0.00	4,450.32
May-24	4,450.32	567.03	100.00	0.00	3,983.29
June-24	3,983.29	265	0.00	0.00	3,718.29

BUILDING FUND
American National Bank
Account MM #50000119

Month	Beginning Bal .	Expenditures	Receipts	Interest	Ending Balance
February-23	993,810.53	15,268.24	47,010.12	749.88	1,026,302.29
March-23	1,026,302.29	0.00	11,678.44	928.76	1,038,909.49
April-23	1,038,909.49	0.00	57,396.39	819.83	1,097,125.71
May-23	1,097,125.71	0.00	185,165.44	1035.73	1,283,326.88
June-23	1,283,326.88	0.00	23,680.45	1131.56	1,308,138.89
July-23	1,308,138.89	0.00	5,822.13	1441.47	1,315,402.49
August-23	1,315,402.49	10,204.21	19,320.94	2643.50	1,327,162.72
September-23	1,327,162.72	72,795.00	148,711.51	3551.47	1,406,630.70
October-23	1,406,630.70	35,173.78	13,621.47	3445.32	1,388,523.71
November-23	1,388,523.71	214,549.58	3,903.90	3112.88	1,180,990.91
December-23	1,180,990.91	7,775.02	54,657.73	3057.01	1,230,930.63
January-24	1,230,930.63	0.00	171,421.47	4323.79	1,406,675.89
February-24	1,406,675.89	13,338.00	82,945.75	5350.84	1,481,634.48
March-24	1,481,634.48	2,954.50	24,040.62	5939.23	1,508,659.83
April-24	1,508,659.83	16,000.00	90,298.44	5935.81	1,588,894.08
May-23	1,588,894.08	0.00	316,842.14	7679.99	1,913,416.21
June-24	1,913,416.21	145,295.00	38,261.03	6879.85	1,813,262.09
	Bldg Fund 200,000.00		After loan repayed		2,134,812.09

BOND FUND
American National Bank
Account MM #3188887

Month	Beginning Bal .	Expenditures	Receipts	Interest	Ending Balance
February-23	16,925.22	0.00	0.00	2.99	16,928.21
March-23	16,928.21	0.00	0.00	3.51	16,931.72
April-23	16,931.72	0.00	0.00	2.99	16,934.71
May-23	16,934.71	0.00	0.00	3.30	16,938.01
June-23	16,938.01	0.00	0.00	3.42	16,941.43
July-23	16,941.43	0.00	0.00	3.09	16,944.52
August-23	16,944.52	0.00	0.00	3.30	16,947.82
September-23	16,947.82	0.00	0.00	3.31	16,951.13
October-23	16,951.13	0.00	0.00	3.20	16,954.33
November-23	16,954.33	0.00	0.00	3.20	16,957.53
December-23	16,957.53	0.00	0.00	3.31	16,960.84
January-24	16,960.84	0.00	0.00	3.31	16,964.15
February-24	16,964.15	0.00	0.00	3.10	16,967.25
March-24	16,967.25	0.00	0.00	3.31	16,970.56
April-24	16,970.56	0.00	0.00	47.85	17,018.41
May-24	17,018.41	0.00	0.00	74.49	17,092.90
June-24	17,092.90	0.00	0.00	63.48	17,156.38

QUAL CAP PURP
American National Bank
Savings Account #7005153

Month	Beginning Bal .	Expenditures	Receipts	Interest	Ending Balance
February-23	10,762.04	0.00	0.00	0.42	10,762.46
March-23	10,762.46	0.00	0.00	0.48	10,762.94
April-23	10,762.94	0.00	0.00	0.41	10,763.35
May-23	10,763.35	0.00	0.00	0.46	10,763.81
June-23	10,763.81	0.00	0.00	0.47	10,764.28
July-23	10,764.28	0.00	0.00	0.43	10,764.71
August-23	10,764.71	0.00	0.00	0.46	10,765.17
Septmeber-23	10,765.17	0.00	0.00	0.45	10,765.62
October-23	10,765.62	0.00	0.00	0.45	10,766.07
November-23	10,766.07	0.00	0.00	0.44	10,766.51
December-23	10,766.51	0.00	10,762.54	0.63	21,529.68
January-24	21,529.68	0.00	36,763.52	1.77	58,294.97
February-24	58,294.97	0.00	17,016.92	2.66	75,314.55
March-24	75,314.55	0.00	4,885.41	3.32	80,203.28
April-24	80,203.28	0.00	19,749.36	259.46	100,212.10
May-24	100,212.10	0.00	69,580.36	655.99	170,448.45
June-24	170,448.45	300.00	8,406.54	653.12	179,208.11

DEPRECIATION FUND

American National Bank
Account MM #50000107

Month	Beginning Bal .	Expenditures	Receipts	Interest	Ending Balance
February-23	4,444.58	0.00	0	0.79	4,445.37
March-23	4,445.37	0.00	0	0.92	4,446.29
April-23	4,446.29	0.00	0	0.78	4,447.07
May-23	4,447.07	0.00	0	0.87	4,447.94
June-23	4,447.94	0.00	0	0.90	4,448.84
July-23	4448.84	0.00	0	0.81	4449.65
August-23	4449.65	0.00	0	0.87	4450.52
September-23	4450.52	0	0	0.87	4451.39
October-23	4451.39	0	0	0.84	4452.23
November-23	4452.23	0	0	0.84	4453.07
December-23	4453.07	0	0	0.87	4453.94
January-24	4453.94	0	0	0.87	4454.81
February-24	4454.81	0	0	0.81	4455.62
March-24	4455.62	0	0	0.87	4456.49
April-24	4456.49	0	0	12.57	4469.06
May-24	4469.06	0	0	19.56	4488.62
June-24	4488.62	0	0	16.67	4505.29

**EMPLOYEE BENEFIT
FUND
Savings Account #70005160**

Month	Beginning Bal .	Expenditures	Receipts	Interest	Ending Balance
February-23	497.90	0	0	0.02	497.92
March-23	497.92	0	0	0.02	497.94
April-23	497.94	0	0	0.02	497.96
May-23	497.96	0	0	0.02	497.98
June-23	497.98	0	0	0.03	498.01
July-23	498.01	0	0	0.02	498.03
August-23	498.03	0	0	0.02	498.05
Septmeber-23	498.05	0	0	0.02	498.07
October-23	498.07	0	0	0.02	498.09
November-23	498.09	0	0	0.02	498.11
December-23	498.11	0	0	0.02	498.13
January-24	498.13	0	0	0.02	498.15
Februrary-24	498.15	0	0	0.02	498.17
March-24	498.17	0	0	0.02	498.19
April-24	498.19	0	0	1.38	499.57
May-24	499.57	0	0	2.19	501.76
June-24	501.76	0	0	1.86	503.62

CONTINGENCY FUND

**American National Bank
Savings Account #7005174**

Month	Beginning Bal .	Expenditures	Receipts	Interest	Ending Balance
Februrary-23	2771.65	0	3.56	0.11	2,775.32
March-23	2775.32	0	4.25	0.12	2,779.69
April-23	2779.69	0	2.53	0.11	2,782.33
May-23	2782.33	0	3.45	0.12	2,785.90
June-23	2785.9	0	3.56	0.12	2,789.58
July-23	2789.58	0	3.45	0.11	2,793.14
August-23	2793.14	0	3.56	0.12	2,796.82
September-23	2796.82	0	3.56	0.12	2,800.50
October-23	2800.5	0	3.45	0.11	2,804.06
November-23	2804.06	0	3.56	0.12	2,807.74
December-23	2807.74	0	3.45	0.12	2,811.31
January-24	2811.31	0	3.56	0.12	2,814.99
February-24	2814.99	0	3.56	0.11	2,818.66
March-24	2818.66	0	4.36	0.12	2,823.14
April-24	2823.14	0	2.53	7.83	2,833.50
May-24	2833.5	0	68.38	12.59	2,914.47
June-24	2914.47	0	0	10.82	2,925.29

CD #001120027IFB 12,000(3/10/2024)

Activity Fund
Western National Bank
Account #29284

Month	Beginning Bal.	Expenditures	Receipts	Interest	Ending Balance
22-Nov	93,688.54	33,778.97	10,068.27	9.94	69,977.84
22-Dec	69,977.84	40,999.46	29,067.12	9.22	58,045.50
23-Jan	58,045.50	16,351.32	16,671.35	7.9	58,365.53
23-Feb	58,365.53	17,260.71	13,336.87	6.21	54,441.69
23-Mar	54,441.69	20,056.34	6,269.98	9.16	40,655.33
23-Apr	40,655.33	19,934.57	9,976.76	10.88	30,697.52
23-May	30,697.52	24,294.97	44,794.28	13.04	51,196.83
23-Jun	51,196.83	13,576.39	6,133.82	13.32	43,754.26
23-Jul	43,754.26	19,874.11	9,963.46	11.28	33,843.61
23-Aug	33,843.61	62,554.02	59,037.12	9.1	30,326.71
23-Sep	30,326.71	31,902.13	36,199.11	7.75	34,623.69
23-Oct	34,623.69	38,532.20	48,817.84	12.38	44,909.33
23-Nov	44,909.33	43,118.10	34,067.92	12.74	35,859.15
23-Dec	35,859.15	34,006.86	19,088.83	10.28	20,941.12
24-Jan	20,941.12	30,389.68	37,088.49	5.9	27,639.93
24-Feb	27,639.93	18,380.93	11,063.14	7.6	20,322.14
24-Mar	20,322.14	160,440.00	8,982.47	5.55	13,260.61

Money Mkt.
Not Included

Money Market #0021 \$9,260.59
Business Value #4810 \$1858.57

Lunch Fund
Western National Bank
Account #29241

Month	Beginning Bal.	Expenditures	Receipts	Interest	Ending Balance
22-Nov	51,034.63	19,732.24	11,173.34	5.73	42,475.73
22-Dec	42,475.73	17,990.07	65,855.14	7.17	90,340.80
23-Jan	90,340.80	75,937.90	12,612.19	10.81	27,015.09
23-Feb	27,015.09	18,018.51	42,624.21	4.29	51,620.79
23-Mar	51,620.79	55,792.88	39,285.05	11.18	35,112.96
23-Apr	35,112.96	14,394.35	29,265.41	11.2	49,984.02
23-May	49,984.02	21,833.41	33,805.31	16.67	61,955.92
23-Jun	61,955.92	49,568.63	19,470.61	9.5	31,857.90
23-Jul	31,857.90	6,316.19	25,673.11	11.39	51,214.82
23-Aug	51,214.82	43,859.25	15,411.25	11.21	22,766.82
23-Sep	22,766.82	36,568.99	21,97.20	2.15	8,105.03
23-Oct	8,105.03	17,426.20	36,043.15	5.13	26,721.98
23-Nov	26,721.98	28,076.57	32,927.31	7.18	31,572.72
23-Dec	31,572.72	37,955.06	34,086.83	4.54	27,704.49
24-Jan	27,704.49	32,546.22	24,075.62	10.53	19,233.89
24-Feb	19,233.89	16,652.39	23,659.43	5.58	26,240.93
24-Mar	26,240.93	62,630.51	49,125.06	5.77	12,735.48

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Account Number	Account Description	Revised Budget	Expended During Month	Expenditures to Date	% of Budget	Balance at EOM	Unencumbered Balance
01	GENERAL FUND						
1100	REGULAR INSTRUCTIONAL PROGRAMS						
01 1100 111 001	Teacher Salaries - HS	852,085.51	63,438.93	711,739.32	83.53	140,346.19	140,346.19
01 1100 111 002	Teacher Salaries MS	503,500.00	38,831.78	417,295.24	82.88	86,204.76	86,204.76
01 1100 111 003	Teacher Salaries Elem-Tec	507,500.00	42,289.35	465,239.55	91.67	42,260.45	42,260.45
01 1100 111 004	Teacher Salaries Elem-Cook	253,850.36	21,154.22	231,988.29	91.39	21,862.07	21,862.07
01 1100 112 001	Aide Wages--HS	5,734.00	0.00	5,207.72	90.82	526.28	526.28
01 1100 112 002	Aide Wages-MS	8,463.50	20.60	7,787.27	92.01	676.23	676.23
01 1100 112 003	Aide Wages-Elem Tec	55,000.00	19.68	51,771.65	94.13	3,228.35	3,228.35
01 1100 112 004	Aide Wages--Elem Cook	48,583.86	12.36	41,418.00	85.25	7,165.86	7,165.86
01 1100 113 001	Sub Salaries --HS	80,000.00	0.00	57,842.38	72.30	22,157.62	22,157.62
01 1100 113 002	Sub Salaries --MS	27,400.00	0.00	24,305.97	88.71	3,094.03	3,094.03
01 1100 113 003	Sub Salaries --Elem Tec	8,500.00	0.00	10,026.39	117.96	(1,526.39)	(1,526.39)
01 1100 113 004	Sub Salaries --Elem Cook	5,000.00	0.00	6,450.38	129.01	(1,450.38)	(1,450.38)
01 1100 114 001	Tech Staff Salary -HS	7,513.00	626.16	6,887.76	91.68	625.24	625.24
01 1100 114 002	Technical Staff Salary - MS	7,513.00	661.99	7,246.07	96.45	266.93	266.93
01 1100 114 003	Technical Staff Salary -Elem Tec	7,513.00	626.17	6,887.87	91.68	625.13	625.13
01 1100 114 004	Technical Staff Elem Cook	7,513.00	626.17	6,887.87	91.68	625.13	625.13
01 1100 120 001	SUBSTITUTE OR TEMPORARY SALARIES	21,000.00	0.00	18,381.00	87.53	2,619.00	2,619.00
01 1100 120 002	SUBSTITUTE OR TEMPORARY SALARIES	5,000.00	0.00	6,999.50	139.99	(1,999.50)	(1,999.50)
01 1100 122 001	SUB AIDS	1,000.00	0.00	0.00	0.00	1,000.00	1,000.00
01 1100 122 002	SUB AIDS	5,000.00	0.00	0.00	0.00	5,000.00	5,000.00
01 1100 122 003	SUB AIDS	5,000.00	0.00	752.34	15.05	4,247.66	4,247.66
01 1100 122 004	SUB AIDS	5,000.00	0.00	0.00	0.00	5,000.00	5,000.00
01 1100 123 003	SUBSTITUTE TEACHERS	0.00	0.00	0.00	0.00	0.00	0.00
01 1100 132 001	Aides Overtime HS	500.00	0.00	2.56	0.51	497.44	497.44
01 1100 132 002	Aides Overtime MS	1,500.00	0.00	0.00	0.00	1,500.00	1,500.00
01 1100 132 003	Aides Overtime-Elem Tec	1,500.00	0.00	2,195.66	146.38	(695.66)	(695.66)
01 1100 132 004	Aides Overtime - Elem Cook	1,000.00	0.00	96.32	9.63	903.68	903.68
01 1100 150 001	Additional compensation non-instructiona	0.00	0.00	0.00	0.00	0.00	0.00
01 1100 151 001	Additional Compensation Teachers HS	162,000.00	18,752.69	174,271.31	107.57	(12,271.31)	(12,271.31)
01 1100 151 002	Additional Compensation Teachers-MS	8,000.00	507.92	11,111.14	138.89	(3,111.14)	(3,111.14)
01 1100 151 003	Additional Compensation Teachers	2,500.00	0.00	8,287.29	331.49	(5,787.29)	(5,787.29)
01 1100 151 004	Additional Compensation Teachers	1,500.00	0.00	787.50	52.50	712.50	712.50
01 1100 152 001	Additional Compensation Aides HS	1,000.00	360.33	11,722.61	1,172.26	(10,722.61)	(10,722.61)
01 1100 152 002	Additional Compensation Aides MS	500.00	0.00	2,225.36	445.07	(1,725.36)	(1,725.36)
01 1100 152 003	Additional Compensation Aides ELEM TEC	1,000.00	0.00	200.00	20.00	800.00	800.00
01 1100 152 004	Additional Compensation Aides ELEM COOK	0.00	0.00	20.00	0.00	(20.00)	(20.00)
01 1100 211 001	Reg Sec Health Ins	250,000.00	20,500.32	220,146.73	88.06	29,853.27	29,853.27
01 1100 211 002	Reg Sec Health Ins	167,000.00	12,697.39	134,971.44	80.82	32,028.56	32,028.56
01 1100 211 003	Reg EI Health Inst	160,000.00	13,967.56	146,659.07	91.66	13,340.93	13,340.93
01 1100 211 004	Reg Sec Health Ins	105,208.00	8,488.53	96,041.21	91.29	9,166.79	9,166.79
01 1100 212 001	BCBS Aides HS	2,000.00	168.13	1,888.36	94.42	111.64	111.64
01 1100 212 002	BCBS AIDES	1,500.00	128.79	1,376.68	91.78	123.32	123.32
01 1100 212 003	BCBS Aides Elem Tec	18,000.00	880.64	14,918.02	82.88	3,081.98	3,081.98
01 1100 212 004	BCBS Aides Elem Cook	8,700.00	741.77	7,817.85	89.86	882.15	882.15
01 1100 213 002	BCBS SUB TEACHER	0.00	0.00	0.00	0.00	0.00	0.00
01 1100 214 001	BCBS Tech Staff -HS	1,195.00	99.25	1,091.75	91.36	103.25	103.25
01 1100 214 002	BCBS Tech Staff MS	1,195.00	99.25	1,091.75	91.36	103.25	103.25
01 1100 214 003	BCBS Tech Staff - Elem Tec	1,195.00	99.25	1,091.75	91.36	103.25	103.25
01 1100 214 004	BCBS Tech Staff Elem Cook	1,195.00	99.25	1,091.75	91.36	103.25	103.25
01 1100 220 001	FICA NON INSTRUCTIONAL	2,000.00	0.00	1,406.20	70.31	593.80	593.80
01 1100 220 002	FICA NON INSTRUCTIONAL	2,500.00	0.00	535.47	21.42	1,964.53	1,964.53
01 1100 221 001	Teacher FICA HS	81,000.00	6,234.20	67,146.69	82.90	13,853.31	13,853.31
01 1100 221 002	Teacher FICA MS	38,500.00	2,944.18	32,102.51	83.38	6,397.49	6,397.49
01 1100 221 003	Teacher FICA Elem Tec	38,500.00	3,186.45	35,734.78	92.82	2,765.22	2,765.22
01 1100 221 004	Teacher FICA Elem Cook	18,325.76	1,531.80	16,802.27	91.69	1,523.49	1,523.49
01 1100 222 001	Aides FICA HS	950.00	27.56	1,295.32	136.35	(345.32)	(345.32)
01 1100 222 002	Aides FICA MS	1,250.00	1.58	750.55	60.04	499.45	499.45
01 1100 222 003	Aides FICA Elem Tec	5,000.00	1.50	4,121.46	82.43	878.54	878.54
01 1100 222 004	Aides FICA Elem Cook	3,800.00	0.95	3,170.40	83.43	629.60	629.60
01 1100 223 001	FICA Sub Teacher HS	6,500.00	0.00	4,425.03	68.08	2,074.97	2,074.97
01 1100 223 002	FICA Sub Teacher MS	2,000.00	0.00	1,859.40	92.97	140.60	140.60
01 1100 223 003	FICA Sub Teacher- Elem Tec	750.00	0.00	767.09	102.28	(17.09)	(17.09)
01 1100 223 004	FICA Sub Teacher - Elem Cook	500.00	0.00	493.46	98.69	6.54	6.54
01 1100 224 001	FICA Tech Staff HS	580.00	48.08	528.86	91.18	51.14	51.14
01 1100 224 002	FICA Tech Staff MS	580.00	50.82	556.26	95.91	23.74	23.74
01 1100 224 003	FICA Tech Staff Elem Tec	580.00	48.08	528.86	91.18	51.14	51.14
01 1100 224 004	FICA Tech Staff Elem Cook	580.00	48.08	528.86	91.18	51.14	51.14

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Account Number	Account Description	Revised Budget	Expended During Month	Expenditures to Date	% of Budget	Balance at EOM	Unencumbered Balance
01 1115 565 001	Career Academy Tuition to Colleges	10,000.00	0.00	5,420.80	54.21	4,579.20	4,579.20
01 1115 640 001	Career Academy Books HS	2,500.00	0.00	288.00	11.52	2,212.00	2,212.00
01 1115 641 001	Career Academy EBooks HS	0.00	0.00	0.00	0.00	0.00	0.00
01 1115 810 001	DUES AND FEES	500.00	0.00	0.00	0.00	500.00	500.00
1115	CAREER ACADEMY PROGRAMS	13,000.00	0.00	5,708.80	43.91	7,291.20	7,291.20
1150	LIMITED ENGLISH PROF PROGRAMS						
01 1150 111 000	LEP Salary	0.00	0.00	0.00	0.00	0.00	0.00
01 1150 111 001	LEP Teacher Salary HS	18,815.00	1,567.80	17,245.80	91.66	1,569.20	1,569.20
01 1150 111 002	LEP Teacher Salary MS	18,815.00	1,567.79	17,245.69	91.66	1,569.31	1,569.31
01 1150 111 003	LEP Teacher Salary Elem Tec.	18,815.00	1,567.79	18,145.69	96.44	669.31	669.31
01 1150 111 004	LEP Teacher Salary Elem. Cook	18,815.00	1,567.79	17,245.69	91.66	1,569.31	1,569.31
01 1150 112 001	LEP Aide Salary HS	6,065.00	0.00	5,318.44	87.69	746.56	746.56
01 1150 112 002	LEP Aide Salary MS	6,065.00	0.00	5,318.50	87.69	746.50	746.50
01 1150 112 003	LEP Aide Salary Elem. Tec	6,065.00	0.00	5,318.50	87.69	746.50	746.50
01 1150 112 004	LEP Aide Salary Elem. Cook	6,065.00	0.00	5,318.50	87.69	746.50	746.50
01 1150 113 001	LEP Sub Salary HS	250.00	0.00	0.00	0.00	250.00	250.00
01 1150 113 002	LEP Sub Salary MS	250.00	0.00	0.00	0.00	250.00	250.00
01 1150 113 003	LEP Sub Salary Elem. Tec.	250.00	0.00	0.00	0.00	250.00	250.00
01 1150 113 004	LEP Sub Salary Elem. Cook	250.00	0.00	0.00	0.00	250.00	250.00
01 1150 132 004	Overtime Aide	250.00	0.00	451.13	180.45	(201.13)	(201.13)
01 1150 211 000	LEP BCBS	0.00	0.00	0.00	0.00	0.00	0.00
01 1150 211 001	Reg Secondary Health Ins	95.00	7.90	86.90	91.47	8.10	8.10
01 1150 211 002	Reg Sec Health Ins.	95.00	7.90	86.90	91.47	8.10	8.10
01 1150 211 003	Reg Elem Health Ins.	95.00	7.90	86.90	91.47	8.10	8.10
01 1150 211 004	Reg Elem Health Ins.	95.00	7.90	86.90	91.47	8.10	8.10
01 1150 212 000	BCBS AIDES	0.00	0.00	0.00	0.00	0.00	0.00
01 1150 212 001	BCBS AIDES	2,380.00	200.15	2,166.16	91.02	213.84	213.84
01 1150 212 002	BCBS AIDES	2,380.00	200.15	2,166.19	91.02	213.81	213.81
01 1150 212 003	BCBS AIDES	2,380.00	200.15	2,166.19	91.02	213.81	213.81
01 1150 212 004	BCBS AIDES	2,380.00	200.15	2,308.06	96.98	71.94	71.94
01 1150 221 001	SOCIAL SECURITY FOR TEACHERS/PROF STF	1,425.00	118.61	1,304.70	91.56	120.30	120.30
01 1150 221 002	SOCIAL SECURITY FOR TEACHERS/PROF STF	1,450.00	118.61	1,304.70	89.98	145.30	145.30
01 1150 221 003	SOCIAL SECURITY FOR TEACHERS/PROF STF	1,450.00	118.61	1,373.60	94.73	76.40	76.40
01 1150 221 004	SOCIAL SECURITY FOR TEACHERS/PROF STF	1,450.00	118.66	1,305.17	90.01	144.83	144.83
01 1150 222 001	FICA AIDES	550.00	0.00	404.75	73.59	145.25	145.25
01 1150 222 002	FICA AIDES	550.00	0.00	404.75	73.59	145.25	145.25
01 1150 222 003	FICA AIDES	550.00	0.00	404.75	73.59	145.25	145.25
01 1150 222 004	FICA AIDES	550.00	0.00	439.22	79.86	110.78	110.78
01 1150 223 001	FICA SUB TEACHER	50.00	0.00	0.00	0.00	50.00	50.00
01 1150 223 002	FICA SUB TEACHER	50.00	0.00	0.00	0.00	50.00	50.00
01 1150 223 003	FICA SUB TEACHER	50.00	0.00	0.00	0.00	50.00	50.00
01 1150 223 004	FICA SUB TEACHER	50.00	0.00	0.00	0.00	50.00	50.00
01 1150 231 000	LEP Retirement	0.00	0.00	0.00	0.00	0.00	0.00
01 1150 231 001	Retirement Contrib. Teachers/Prof. Staff	1,860.00	154.86	1,703.46	91.58	156.54	156.54
01 1150 231 002	Retirement Contrib. Teachers/Prof. Staff	1,860.00	154.86	1,703.46	91.58	156.54	156.54
01 1150 231 003	Retirement Contrib. Teachers/Prof. Staff	1,860.00	154.86	1,703.46	91.58	156.54	156.54
01 1150 231 004	Retirement Contrib. Teachers/Prof. Staff	1,860.00	154.87	1,703.57	91.59	156.43	156.43
01 1150 232 001	RETIREMENT AIDES	600.00	0.00	522.72	87.12	77.28	77.28
01 1150 232 002	RETIREMENT AIDES	600.00	0.00	522.72	87.12	77.28	77.28
01 1150 232 003	RETIREMENT AIDES	600.00	0.00	522.72	87.12	77.28	77.28
01 1150 232 004	RETIREMENT AIDES	600.00	0.00	567.31	94.55	32.69	32.69
01 1150 237 000	INCREASED RETIREMENT CONTRIBUTION	0.00	0.00	0.00	0.00	0.00	0.00
01 1150 237 001	INCREASED RETIREMENT CONTRIBUTION	0.00	0.00	0.00	0.00	0.00	0.00
01 1150 237 002	INCREASED RETIREMENT CONTRIBUTION	0.00	0.00	0.00	0.00	0.00	0.00
01 1150 237 003	INCREASED RETIREMENT CONTRIBUTION	0.00	0.00	0.00	0.00	0.00	0.00
01 1150 237 004	INCREASED RETIREMENT CONTRIBUTION	0.00	0.00	0.00	0.00	0.00	0.00
01 1150 281 000	OTHER BENEFITS	0.00	0.00	0.00	0.00	0.00	0.00
01 1150 281 001	Other Health Benefits Teachers HS	95.00	7.82	85.82	90.34	9.18	9.18
01 1150 281 002	OTHER HEALTH BENEFITS	95.00	7.82	85.81	90.33	9.19	9.19
01 1150 281 003	OTHER HEALTH BENEFITS	95.00	7.82	85.81	90.33	9.19	9.19
01 1150 281 004	OTHER HEALTH BENEFITS	95.00	7.81	85.72	90.23	9.28	9.28
01 1150 284 002	OTHER HEALTH BENEFITS	0.00	0.00	0.00	0.00	0.00	0.00
01 1150 284 003	Other Health Benefits	0.00	0.00	0.00	0.00	0.00	0.00
01 1150 610 001	SUPPLIES	250.00	0.00	0.00	0.00	250.00	250.00

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Account Number	Account Description	Revised Budget	Expended During Month	Expenditures to Date	% of Budget	Balance at EOM	Unencumbered Balance
01 1150 610 002	SUPPLIES	250.00	0.00	0.00	0.00	250.00	250.00
01 1150 610 003	SUPPLIES LEP	250.00	0.00	0.00	0.00	250.00	250.00
01 1150 610 004	SUPPLIES	250.00	0.00	0.00	0.00	250.00	250.00
01 1150 640 001	PERIODICALS	0.00	0.00	0.00	0.00	0.00	0.00
01 1150 640 002	PERIODICALS	0.00	0.00	0.00	0.00	0.00	0.00
01 1150 640 003	PERIODICALS	0.00	0.00	0.00	0.00	0.00	0.00
01 1150 640 004	PERIODICALS	0.00	0.00	0.00	0.00	0.00	0.00
01 1150 643 001	WEB CLOUD BASED SOFTWARE	1,250.00	0.00	0.00	0.00	1,250.00	1,250.00
01 1150 643 002	WEB CLOUD BASED SOFTWARE	1,250.00	0.00	0.00	0.00	1,250.00	1,250.00
01 1150 643 003	WEB CLOUD BASED SOFTWARE	1,250.00	0.00	0.00	0.00	1,250.00	1,250.00
01 1150 643 004	WEB CLOUD BASED SOFTWARE	1,250.00	0.00	0.00	0.00	1,250.00	1,250.00
01 1150 650 001	TECH SUPPLIES < 5,000	300.00	0.00	277.00	92.33	23.00	23.00
01 1150 650 002	TECH SUPPLIES < 5,000	300.00	0.00	277.00	92.33	23.00	23.00
01 1150 650 003	TECH SUPPLIES < 5,000	300.00	0.00	277.00	92.33	23.00	23.00
01 1150 650 004	TECH SUPPLIES < 5,000	300.00	0.00	277.00	92.33	23.00	23.00
01 1150 734 001	TECH HARDWARE	0.00	0.00	0.00	0.00	0.00	0.00
01 1150 734 002	TECH HARDWARE	0.00	0.00	0.00	0.00	0.00	0.00
01 1150 734 003	TECH HARDWARE	0.00	0.00	0.00	0.00	0.00	0.00
01 1150 734 004	TECH HARDWARE	0.00	0.00	0.00	0.00	0.00	0.00
01 1150 890 000	LEP Travel	250.00	0.00	0.00	0.00	250.00	250.00
1150	LIMITED ENGLISH PROF PROGRAMS	136,515.00	8,228.58	118,104.36	86.51	18,410.64	18,410.64
1160	PROVERTY PROGRAMS						
01 1160 110 000	Salaries- Non-Instructional	0.00	0.00	0.00	0.00	0.00	0.00
01 1160 111 001	Poverty Salary	0.00	0.00	0.00	0.00	0.00	0.00
01 1160 111 002	Poverty Salary	0.00	0.00	0.00	0.00	0.00	0.00
01 1160 111 003	Poverty Salary	0.00	0.00	0.00	0.00	0.00	0.00
01 1160 111 004	Poverty Salary	0.00	0.00	0.00	0.00	0.00	0.00
01 1160 112 003	Poverty Aide	98,000.00	84.65	84,278.31	86.00	13,721.69	13,721.69
01 1160 112 004	AIDE WAGES	0.00	0.00	0.00	0.00	0.00	0.00
01 1160 114 001	Technical Staff Salary - HS	6,950.00	578.00	6,358.00	91.48	592.00	592.00
01 1160 114 002	Technical Staff Salary -	6,950.00	578.00	6,358.00	91.48	592.00	592.00
01 1160 114 003	Technical Staff Salary -	6,950.00	578.00	6,358.00	91.48	592.00	592.00
01 1160 114 004	Technical Staff Salary	6,950.00	578.00	6,358.00	91.48	592.00	592.00
01 1160 211 001	Poverty BCBS	0.00	0.00	0.00	0.00	0.00	0.00
01 1160 211 002	Poverty BCBS	0.00	0.00	0.00	0.00	0.00	0.00
01 1160 211 003	Poverty BCBS	711.00	0.00	0.00	0.00	711.00	711.00
01 1160 211 004	Poverty BCBS	0.00	0.00	0.00	0.00	0.00	0.00
01 1160 212 003	BCBS AIDES	20,100.00	1,144.88	20,217.62	100.59	(117.62)	(117.62)
01 1160 212 004	BCBS AIDES	0.00	0.00	0.00	0.00	0.00	0.00
01 1160 214 001	BCBS TECH STAFF	917.00	91.62	1,007.82	109.90	(90.82)	(90.82)
01 1160 214 002	BCBS TECH STAFF	917.00	91.62	1,007.82	109.90	(90.82)	(90.82)
01 1160 214 003	BCBS TECH STAFF	917.00	91.62	1,007.82	109.90	(90.82)	(90.82)
01 1160 214 004	BCBS TECH STAFF	917.00	91.61	1,007.71	109.89	(90.71)	(90.71)
01 1160 221 001	Poverty Fica	3,335.00	0.00	0.00	0.00	3,335.00	3,335.00
01 1160 221 002	Poverty Fica	0.00	0.00	0.00	0.00	0.00	0.00
01 1160 221 003	Poverty Fica	167.00	0.00	0.00	0.00	167.00	167.00
01 1160 221 004	Poverty Fica	0.00	0.00	0.00	0.00	0.00	0.00
01 1160 222 003	FICA AIDES	7,500.00	6.48	6,390.20	85.20	1,109.80	1,109.80
01 1160 222 004	FICA AIDES	0.00	0.00	0.00	0.00	0.00	0.00
01 1160 224 001	Fica Tech Staff	445.00	44.38	488.16	109.70	(43.16)	(43.16)
01 1160 224 002	FICA Tech Staff	445.00	44.38	488.16	109.70	(43.16)	(43.16)
01 1160 224 003	Fica Tech Staff	445.00	44.38	488.16	109.70	(43.16)	(43.16)
01 1160 224 004	Fica Tech Staff	445.00	44.40	488.30	109.73	(43.30)	(43.30)
01 1160 231 001	Poverty Retirement	5,610.00	0.00	0.00	0.00	5,610.00	5,610.00
01 1160 231 002	Poverty Retirement	0.00	0.00	0.00	0.00	0.00	0.00
01 1160 231 003	Poverty Retirement	216.00	0.00	0.00	0.00	216.00	216.00
01 1160 231 004	Poverty Retirement	0.00	0.00	0.00	0.00	0.00	0.00
01 1160 232 003	RETIREMENT AIDES	9,700.00	8.36	8,324.87	85.82	1,375.13	1,375.13
01 1160 232 004	RETIREMENT AIDES	0.00	0.00	0.00	0.00	0.00	0.00
01 1160 234 001	TECH STAFF RETIRMENT	575.00	57.09	627.99	109.22	(52.99)	(52.99)
01 1160 234 002	TECH STAFF RETIRMENT	575.00	57.09	627.99	109.22	(52.99)	(52.99)
01 1160 234 003	TECH STAFF RETIRMENT	575.00	57.09	627.99	109.22	(52.99)	(52.99)
01 1160 234 004	TECH STAFF RETIRMENT	575.00	57.11	628.17	109.25	(53.17)	(53.17)
01 1160 237 001	INCREASED RETIREMENT CONTRIBUTION	0.00	0.00	0.00	0.00	0.00	0.00
01 1160 237 002	INCREASED RETIREMENT CONTRIBUTION	0.00	0.00	0.00	0.00	0.00	0.00
01 1160 237 003	INCREASED RETIREMENT CONTRIBUTION	0.00	0.00	0.00	0.00	0.00	0.00
01 1160 237 004	INCREASED RETIREMENT CONTRIBUTION	0.00	0.00	0.00	0.00	0.00	0.00
01 1160 271 001	WORKER'S COMPENSATION	0.00	0.00	0.00	0.00	0.00	0.00
01 1160 271 002	WORKER'S COMPENSATION	0.00	0.00	0.00	0.00	0.00	0.00
01 1160 271 004	WORKER'S COMPENSATION	0.00	0.00	0.00	0.00	0.00	0.00
01 1160 281 001	OTHER BENEFITS	0.00	0.00	0.00	0.00	0.00	0.00

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01 1160 281 002	OTHER BENEFITS	0.00	0.00	0.00	0.00	0.00	0.00
01 1160 281 003	POVERTY OTHER BENEFITS	0.00	0.00	0.00	0.00	0.00	0.00
01 1160 281 004	OTHER BENEFITS	0.00	0.00	0.00	0.00	0.00	0.00
01 1160 284 001	OTHER HEALTH BENEFITS	35.00	3.26	35.62	101.77	(0.62)	(0.62)
01 1160 284 002	OTHER HEALTH BENEFITS	35.00	3.26	35.62	101.77	(0.62)	(0.62)
01 1160 284 003	OTHER HEALTH BENEFITS	35.00	3.26	35.62	101.77	(0.62)	(0.62)
01 1160 284 004	OTHER HEALTH BENEFITS	35.00	3.28	35.82	102.34	(0.82)	(0.82)
01 1160 337 000	Poverty tires and Parts	0.00	0.00	0.00	0.00	0.00	0.00
01 1160 338 000	Poverty Bus repairs	0.00	0.00	0.00	0.00	0.00	0.00
01 1160 340 001	OTHER PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00
01 1160 340 002	OTHER PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00
01 1160 591 001	CONTRACTED SERVICES OTHER DIST/ESU	0.00	0.00	0.00	0.00	0.00	0.00
01 1160 591 002	CONTRACTED SERVICES OTHER DIST/ESU	0.00	0.00	0.00	0.00	0.00	0.00
01 1160 591 003	CONTRACTED SERVICES OTHER DIST/ESU	0.00	0.00	0.00	0.00	0.00	0.00
01 1160 591 004	CONTRACTED SERVICES OTHER DIST/ESU	0.00	0.00	0.00	0.00	0.00	0.00
01 1160 626 000	Poverty Gas	0.00	0.00	0.00	0.00	0.00	0.00
1160	PROVERTY PROGRAMS	181,027.00	4,341.82	153,281.77	84.67	27,745.23	27,745.23
1190	EARLY CHILDHOOD ED PROGRAMS						
01 1190 110 000	REGULAR SALARIES	0.00	0.00	0.00	0.00	0.00	0.00
01 1190 111 003	Teacher Salary	46,810.00	3,900.20	42,902.20	91.65	3,907.80	3,907.80
01 1190 111 004	Teacher Salary	70,442.40	5,870.20	64,572.20	91.67	5,870.20	5,870.20
01 1190 112 003	Aide Wages Tec. Site	32,590.00	272.93	18,924.65	58.07	13,665.35	13,665.35
01 1190 112 004	Early Childhood Aide Elem-Cook	28,128.00	297.80	25,826.54	91.82	2,301.46	2,301.46
01 1190 113 003	Sub Salaries	500.00	0.00	468.00	93.60	32.00	32.00
01 1190 113 004	Sub Salaries	500.00	0.00	1,099.00	219.80	(599.00)	(599.00)
01 1190 122 003	SUB AIDS	500.00	0.00	0.00	0.00	500.00	500.00
01 1190 122 004	SUB AIDS	500.00	0.00	0.00	0.00	500.00	500.00
01 1190 132 003	Preschool Aide Overtime Tec.	600.00	0.00	645.22	107.54	(45.22)	(45.22)
01 1190 132 004	Preschool Aide Overtime Cook	250.00	0.00	303.81	121.52	(53.81)	(53.81)
01 1190 151 003	Additional Compensation Teachers	100.00	0.00	670.23	670.23	(570.23)	(570.23)
01 1190 211 003	BCBS/VIS Early Childhood Teachers Tec	26,700.00	2,224.83	24,473.13	91.66	2,226.87	2,226.87
01 1190 211 004	BCBS/VIS Early Childhood Teachers -Cook	26,700.00	1,209.27	21,426.45	80.25	5,273.55	5,273.55
01 1190 212 003	BCBS Aides Early Childhood Tec	14,200.00	1,176.88	8,682.11	61.14	5,517.89	5,517.89
01 1190 212 004	BCBS Early Childhood Aide Elem Cook	10,050.00	840.63	9,058.26	90.13	991.74	991.74
01 1190 220 000	FICA NON INSTRUCTIONAL	0.00	0.00	0.00	0.00	0.00	0.00
01 1190 221 003	EC Teacher FICA Tec	3,550.00	296.11	3,308.27	93.19	241.73	241.73
01 1190 221 004	EC Teacher FICA Cook	5,500.00	444.09	4,833.63	87.88	666.37	666.37
01 1190 222 003	EC Aide FICA Tec	2,500.00	20.88	1,438.54	57.54	1,061.46	1,061.46
01 1190 222 004	EC Aide FICA Elem Cook	2,300.00	22.78	1,996.41	86.80	303.59	303.59
01 1190 223 003	FICA SUB TEACHER	400.00	0.00	35.80	8.95	364.20	364.20
01 1190 223 004	FICA SUB TEACHERS	400.00	0.00	84.09	21.02	315.91	315.91
01 1190 230 000	RETIREMENT NON INSTUCTIONAL	0.00	0.00	0.00	0.00	0.00	0.00
01 1190 231 003	Retirement Contrib. Teachers/Prof. Staff	4,650.00	385.26	4,237.77	91.13	412.23	412.23
01 1190 231 004	Retirement Contrib. Teachers/Prof. Staff	7,000.00	579.85	6,378.35	91.12	621.65	621.65
01 1190 232 003	Retirement Aides Tec	3,200.00	26.96	1,912.11	59.75	1,287.89	1,287.89
01 1190 232 004	Retirement Aides Cook	2,700.00	29.41	2,560.13	94.82	139.87	139.87
01 1190 233 003	Retirement Sub Teachers	0.00	0.00	0.00	0.00	0.00	0.00
01 1190 233 004	Retirement Sub Teachers	0.00	0.00	0.00	0.00	0.00	0.00
01 1190 237 000	INCREASED RETIREMENT CONTRIBUTION	0.00	0.00	0.00	0.00	0.00	0.00
01 1190 237 003	INCREASED RETIREMENT CONTRIBUTION	0.00	0.00	0.00	0.00	0.00	0.00
01 1190 237 004	INCREASED RETIREMENT CONTRIBUTION	0.00	0.00	0.00	0.00	0.00	0.00
01 1190 271 003	EC Teachers Wokmens Comp Tec	0.00	0.00	0.00	0.00	0.00	0.00
01 1190 271 004	EC Teacher Workmens Comp Cook	0.00	0.00	0.00	0.00	0.00	0.00
01 1190 281 003	EC Teacher Health Benefits Tec	205.00	20.54	223.58	109.06	(18.58)	(18.58)
01 1190 281 004	EC Teacher Other Health Benefits Cook	290.00	29.26	318.88	109.96	(28.88)	(28.88)
01 1190 320 003	PROFESSIONAL ED SERVICES	0.00	0.00	0.00	0.00	0.00	0.00
01 1190 320 004	PROFESSIONAL ED SERVICES	0.00	0.00	0.00	0.00	0.00	0.00
01 1190 330 000	STAFF TRAINING	0.00	0.00	0.00	0.00	0.00	0.00
01 1190 330 003	STAFF TRAINING	1,000.00	0.00	285.00	28.50	715.00	715.00
01 1190 330 004	STAFF TRAINING	1,000.00	0.00	40.00	4.00	960.00	960.00
01 1190 580 003	EC Travel Tec.	500.00	0.00	0.00	0.00	500.00	500.00

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01 1190 580 004	EC Travel Cook	500.00	0.00	0.00	0.00	500.00	500.00
01 1190 610 003	EC Supplies Tec	500.00	0.00	1,921.22	384.24	(1,421.22)	(1,421.22)
01 1190 610 004	EC Supplies Cook	500.00	0.00	1,505.54	301.11	(1,005.54)	(1,005.54)
01 1190 626 000	GASOLINE	0.00	0.00	0.00	0.00	0.00	0.00
01 1190 640 003	EC Books/ Periodical Tec	0.00	0.00	0.00	0.00	0.00	0.00
01 1190 640 004	EC Books/ Periodical Tec	0.00	0.00	0.00	0.00	0.00	0.00
01 1190 643 003	WEB CLOUD BASED SOFTWARE	0.00	0.00	276.30	0.00	(276.30)	(276.30)
01 1190 643 004	WEB CLOUD BASED SOFTWARE	0.00	0.00	276.30	0.00	(276.30)	(276.30)
01 1190 650 003	TECH SUPPLIES < 5,000	1,700.00	0.00	1,662.00	97.76	38.00	38.00
01 1190 650 004	TECH SUPPLIES < 5,000	1,700.00	0.00	1,662.00	97.76	38.00	38.00
01 1190 670 003	TRAVEL EXPENSE AND MILEAGE	0.00	0.00	0.00	0.00	0.00	0.00
01 1190 670 004	TRAVEL EXPENSE AND MILEAGE	0.00	0.00	0.00	0.00	0.00	0.00
01 1190 733 003	FURNITURE	0.00	0.00	0.00	0.00	0.00	0.00
01 1190 733 004	FURNITURE	0.00	0.00	0.00	0.00	0.00	0.00
01 1190 734 003	TECH HARDWARE	0.00	0.00	0.00	0.00	0.00	0.00
01 1190 734 004	TECH HARDWARE	0.00	0.00	0.00	0.00	0.00	0.00
01 1190 735 003	TECH SOFTWARE	0.00	0.00	0.00	0.00	0.00	0.00
01 1190 890 000	MISC EXPENSE	0.00	0.00	0.00	0.00	0.00	0.00
01 1190 890 003	MISC EXPENSE	0.00	0.00	0.00	0.00	0.00	0.00
01 1190 890 004	MISC EXPENSE	0.00	0.00	0.00	0.00	0.00	0.00
1190	EARLY CHILDHOOD ED PROGRAMS	298,665.40	17,647.88	254,007.72	85.05	44,657.68	44,657.68
1200	SPECIAL EDUCATION INSTRUCTIONAL PROGRAMS						
01 1200 110 001	SPED ASST DIR. SALARY HS	0.00	0.00	(607.95)	0.00	607.95	607.95
01 1200 110 002	SPED Asst Directory Salary MS	0.00	0.00	43.75	0.00	(43.75)	(43.75)
01 1200 110 003	SPED Asst Director Salary Elem Tec	0.00	0.00	545.44	0.00	(545.44)	(545.44)
01 1200 110 004	SPED Asst Director Salary Elem Cook	0.00	0.00	43.75	0.00	(43.75)	(43.75)
01 1200 111 001	Sped Sec Teacher Salary	126,435.00	10,408.17	115,770.37	91.57	10,664.63	10,664.63
01 1200 111 002	Sped MS Teacher Salary	50,395.00	4,071.33	46,065.13	91.41	4,329.87	4,329.87
01 1200 111 003	Sped Elem Teacher Salary	145,717.00	12,040.65	136,481.69	93.66	9,235.31	9,235.31
01 1200 111 004	Sped Sec Teacher Salary	49,225.00	4,235.83	47,874.63	97.26	1,350.37	1,350.37
01 1200 112 001	Sped Sec Aide	64,850.00	0.00	55,358.82	85.36	9,491.18	9,491.18
01 1200 112 002	Sped Sec Aide	47,800.00	104.40	42,188.17	88.26	5,611.83	5,611.83
01 1200 112 003	Elm Sped Aide	12,900.00	1,351.63	12,371.71	95.90	528.29	528.29
01 1200 112 004	Sped Elem Aide	21,500.00	0.00	18,373.21	85.46	3,126.79	3,126.79
01 1200 113 001	Sec Sped Sub	0.00	0.00	4,125.00	0.00	(4,125.00)	(4,125.00)
01 1200 113 002	MS Sped Sub	0.00	0.00	1,575.00	0.00	(1,575.00)	(1,575.00)
01 1200 113 003	Elem Sped Sub	0.00	0.00	3,000.00	0.00	(3,000.00)	(3,000.00)
01 1200 113 004	Elem Sped Sub	0.00	0.00	450.00	0.00	(450.00)	(450.00)
01 1200 121 001	Sub Sped Stf Dev	0.00	0.00	0.00	0.00	0.00	0.00
01 1200 121 002	Sub Sped Stf Dev	0.00	0.00	0.00	0.00	0.00	0.00
01 1200 121 003	Sub Sped Stf Dev	0.00	0.00	0.00	0.00	0.00	0.00
01 1200 121 004	Sub Sped Stf Dev	0.00	0.00	0.00	0.00	0.00	0.00
01 1200 123 001	SUBSTITUTE TEACHERS	4,000.00	0.00	0.00	0.00	4,000.00	4,000.00
01 1200 123 002	SUBSTITUTE TEACHERS	2,000.00	0.00	0.00	0.00	2,000.00	2,000.00
01 1200 123 003	SUBSTITUTE TEACHERS	5,000.00	0.00	0.00	0.00	5,000.00	5,000.00
01 1200 123 004	SUBSTITUTE TEACHERS	500.00	0.00	0.00	0.00	500.00	500.00
01 1200 132 001	OVERTIME	0.00	0.00	296.19	0.00	(296.19)	(296.19)
01 1200 132 002	MS SPED AIDE OVERTIME	0.00	0.00	0.00	0.00	0.00	0.00
01 1200 132 003	ELEM TEC SPED AIDE OVERTIME	0.00	0.00	468.46	0.00	(468.46)	(468.46)
01 1200 132 004	OVERTIME	0.00	0.00	410.90	0.00	(410.90)	(410.90)
01 1200 151 001	Additional Compensation Teachers	100.00	0.00	0.00	0.00	100.00	100.00
01 1200 151 002	Additional Compensation Teachers	100.00	0.00	0.00	0.00	100.00	100.00
01 1200 151 003	Additional Compensation Teachers	50.00	420.00	2,155.56	4,311.12	(2,105.56)	(2,105.56)
01 1200 151 004	Additional Compensation Teachers	50.00	975.00	975.00	1,950.00	(925.00)	(925.00)
01 1200 156 001	ADD COMP PROF STAFF HS	0.00	0.00	0.00	0.00	0.00	0.00
01 1200 210 001	BCBS NON-INSTRUCTIONAL	0.00	0.00	(306.55)	0.00	306.55	306.55
01 1200 210 002	BCBS NON-INSTRUCTIONAL	0.00	0.00	0.00	0.00	0.00	0.00
01 1200 210 003	BCBS NON-INSTRUCTIONAL	0.00	0.00	164.52	0.00	(164.52)	(164.52)
01 1200 210 004	BCBS NON-INSTRUCTIONAL	0.00	0.00	0.00	0.00	0.00	0.00
01 1200 211 000	JCC SPED DIR./ SM SCH	0.00	0.00	0.00	0.00	0.00	0.00
01 1200 211 001	SPED BCBS HS	41,146.00	4,112.96	42,572.87	103.47	(1,426.87)	(1,426.87)
01 1200 211 002	SPED BCBS MS	22,077.00	1,899.94	20,718.92	93.85	1,358.08	1,358.08
01 1200 211 003	SPED BCBS Elem	85,718.00	3,948.44	44,913.52	52.40	40,804.48	40,804.48
01 1200 211 004	SPED BCBS Sec	8,375.00	749.51	8,201.80	97.93	173.20	173.20
01 1200 212 001	BCBS AIDES	17,200.00	1,433.07	15,704.03	91.30	1,495.97	1,495.97
01 1200 212 002	BCBS AIDES	0.00	804.66	8,573.07	0.00	(8,573.07)	(8,573.07)
01 1200 212 003	BCBS AIDES	4,000.00	425.13	2,750.43	68.76	1,249.57	1,249.57
01 1200 212 004	BCBS AIDES	9,500.00	784.59	8,437.59	88.82	1,062.41	1,062.41
01 1200 220 000	Sped Nurse Retirement	0.00	0.00	0.00	0.00	0.00	0.00
01 1200 220 001	FICA NON INSTRUCTIONAL	15.00	0.00	(45.35)	(302.33)	60.35	60.35

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Account Number	Account Description	Revised Budget	Expended During Month	Expenditures to Date	% of Budget	Balance at EOM	Unencumbered Balance
01 1200 220 002	FICA NON INSTRUCTIONAL	15.00	0.00	3.34	22.27	11.66	11.66
01 1200 220 003	FICA NON INSTRUCTIONAL	15.00	0.00	38.90	259.33	(23.90)	(23.90)
01 1200 220 004	FICA NON INSTRUCTIONAL	15.00	0.00	3.36	22.40	11.64	11.64
01 1200 221 000	Sped Secretary Fica	0.00	0.00	0.00	0.00	0.00	0.00
01 1200 221 001	HS Sped Fica	9,520.00	778.24	8,679.59	91.17	840.41	840.41
01 1200 221 002	MS Sped Fica	3,760.00	303.46	3,436.86	91.41	323.14	323.14
01 1200 221 003	Sped Elem Fica	10,500.00	913.39	10,141.93	96.59	358.07	358.07
01 1200 221 004	Sec Sped Fica	3,800.00	400.42	3,756.45	98.85	43.55	43.55
01 1200 222 001	FICA AIDES	5,600.00	0.00	4,257.62	76.03	1,342.38	1,342.38
01 1200 222 002	FICA AIDES	4,000.00	7.98	3,139.25	78.48	860.75	860.75
01 1200 222 003	FICA AIDES	1,300.00	103.40	979.90	75.38	320.10	320.10
01 1200 222 004	FICA AIDES	1,950.00	0.00	1,428.53	73.26	521.47	521.47
01 1200 223 001	FICA SUB TEACHER	50.00	0.00	315.56	631.12	(265.56)	(265.56)
01 1200 223 002	FICA SUB TEACHER	100.00	0.00	120.51	120.51	(20.51)	(20.51)
01 1200 223 003	FICA SUB TEACHER	175.00	0.00	229.51	131.15	(54.51)	(54.51)
01 1200 223 004	FICA SUB TEACHER	200.00	0.00	34.42	17.21	165.58	165.58
01 1200 226 001	FICA	0.00	0.00	0.00	0.00	0.00	0.00
01 1200 230 000	SPEDED Nurse BCBS	0.00	0.00	0.00	0.00	0.00	0.00
01 1200 230 001	RETIREMENT NON INSTRUCTIONAL	20.00	0.00	(60.05)	(300.25)	80.05	80.05
01 1200 230 002	RETIREMENT NON INSTRUCTIONAL	20.00	0.00	4.32	21.60	15.68	15.68
01 1200 230 003	RETIREMENT NON INSTRUCTIONAL	20.00	0.00	53.88	269.40	(33.88)	(33.88)
01 1200 230 004	RETIREMENT NON INSTRUCTIONAL	20.00	0.00	4.32	21.60	15.68	15.68
01 1200 231 000	231	0.00	0.00	0.00	0.00	0.00	0.00
01 1200 231 001	Sped HS Teacher Retirement	23,844.00	1,028.10	11,435.55	47.96	12,408.45	12,408.45
01 1200 231 002	Sped MS Teacher Retirement	5,000.00	402.16	4,550.25	91.01	449.75	449.75
01 1200 231 003	Sped Elem Tec Teacher Retirement	14,500.00	1,230.84	13,694.26	94.44	805.74	805.74
01 1200 231 004	Sped Elem Cook Teacher Retirement	4,900.00	514.73	4,825.26	98.47	74.74	74.74
01 1200 232 001	RETIREMENT AIDES	6,200.00	0.00	5,318.71	85.79	881.29	881.29
01 1200 232 002	RETIREMENT AIDES	4,700.00	10.32	4,167.29	88.67	532.71	532.71
01 1200 232 003	RETIREMENT AIDES	1,400.00	133.51	1,263.13	90.22	136.87	136.87
01 1200 232 004	RETIREMENT AIDES	2,200.00	0.00	1,855.43	84.34	344.57	344.57
01 1200 233 001	RETIREMENT CODES FOR SUB TEACHERS	0.00	0.00	0.00	0.00	0.00	0.00
01 1200 233 002	RETIREMENT CODES FOR SUB TEACHERS	0.00	0.00	0.00	0.00	0.00	0.00
01 1200 233 003	RETIREMENT CODES FOR SUB TEACHERS	0.00	0.00	0.00	0.00	0.00	0.00
01 1200 233 004	RETIREMENT CODES FOR SUB TEACHERS	0.00	0.00	0.00	0.00	0.00	0.00
01 1200 236 001	RETIRMENT	0.00	0.00	0.00	0.00	0.00	0.00
01 1200 237 000	INCREASED RETIREMENT CONTRIBUTION	0.00	0.00	0.00	0.00	0.00	0.00
01 1200 237 001	RETIREMENT NON INSTRUCTIONAL	0.00	0.00	0.00	0.00	0.00	0.00
01 1200 237 002	INCREASED RETIREMENT CONTRIBUTION	0.00	0.00	0.00	0.00	0.00	0.00
01 1200 237 003	INCREASED RETIREMENT CONTRIBUTION	0.00	0.00	0.00	0.00	0.00	0.00
01 1200 237 004	INCREASED RETIREMENT CONTRIBUTION	0.00	0.00	0.00	0.00	0.00	0.00
01 1200 271 001	Workman's Comp	0.00	0.00	0.00	0.00	0.00	0.00
01 1200 271 002	Workman's Comp	0.00	0.00	0.00	0.00	0.00	0.00
01 1200 271 003	Workman's Com	0.00	0.00	0.00	0.00	0.00	0.00
01 1200 271 004	Workman's Comp	0.00	0.00	0.00	0.00	0.00	0.00
01 1200 280 001	NON-INSTRUCITONAL OTHE HEALTH BENEFITS	0.00	0.00	(3.94)	0.00	3.94	3.94
01 1200 280 002	NON-INSTRUCITONAL OTHE HEALTH BENEFITS	0.00	0.00	0.00	0.00	0.00	0.00
01 1200 280 003	NON-INSTRUCITONAL OTHE HEALTH BENEFITS	0.00	0.00	2.67	0.00	(2.67)	(2.67)
01 1200 280 004	NON-INSTRUCITONAL OTHE HEALTH BENEFITS	0.00	0.00	0.00	0.00	0.00	0.00
01 1200 281 000	OTHER BENEFITS	0.00	0.00	0.00	0.00	0.00	0.00
01 1200 281 001	Sped Disab	635.00	53.92	591.05	93.08	43.95	43.95
01 1200 281 002	Sped Disab	275.00	23.59	256.10	93.13	18.90	18.90
01 1200 281 003	Sped Disab	750.00	61.99	703.47	93.80	46.53	46.53
01 1200 281 004	Sped Disab	250.00	23.49	253.34	101.34	(3.34)	(3.34)
01 1200 282 001	OTHER HEALTH BENEFITS	0.00	0.00	0.00	0.00	0.00	0.00
01 1200 282 003	OTHER HEALTH BENEFITS	0.00	0.00	0.00	0.00	0.00	0.00
01 1200 330 000	STAFF TRAINING	0.00	0.00	0.00	0.00	0.00	0.00
01 1200 330 001	STAFF TRAINING	500.00	0.00	130.00	26.00	370.00	370.00
01 1200 330 002	STAFF TRAINING	500.00	0.00	335.00	67.00	165.00	165.00
01 1200 330 003	STAFF TRAINING	500.00	0.00	30.00	6.00	470.00	470.00
01 1200 330 004	STAFF TRAINING	250.00	0.00	0.00	0.00	250.00	250.00

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	SERVICES						
01 2141 340 001	OTHER PROFESSIONAL SERVICES	26,000.00	0.00	9,989.44	38.42	16,010.56	16,010.56
01 2141 340 002	OTHER PROFESSIONAL SERVICES	17,000.00	0.00	14,624.81	86.03	2,375.19	2,375.19
01 2141 340 003	PSYC SERVICES ELEM TEC	30,000.00	0.00	28,355.15	94.52	1,644.85	1,644.85
01 2141 340 004	Psyc Services Elem Cook	11,000.00	0.00	9,929.78	90.27	1,070.22	1,070.22
01 2141 591 001	Psyc Services HS	0.00	0.00	0.00	0.00	0.00	0.00
01 2141 591 002	CONTRACTED SERVICES OTHER DIST/ESU	0.00	0.00	0.00	0.00	0.00	0.00
01 2141 591 004	Psyc Services Elem Cook	0.00	0.00	0.00	0.00	0.00	0.00
2141	SCHOOL AGE PSYCHOLOGIST	84,000.00	0.00	62,899.18	74.88	21,100.82	21,100.82
2142	PSYCH SERVICES 3-5						
01 2142 340 003	OTHER PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00
2142	PSYCH SERVICES 3-5	0.00	0.00	0.00	0.00	0.00	0.00
2143	PSYCH SERV						
01 2143 591 001	PSYC SERV HS	0.00	0.00	0.00	0.00	0.00	0.00
01 2143 591 002	CONTRACTED SERVICES OTHER DIST/ESU	0.00	0.00	0.00	0.00	0.00	0.00
01 2143 591 003	CONTRACTED SERVICES OTHER DIST/ESU	0.00	0.00	0.00	0.00	0.00	0.00
2143	PSYCH SERV	0.00	0.00	0.00	0.00	0.00	0.00
2151	SPEECH LANG/AUDIO/DEAF						
01 2151 111 001	Teacher Salary	0.00	0.00	0.00	0.00	0.00	0.00
01 2151 111 002	Teacher Salary	0.00	0.00	0.00	0.00	0.00	0.00
01 2151 111 003	Teacher Salary	0.00	0.00	0.00	0.00	0.00	0.00
01 2151 111 004	Teacher Salary	0.00	0.00	0.00	0.00	0.00	0.00
01 2151 151 001	Additional Compensation Teachers	0.00	0.00	0.00	0.00	0.00	0.00
01 2151 151 003	Additional Compensation Teachers	0.00	0.00	0.00	0.00	0.00	0.00
01 2151 151 004	Additional Compensation Teachers	0.00	0.00	0.00	0.00	0.00	0.00
01 2151 211 001	BCBS/VIS INSTRUCTIONAL & PROF.	0.00	0.00	0.00	0.00	0.00	0.00
01 2151 211 002	BCBS/VIS INSTRUCTIONAL & PROF.	0.00	0.00	0.00	0.00	0.00	0.00
01 2151 211 003	BCBS/VIS INSTRUCTIONAL & PROF.	0.00	0.00	0.00	0.00	0.00	0.00
01 2151 211 004	BCBS/VIS INSTRUCTIONAL & PROF.	0.00	0.00	0.00	0.00	0.00	0.00
01 2151 221 001	SOCIAL SECURITY FOR TEACHERS/PROF STF	0.00	0.00	0.00	0.00	0.00	0.00
01 2151 221 002	SOCIAL SECURITY FOR TEACHERS/PROF STF	0.00	0.00	0.00	0.00	0.00	0.00
01 2151 221 003	SOCIAL SECURITY FOR TEACHERS/PROF STF	0.00	0.00	0.00	0.00	0.00	0.00
01 2151 221 004	SOCIAL SECURITY FOR TEACHERS/PROF STF	0.00	0.00	0.00	0.00	0.00	0.00
01 2151 222 001	FICA AIDES	0.00	0.00	0.00	0.00	0.00	0.00
01 2151 222 002	FICA AIDES	0.00	0.00	0.00	0.00	0.00	0.00
01 2151 222 003	FICA AIDES	0.00	0.00	0.00	0.00	0.00	0.00
01 2151 222 004	FICA AIDES	0.00	0.00	0.00	0.00	0.00	0.00
01 2151 231 001	Retirement Contrib. Teachers/Prof. Staff	0.00	0.00	0.00	0.00	0.00	0.00
01 2151 231 002	Retirement Contrib. Teachers/Prof. Staff	0.00	0.00	0.00	0.00	0.00	0.00
01 2151 231 003	Retirement Contrib. Teachers/Prof. Staff	0.00	0.00	0.00	0.00	0.00	0.00
01 2151 231 004	Retirement Contrib. Teachers/Prof. Staff	0.00	0.00	0.00	0.00	0.00	0.00
01 2151 237 001	INCREASED RETIREMENT CONTRIBUTION	0.00	0.00	0.00	0.00	0.00	0.00
01 2151 237 003	INCREASED RETIREMENT CONTRIBUTION	0.00	0.00	0.00	0.00	0.00	0.00
01 2151 281 001	OTHER HEALTH BENEFITS	0.00	0.00	0.00	0.00	0.00	0.00
01 2151 281 002	OTHER HEALTH BENEFITS	0.00	0.00	0.00	0.00	0.00	0.00
01 2151 281 003	OTHER HEALTH BENEFITS	0.00	0.00	0.00	0.00	0.00	0.00
01 2151 281 004	OTHER HEALTH BENEFITS	0.00	0.00	0.00	0.00	0.00	0.00
01 2151 320 001	PROFESSIONAL ED SERVICES	0.00	0.00	0.00	0.00	0.00	0.00
01 2151 320 002	PROFESSIONAL ED SERVICES	0.00	0.00	0.00	0.00	0.00	0.00
01 2151 320 003	PROFESSIONAL ED SERVICES	0.00	0.00	0.00	0.00	0.00	0.00
01 2151 320 004	PROFESSIONAL ED SERVICES	0.00	0.00	0.00	0.00	0.00	0.00
01 2151 330 000	STAFF TRAINING	0.00	0.00	0.00	0.00	0.00	0.00
01 2151 340 001	Speech Contracted Services HS	15,700.00	0.00	5,588.10	35.59	10,111.90	10,111.90
01 2151 340 002	Speech Contracted Services- MS	27,600.00	0.00	12,677.03	45.93	14,922.97	14,922.97
01 2151 340 003	Speech Contracted Services Elem Tec.	56,000.00	0.00	54,636.34	97.56	1,363.66	1,363.66
01 2151 340 004	Speech Contracted Services Elem Cook	35,000.00	0.00	24,107.77	68.88	10,892.23	10,892.23
01 2151 591 001	ESU 4 SPED SERV	0.00	599.25	3,743.73	0.00	(3,743.73)	(3,743.73)

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	SERVICES						
01 2213 340 002	OTHER PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00
01 2213 340 003	OTHER PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00
01 2213 340 004	OTHER PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00
01 2213 580 001	Travel Expense HS	0.00	0.00	0.00	0.00	0.00	0.00
01 2213 580 002	Travel Expense MS	0.00	0.00	0.00	0.00	0.00	0.00
01 2213 580 003	Travel Expense Elem Tec	0.00	0.00	0.00	0.00	0.00	0.00
01 2213 580 004	Travel Expense Elem Cook	0.00	0.00	0.00	0.00	0.00	0.00
01 2213 810 001	Dues and Fees HS	300.00	0.00	395.00	131.67	(95.00)	(95.00)
01 2213 810 002	Dues and Fees MS	200.00	0.00	0.00	0.00	200.00	200.00
01 2213 810 003	Dues and Fees Elem Tec	200.00	0.00	0.00	0.00	200.00	200.00
01 2213 810 004	Dues and Fees Elem Cook	200.00	0.00	0.00	0.00	200.00	200.00
01 2213 890 000	Staff Development	0.00	0.00	0.00	0.00	0.00	0.00
2213	INSTRUCTIONAL STAFF TRAINING	32,050.00	15,220.18	29,482.92	91.99	2,567.08	2,567.08
2220	Library						
01 2220 111 000	Media Salary	0.00	0.00	0.00	0.00	0.00	0.00
01 2220 111 001	REGULAR SALARIES	16,745.00	1,395.41	15,349.51	91.67	1,395.49	1,395.49
01 2220 111 002	REGULAR SALARIES	16,745.00	1,395.42	15,349.62	91.67	1,395.38	1,395.38
01 2220 111 003	REGULAR SALARIES	16,745.00	1,395.42	15,349.62	91.67	1,395.38	1,395.38
01 2220 111 004	REGULAR SALARIES	16,745.00	1,395.42	15,349.62	91.67	1,395.38	1,395.38
01 2220 151 000	Additional Compensation Teachers	150.00	0.00	0.00	0.00	150.00	150.00
01 2220 151 001	Additional Compensation Teachers	0.00	0.00	0.00	0.00	0.00	0.00
01 2220 151 002	Additional Compensation Teachers	150.00	0.00	0.00	0.00	150.00	150.00
01 2220 151 003	Additional Compensation Teachers	150.00	0.00	0.00	0.00	150.00	150.00
01 2220 151 004	Additional Compensation Teachers	150.00	0.00	0.00	0.00	150.00	150.00
01 2220 211 001	Health Insurance	6,170.00	514.11	5,655.21	91.66	514.79	514.79
01 2220 211 002	Health Insurance	6,170.00	514.11	5,655.21	91.66	514.79	514.79
01 2220 211 003	Health Insurance	6,170.00	514.13	5,655.43	91.66	514.57	514.57
01 2220 211 004	Health Insurance	6,170.00	514.13	5,655.43	91.66	514.57	514.57
01 2220 221 001	Media FICA	1,290.00	107.28	1,180.03	91.48	109.97	109.97
01 2220 221 002	Media FICA	1,290.00	107.29	1,180.11	91.48	109.89	109.89
01 2220 221 003	Media Fica	1,290.00	107.28	1,180.03	91.48	109.97	109.97
01 2220 221 004	Media FICA	1,290.00	107.28	1,180.03	91.48	109.97	109.97
01 2220 231 000	Retirement Contrib. Teachers/Prof. Staff	0.00	0.00	0.00	0.00	0.00	0.00
01 2220 231 001	Retirement	1,660.00	137.84	1,516.24	91.34	143.76	143.76
01 2220 231 002	Retirement	1,660.00	137.83	1,516.13	91.33	143.87	143.87
01 2220 231 003	Retirement	1,660.00	137.84	1,516.24	91.34	143.76	143.76
01 2220 231 004	Retirement	1,660.00	137.84	1,516.24	91.34	143.76	143.76
01 2220 237 001	Increased Retirement Contribution	0.00	0.00	0.00	0.00	0.00	0.00
01 2220 237 002	Increased Retirement Contribution	0.00	0.00	0.00	0.00	0.00	0.00
01 2220 237 003	Increased Retirement Contribution	0.00	0.00	0.00	0.00	0.00	0.00
01 2220 237 004	Increased Retirement Contribution	0.00	0.00	0.00	0.00	0.00	0.00
01 2220 281 001	Other Benefits	85.00	6.96	75.82	89.20	9.18	9.18
01 2220 281 002	Other Benefits	85.00	6.95	75.72	89.08	9.28	9.28
01 2220 281 003	Other Benefits	170.00	6.96	75.82	44.60	94.18	94.18
01 2220 281 004	Other Benefits	85.00	6.96	75.82	89.20	9.18	9.18
01 2220 530 001	FURNITURE AND EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00
01 2220 580 001	Travel	100.00	0.00	0.00	0.00	100.00	100.00
01 2220 580 002	Travel	100.00	0.00	0.00	0.00	100.00	100.00
01 2220 580 003	Travel	100.00	0.00	0.00	0.00	100.00	100.00
01 2220 580 004	Travel	100.00	0.00	0.00	0.00	100.00	100.00
01 2220 610 001	Media Supplies Sec	200.00	0.00	810.15	405.08	(610.15)	(610.15)
01 2220 610 002	Media Supplies Sec	200.00	0.00	698.67	349.34	(498.67)	(498.67)
01 2220 610 003	Media Supplies Elem	200.00	0.00	698.68	349.34	(498.68)	(498.68)
01 2220 610 004	Media Supplies Sec	100.00	0.00	698.69	698.69	(598.69)	(598.69)
01 2220 640 001	Sec Periodicals	500.00	0.00	284.44	56.89	215.56	215.56
01 2220 640 002	Sec Periodicals	500.00	0.00	193.55	38.71	306.45	306.45
01 2220 640 003	Elem Periodicals	500.00	0.00	193.55	38.71	306.45	306.45
01 2220 640 004	Sec Periodicals	500.00	0.00	193.55	38.71	306.45	306.45
01 2220 641 001	EBooks	0.00	0.00	100.80	0.00	(100.80)	(100.80)
01 2220 641 002	EBooks	0.00	0.00	100.80	0.00	(100.80)	(100.80)
01 2220 641 003	EBooks	0.00	0.00	100.80	0.00	(100.80)	(100.80)
01 2220 641 004	EBooks	0.00	0.00	100.80	0.00	(100.80)	(100.80)
01 2220 643 001	LIBRARY WEB/CLOUD BASE SOFTWARE	500.00	0.00	125.00	25.00	375.00	375.00
01 2220 643 002	LIBRARY WEB/CLOUD BASE SOFTWARE	500.00	0.00	125.00	25.00	375.00	375.00
01 2220 643 003	LIBRARY WEB/CLOUD BASE SOFTWARE	500.00	0.00	125.00	25.00	375.00	375.00
01 2220 643 004	LIBRARY WEB/CLOUD BASE SOFTWARE	500.00	0.00	125.00	25.00	375.00	375.00
01 2220 650 001	TECH SUPPLIES < 5,000	500.00	0.00	277.00	55.40	223.00	223.00

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01 2220 650 002	TECH SUPPLIES < 5,000	500.00	0.00	277.00	55.40	223.00	223.00
01 2220 650 003	TECH SUPPLIES < 5,000	500.00	0.00	277.00	55.40	223.00	223.00
01 2220 650 004	TECH SUPPLIES < 5,000	500.00	0.00	0.00	0.00	500.00	500.00
01 2220 733 003	FURNITURE	0.00	0.00	0.00	0.00	0.00	0.00
01 2220 734 000	Media Comp Hardware	0.00	0.00	0.00	0.00	0.00	0.00
01 2220 734 001	COMPUTER HARDWARE	0.00	0.00	0.00	0.00	0.00	0.00
01 2220 734 002	COMPUTER HARDWARE	0.00	0.00	0.00	0.00	0.00	0.00
01 2220 734 003	COMPUTER HARDWARE	0.00	0.00	0.00	0.00	0.00	0.00
01 2220 734 004	COMPUTER HARDWARE	0.00	0.00	277.00	0.00	(277.00)	(277.00)
01 2220 890 000	Other Supplies	0.00	0.00	0.00	0.00	0.00	0.00
01 2220 890 001	OTHER MISC EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00
01 2220 890 002	OTHER MISC EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00
01 2220 890 003	OTHER MISC EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00
01 2220 890 004	OTHER MISC EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00
2220	Library	111,585.00	8,646.46	100,890.36	90.42	10,694.64	10,694.64
2223	AUDIO-VISUAL SERVICES						
01 2223 530 000	CABLE SERVICES	550.00	35.48	478.77	87.05	71.23	71.23
01 2223 530 001	CABLE SERV	0.00	0.00	0.00	0.00	0.00	0.00
01 2223 650 003	TECH SUPPLIES < 5,000	0.00	0.00	0.00	0.00	0.00	0.00
01 2223 733 001	FURNITURE	0.00	0.00	0.00	0.00	0.00	0.00
2223	AUDIO-VISUAL SERVICES	550.00	35.48	478.77	87.05	71.23	71.23
2230	INSTRUCTION RELATED TECHNOLOGY						
01 2230 111 000	Teacher Salary	0.00	0.00	0.00	0.00	0.00	0.00
01 2230 111 001	Teacher Salary	18,813.00	1,567.80	18,163.07	96.55	649.93	649.93
01 2230 111 002	Teacher Salary	18,813.00	1,567.79	18,162.96	96.54	650.04	650.04
01 2230 111 003	Teacher Salary	18,813.00	1,567.79	18,162.96	96.54	650.04	650.04
01 2230 111 004	Teacher Salary	18,813.00	1,567.79	18,162.96	96.54	650.04	650.04
01 2230 151 001	Additional Compensation Teachers	0.00	2,090.79	2,090.79	0.00	(2,090.79)	(2,090.79)
01 2230 151 002	Additional Compensation Teachers	0.00	2,090.80	2,090.80	0.00	(2,090.80)	(2,090.80)
01 2230 211 001	BCBS/VIS INSTRUCTIONAL & PROF.	6,170.00	514.13	5,655.42	91.66	514.58	514.58
01 2230 211 002	BCBS/VIS INSTRUCTIONAL & PROF.	6,170.00	514.11	5,655.24	91.66	514.76	514.76
01 2230 211 003	BCBS/VIS INSTRUCTIONAL & PROF.	6,170.00	514.11	5,655.24	91.66	514.76	514.76
01 2230 211 004	BCBS/VIS INSTRUCTIONAL & PROF.	6,170.00	514.13	5,655.38	91.66	514.62	514.62
01 2230 221 001	SOCIAL SECURITY FOR TEACHERS/PROF STF	1,500.00	278.02	1,528.91	101.93	(28.91)	(28.91)
01 2230 221 002	SOCIAL SECURITY FOR TEACHERS/PROF STF	1,500.00	278.07	1,528.96	101.93	(28.96)	(28.96)
01 2230 221 003	SOCIAL SECURITY FOR TEACHERS/PROF STF	1,500.00	118.07	1,368.96	91.26	131.04	131.04
01 2230 221 004	SOCIAL SECURITY FOR TEACHERS/PROF STF	1,500.00	118.07	1,369.25	91.28	130.75	130.75
01 2230 226 003	FICA	0.00	0.00	0.00	0.00	0.00	0.00
01 2230 231 001	Retirement Contrib. Teachers/Prof. Staff	1,860.00	361.38	2,000.59	107.56	(140.59)	(140.59)
01 2230 231 002	Retirement Contrib. Teachers/Prof. Staff	1,860.00	361.40	2,000.61	107.56	(140.61)	(140.61)
01 2230 231 003	Retirement Contrib. Teachers/Prof. Staff	1,860.00	154.86	1,794.07	96.46	65.93	65.93
01 2230 231 004	Retirement Contrib. Teachers/Prof. Staff	1,860.00	154.86	1,794.13	96.46	65.87	65.87
01 2230 237 000	INCREASED RETIREMENT CONTRIBUTION	0.00	0.00	0.00	0.00	0.00	0.00
01 2230 237 001	INCREASED RETIREMENT CONTRIBUTION	0.00	0.00	0.00	0.00	0.00	0.00
01 2230 237 002	INCREASED RETIREMENT CONTRIBUTION	0.00	0.00	0.00	0.00	0.00	0.00
01 2230 237 003	INCREASED RETIREMENT CONTRIBUTION	0.00	0.00	0.00	0.00	0.00	0.00
01 2230 237 004	INCREASED RETIREMENT CONTRIBUTION	0.00	0.00	0.00	0.00	0.00	0.00
01 2230 281 001	Other Health Benefits	0.00	7.82	85.81	0.00	(85.81)	(85.81)
01 2230 281 002	Other Health Benefits	0.00	7.82	85.81	0.00	(85.81)	(85.81)
01 2230 281 003	Other Health Benefits	0.00	7.82	85.81	0.00	(85.81)	(85.81)
01 2230 281 004	Other Health Benefits	0.00	7.81	85.73	0.00	(85.73)	(85.73)
01 2230 330 000	Staff Training	0.00	0.00	897.00	0.00	(897.00)	(897.00)
01 2230 333 000	MILEAGE PAID TO STAFF -REIM	0.00	0.00	0.00	0.00	0.00	0.00
01 2230 340 000	Other Professional Services	0.00	0.00	0.00	0.00	0.00	0.00
01 2230 340 001	OTHER PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00
01 2230 340 002	Other Professional Services	0.00	0.00	0.00	0.00	0.00	0.00
01 2230 340 003	Other Professional Services	0.00	0.00	0.00	0.00	0.00	0.00
01 2230 340 004	Other Professional Services	0.00	0.00	0.00	0.00	0.00	0.00
01 2230 382 001	TECHNOLOGY	0.00	633.26	3,340.47	0.00	(3,340.47)	(3,340.47)
01 2230 382 002	TECHNOLOGY	0.00	633.26	3,340.47	0.00	(3,340.47)	(3,340.47)

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Account Number	Account Description	Revised Budget	Expended During Month	Expenditures to Date	% of Budget	Balance at EOM	Unencumbered Balance
01 2230 382 003	TECHNOLOGY	0.00	633.26	3,340.56	0.00	(3,340.56)	(3,340.56)
01 2230 382 004	TECHNOLOGY	0.00	633.26	3,340.54	0.00	(3,340.54)	(3,340.54)
01 2230 432 000	Tech related repairs/ maint	0.00	161.94	161.94	0.00	(161.94)	(161.94)
01 2230 432 001	Tech related repairs/ maint	0.00	0.00	3,139.96	0.00	(3,139.96)	(3,139.96)
01 2230 432 002	Tech related repairs/ maint	0.00	0.00	3,139.96	0.00	(3,139.96)	(3,139.96)
01 2230 432 003	Tech related repairs/ maint	0.00	0.00	3,139.96	0.00	(3,139.96)	(3,139.96)
01 2230 432 004	Tech related repairs/ maint	0.00	0.00	3,139.96	0.00	(3,139.96)	(3,139.96)
01 2230 580 000	Travel	2,000.00	0.00	157.76	7.89	1,842.24	1,842.24
01 2230 580 001	Travel	0.00	0.00	0.00	0.00	0.00	0.00
01 2230 580 002	Travel	0.00	0.00	0.00	0.00	0.00	0.00
01 2230 580 003	Travel	0.00	0.00	0.00	0.00	0.00	0.00
01 2230 580 004	Travel	0.00	0.00	0.00	0.00	0.00	0.00
01 2230 591 000	CONTRACTED SERVICES OTHER DIST/ESU	0.00	0.00	206.66	0.00	(206.66)	(206.66)
01 2230 591 001	CONTRACTED SERVICES OTHER DIST/ESU	6,000.00	32.14	2,845.32	47.42	3,154.68	3,154.68
01 2230 591 002	CONTRACTED SERVICES OTHER DIST/ESU	6,000.00	32.14	2,845.32	47.42	3,154.68	3,154.68
01 2230 591 003	CONTRACTED SERVICES OTHER DIST/ESU	6,000.00	32.15	2,845.41	47.42	3,154.59	3,154.59
01 2230 591 004	CONTRACTED SERVICES OTHER DIST/ESU	6,000.00	32.15	2,845.41	47.42	3,154.59	3,154.59
01 2230 610 000	SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00
01 2230 610 001	SUPPLIES	250.00	0.00	0.00	0.00	250.00	250.00
01 2230 610 002	SUPPLIES	250.00	0.00	149.86	59.94	100.14	100.14
01 2230 610 003	SUPPLIES	250.00	0.00	0.00	0.00	250.00	250.00
01 2230 610 004	SUPPLIES	250.00	0.00	149.86	59.94	100.14	100.14
01 2230 643 001	WEB CLOUD BASED SOFTWARE	5,000.00	0.00	1,242.78	24.86	3,757.22	3,757.22
01 2230 643 002	WEB CLOUD BASED SOFTWARE	5,000.00	0.00	1,242.79	24.86	3,757.21	3,757.21
01 2230 643 003	WEB CLOUD BASED SOFTWARE	5,000.00	0.00	1,193.29	23.87	3,806.71	3,806.71
01 2230 643 004	WEB CLOUD BASED SOFTWARE	5,000.00	0.00	1,242.79	24.86	3,757.21	3,757.21
01 2230 650 000	TECH SUPPLIES < 5,000	0.00	0.00	135.03	0.00	(135.03)	(135.03)
01 2230 650 001	TECH SUPPLIES < 5,000	2,000.00	0.00	117.65	5.88	1,882.35	1,882.35
01 2230 650 002	TECH SUPPLIES < 5,000	2,000.00	0.00	117.64	5.88	1,882.36	1,882.36
01 2230 650 003	TECH SUPPLIES < 5,000	2,000.00	0.00	167.14	8.36	1,832.86	1,832.86
01 2230 650 004	TECH SUPPLIES < 5,000	2,000.00	0.00	117.64	5.88	1,882.36	1,882.36
01 2230 734 000	TECH HARDWARE	0.00	0.00	0.00	0.00	0.00	0.00
01 2230 734 001	TECH HARDWARE	1,500.00	0.00	169.90	11.33	1,330.10	1,330.10
01 2230 734 002	TECH HARDWARE	1,500.00	0.00	0.00	0.00	1,500.00	1,500.00
01 2230 734 003	TECH HARDWARE	1,500.00	0.00	0.00	0.00	1,500.00	1,500.00
01 2230 734 004	TECH HARDWARE	1,500.00	0.00	0.00	0.00	1,500.00	1,500.00
01 2230 735 001	TECH SOFTWARE	0.00	0.00	0.00	0.00	0.00	0.00
01 2230 735 002	TECH SOFTWARE	0.00	0.00	0.00	0.00	0.00	0.00
01 2230 735 003	TECH SOFTWARE	0.00	0.00	0.00	0.00	0.00	0.00
01 2230 735 004	TECH SOFTWARE	0.00	0.00	0.00	0.00	0.00	0.00
01 2230 810 000	DUES AND FEES	500.00	0.00	0.00	0.00	500.00	500.00
2230	INSTRUCTION RELATED TECHNOLOGY	174,872.00	17,188.80	157,956.53	90.33	16,915.47	16,915.47
2240	ACADEMIC ASSESSMENT						
01 2240 735 001	Tech Software	1,000.00	0.00	0.00	0.00	1,000.00	1,000.00
01 2240 735 002	Tech Software	1,000.00	0.00	0.00	0.00	1,000.00	1,000.00
01 2240 735 003	Tech Software	1,000.00	0.00	0.00	0.00	1,000.00	1,000.00
01 2240 735 004	Tech Software	1,000.00	0.00	0.00	0.00	1,000.00	1,000.00
2240	ACADEMIC ASSESSMENT	4,000.00	0.00	0.00	0.00	4,000.00	4,000.00
2310	BOARD OF EDUCATION						
01 2310 310 000	Professional and Technical Services	8,000.00	0.00	100.00	1.25	7,900.00	7,900.00
01 2310 333 000	Mileage	0.00	0.00	0.00	0.00	0.00	0.00
01 2310 341 000	Insurance- ALICAP	0.00	0.00	0.00	0.00	0.00	0.00
01 2310 342 000	Fidelity Bond	0.00	0.00	0.00	0.00	0.00	0.00
01 2310 520 000	LIABILITY INS	155,000.00	839.50	177,977.50	114.82	(22,977.50)	(22,977.50)
01 2310 521 000	521	0.00	0.00	80.00	0.00	(80.00)	(80.00)
01 2310 540 000	Advertising/printing	4,000.00	8.00	2,761.67	69.04	1,238.33	1,238.33
01 2310 580 000	BOE Travel	2,000.00	0.00	2,784.00	139.20	(784.00)	(784.00)
01 2310 610 000	BOE Supplies	200.00	0.00	87.60	43.80	112.40	112.40
01 2310 643 000	Web Cloud Based Software	5,000.00	0.00	4,616.00	92.32	384.00	384.00
01 2310 810 000	Dues and Fees	5,000.00	850.00	8,114.00	162.28	(3,114.00)	(3,114.00)
01 2310 890 000	BOE Misc.	720.00	0.00	0.00	0.00	720.00	720.00
2310	BOARD OF EDUCATION	179,920.00	1,697.50	196,520.77	109.23	(16,600.77)	(16,600.77)
2320	EXECUTIVE ADMINISTRATION						
01 2320 105 000	Supt. Salary	106,725.00	8,893.78	97,831.28	91.67	8,893.72	8,893.72
01 2320 110 000	Adm Clerical Salary	0.00	0.00	0.00	0.00	0.00	0.00
01 2320 116 000	Bookkeeper Salary	61,500.00	5,125.00	56,375.00	91.67	5,125.00	5,125.00
01 2320 215 000	SUPT BCBS	19,245.00	1,614.67	17,719.20	92.07	1,525.80	1,525.80
01 2320 216 000	BCBS Bookkeeper	18,475.00	1,539.48	16,934.28	91.66	1,540.72	1,540.72

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Account Number	Account Description	Revised Budget	Expended During Month	Expenditures to Date	% of Budget	Balance at EOM	Unencumbered Balance
01 2320 225 000	Supt. FICA	8,200.00	682.57	7,508.20	91.56	691.80	691.80
01 2320 226 000	Bookkeeper FICA	4,500.00	374.51	4,119.47	91.54	380.53	380.53
01 2320 235 000	Supt. Retirement	10,540.00	878.51	9,663.60	91.69	876.40	876.40
01 2320 236 000	Bookkeeper Retirement	6,075.00	506.24	5,568.64	91.66	506.36	506.36
01 2320 285 000	Other Health Benefits	345.00	28.69	314.84	91.26	30.16	30.16
01 2320 286 000	Bookkeeper Other Health Benefits	300.00	25.55	279.38	93.13	20.62	20.62
01 2320 290 000	Other Benefits	0.00	0.00	0.00	0.00	0.00	0.00
01 2320 330 000	Staff Training	600.00	185.00	185.00	30.83	415.00	415.00
01 2320 333 000	Mlg. Paid to Staff	100.00	0.00	0.00	0.00	100.00	100.00
01 2320 530 000	Furniture Adm	1,000.00	0.00	0.00	0.00	1,000.00	1,000.00
01 2320 580 000	Adm Travel	1,000.00	0.00	0.00	0.00	1,000.00	1,000.00
01 2320 610 000	Supplies Adm	300.00	0.00	600.00	200.00	(300.00)	(300.00)
01 2320 640 002	PERIODICALS	0.00	0.00	0.00	0.00	0.00	0.00
01 2320 650 000	Tech Supplies < 5,000	2,000.00	0.00	0.00	0.00	2,000.00	2,000.00
01 2320 733 000	Admin Furniture	500.00	0.00	0.00	0.00	500.00	500.00
01 2320 734 000	Adm Comp Hardware	0.00	0.00	0.00	0.00	0.00	0.00
01 2320 810 000	Dues and Fees	1,250.00	0.00	120.00	9.60	1,130.00	1,130.00
01 2320 890 000	Adm Other Expense	0.00	0.00	0.00	0.00	0.00	0.00
2320	EXECUTIVE ADMINISTRATION	242,655.00	19,854.00	217,218.89	89.52	25,436.11	25,436.11
2330	LEGAL SERVICES						
01 2330 317 000	LEGAL SERVICES	14,700.00	236.00	10,522.00	71.58	4,178.00	4,178.00
2330	LEGAL SERVICES	14,700.00	236.00	10,522.00	71.58	4,178.00	4,178.00
2410	OFFICE OF THE PRINCIPAL						
01 2410 110 001	HS Secretary Salary	0.00	1,841.70	26,237.06	0.00	(26,237.06)	(26,237.06)
01 2410 110 002	MS Secretary Salary	50,880.00	0.00	41,609.64	81.78	9,270.36	9,270.36
01 2410 110 003	Elem. Tec. Secretary Salary	62,450.00	3,608.94	38,603.12	61.81	23,846.88	23,846.88
01 2410 110 004	Elem Cook Secretary Salary	213,750.00	302.48	15,143.70	7.08	198,606.30	198,606.30
01 2410 111 001	HS Principal Salary	119,000.00	9,916.63	109,083.33	91.67	9,916.67	9,916.67
01 2410 111 002	MS Principal Salary	56,500.00	4,708.31	51,791.61	91.67	4,708.39	4,708.39
01 2410 111 003	Elementary Tec. Principal Salary	35,575.00	2,964.59	32,610.39	91.67	2,964.61	2,964.61
01 2410 111 004	Elementary Cook Principal Salary	56,500.00	4,708.32	51,791.72	91.67	4,708.28	4,708.28
01 2410 130 001	Sec Princ Secretary Overtime	1,000.00	0.00	243.71	24.37	756.29	756.29
01 2410 130 002	MS Principal Sec. OT	1,000.00	0.00	839.09	83.91	160.91	160.91
01 2410 130 003	Elem Tec. Secretary Overtime	2,000.00	50.72	6,910.50	345.53	(4,910.50)	(4,910.50)
01 2410 130 004	Elem Cook Secretary Overtime	1,000.00	0.00	276.11	27.61	723.89	723.89
01 2410 151 001	Additional Compensation Admin	0.00	0.00	600.00	0.00	(600.00)	(600.00)
01 2410 151 002	Additional Compensation Admin	0.00	0.00	500.00	0.00	(500.00)	(500.00)
01 2410 151 004	Additional Compensation Admin	0.00	0.00	500.00	0.00	(500.00)	(500.00)
01 2410 210 001	HS Sec. BCBS	24,570.00	2,047.26	22,519.86	91.66	2,050.14	2,050.14
01 2410 210 002	MS Secretary BCBS	700.00	0.00	522.09	74.58	177.91	177.91
01 2410 210 003	Elem. Tec. Secretary BCBS	20,775.00	2,163.75	14,219.47	68.45	6,555.53	6,555.53
01 2410 210 004	Elem Cook Secretary BCBS	4,500.00	400.30	3,474.18	77.20	1,025.82	1,025.82
01 2410 211 001	HS Princ BCBS	19,350.00	1,612.54	17,737.94	91.67	1,612.06	1,612.06
01 2410 211 002	MS Princ BCBS	13,000.00	1,076.44	11,840.84	91.08	1,159.16	1,159.16
01 2410 211 003	Elem Prin Ins	6,415.00	538.22	5,906.37	92.07	508.63	508.63
01 2410 211 004	Elem Cook Princ. BCBS	12,950.00	1,076.45	11,840.95	91.44	1,109.05	1,109.05
01 2410 220 001	HS Secretary FICA	2,113.00	131.38	1,921.19	90.92	191.81	191.81
01 2410 220 002	MS Secretary FICA	4,200.00	0.00	3,255.72	77.52	944.28	944.28
01 2410 220 003	Elementary Tec. Sec.FICA	5,885.00	277.71	3,391.65	57.63	2,493.35	2,493.35
01 2410 220 004	Elem Cook Secretary FICA	1,570.00	23.15	1,154.36	73.53	415.64	415.64
01 2410 221 001	HS Principal FICA	9,135.00	760.84	8,416.58	92.14	718.42	718.42
01 2410 221 002	MS Principal FICA	4,500.00	354.00	3,932.27	87.38	567.73	567.73
01 2410 221 003	Elem Tec Principal FICA	2,730.00	227.52	2,502.71	91.67	227.29	227.29
01 2410 221 004	Elem Cook Principal FICA	4,500.00	354.00	3,932.34	87.39	567.66	567.66
01 2410 230 001	HS Secretary Retirement	2,500.00	181.92	2,589.21	103.57	(89.21)	(89.21)
01 2410 230 002	MS Secretary Retirement	5,300.00	0.00	4,192.99	79.11	1,107.01	1,107.01
01 2410 230 003	Elem Tec. Secretary Retirement	7,500.00	359.54	4,488.50	59.85	3,011.50	3,011.50
01 2410 230 004	Elem Cook Secretary Retirement	1,900.00	29.88	1,523.12	80.16	376.88	376.88
01 2410 231 001	HS Principal Retirement	11,755.00	979.54	10,775.04	91.66	979.96	979.96
01 2410 231 002	MS Principal Retirement	5,600.00	465.08	5,115.88	91.36	484.12	484.12
01 2410 231 003	Elem Tec Principal Retirement	3,515.00	292.84	3,221.17	91.64	293.83	293.83
01 2410 231 004	Elem Cook Principal Retirement	5,580.00	465.08	5,115.88	91.68	464.12	464.12
01 2410 237 000	INCREASED RETIREMENT CONTRIBUTION	0.00	0.00	0.00	0.00	0.00	0.00
01 2410 237 001	Increased Retirement Contribution	0.00	0.00	0.00	0.00	0.00	0.00
01 2410 237 002	Increased Retirement Contribution	0.00	0.00	0.00	0.00	0.00	0.00
01 2410 237 003	Increased Retirement Contribution	0.00	0.00	0.00	0.00	0.00	0.00
01 2410 237 004	Increased Retirement Contribution	0.00	0.00	0.00	0.00	0.00	0.00
01 2410 280 001	HS Secretary Other Health Benefits	150.00	12.96	142.56	95.04	7.44	7.44
01 2410 280 002	MS Secretary Other Health Benefits	265.00	0.00	192.55	72.66	72.45	72.45
01 2410 280 003	Elem.Secretary Other Health Benefits	100.00	19.87	73.32	73.32	26.68	26.68

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01 2410 280 004	Elem Cook Secretary Other Health Benefits	0.00	0.00	0.00	0.00	0.00	0.00
01 2410 281 001	Sec Prin Other Health Benefits	450.00	38.25	420.75	93.50	29.25	29.25
01 2410 281 002	MS Principal Other Health Benefits	230.00	19.12	210.32	91.44	19.68	19.68
01 2410 281 003	Elem Tec Principal Other Health Benefits	115.00	9.56	104.92	91.23	10.08	10.08
01 2410 281 004	Elem Cook Principal Other Health Benefits	230.00	19.13	210.43	91.49	19.57	19.57
01 2410 330 001	STAFF TRAINING	200.00	0.00	0.00	0.00	200.00	200.00
01 2410 330 002	STAFF TRAINING	200.00	0.00	0.00	0.00	200.00	200.00
01 2410 330 003	STAFF TRAINING	200.00	0.00	0.00	0.00	200.00	200.00
01 2410 330 004	STAFF TRAINING	100.00	0.00	0.00	0.00	100.00	100.00
01 2410 333 001	HS Mlg Paid to Staff	250.00	0.00	301.78	120.71	(51.78)	(51.78)
01 2410 333 002	MS Mlg. Paid to Staff	100.00	0.00	0.00	0.00	100.00	100.00
01 2410 333 003	Elem Tec. Mlg. Paid to Staff	50.00	0.00	0.00	0.00	50.00	50.00
01 2410 333 004	Elem. Cook Mlg. Paid to Staff	50.00	0.00	0.00	0.00	50.00	50.00
01 2410 530 001	Furniture and Equip.	0.00	0.00	0.00	0.00	0.00	0.00
01 2410 530 002	Furniture and Equip.	0.00	0.00	0.00	0.00	0.00	0.00
01 2410 530 003	Furniture and Equip.	0.00	0.00	0.00	0.00	0.00	0.00
01 2410 530 004	Furniture and Equip.	0.00	0.00	0.00	0.00	0.00	0.00
01 2410 580 001	Travel Or Mileage	1,000.00	0.00	0.00	0.00	1,000.00	1,000.00
01 2410 580 002	Travel Or Mileage	500.00	0.00	0.00	0.00	500.00	500.00
01 2410 580 003	Elem Travel Or Mileage	750.00	0.00	0.00	0.00	750.00	750.00
01 2410 580 004	Travel Or Mileage	500.00	0.00	0.00	0.00	500.00	500.00
01 2410 610 000	Supplies	520.00	0.00	600.00	115.38	(80.00)	(80.00)
01 2410 610 001	SUPPLIES	200.00	0.00	35.02	17.51	164.98	164.98
01 2410 610 002	SUPPLIES	200.00	0.00	0.00	0.00	200.00	200.00
01 2410 610 003	SUPPLIES	200.00	0.00	96.63	48.32	103.37	103.37
01 2410 610 004	SUPPLIES	200.00	0.00	0.00	0.00	200.00	200.00
01 2410 640 001	PERIODICALS	0.00	0.00	0.00	0.00	0.00	0.00
01 2410 640 003	PERIODICALS	0.00	0.00	0.00	0.00	0.00	0.00
01 2410 640 004	PERIODICALS	0.00	0.00	0.00	0.00	0.00	0.00
01 2410 650 001	TECH SUPPLIES < 5,000	1,500.00	0.00	1,108.00	73.87	392.00	392.00
01 2410 650 002	TECH SUPPLIES < 5,000	750.00	0.00	1,874.57	249.94	(1,124.57)	(1,124.57)
01 2410 650 003	TECH SUPPLIES < 5,000	750.00	0.00	0.00	0.00	750.00	750.00
01 2410 650 004	TECH SUPPLIES < 5,000	750.00	0.00	554.00	73.87	196.00	196.00
01 2410 733 001	FURNITURE	200.00	0.00	249.98	124.99	(49.98)	(49.98)
01 2410 733 002	FURNITURE	100.00	0.00	0.00	0.00	100.00	100.00
01 2410 733 003	FURNITURE	100.00	0.00	38.87	38.87	61.13	61.13
01 2410 733 004	FURNITURE	100.00	0.00	0.00	0.00	100.00	100.00
01 2410 734 000	Prin Comp Hardware	0.00	0.00	0.00	0.00	0.00	0.00
01 2410 734 001	TECH HARDWARE	0.00	0.00	0.00	0.00	0.00	0.00
01 2410 734 002	TECH HARDWARE	0.00	0.00	0.00	0.00	0.00	0.00
01 2410 734 003	TECH HARDWARE	0.00	0.00	0.00	0.00	0.00	0.00
01 2410 734 004	TECH HARDWARE	0.00	0.00	0.00	0.00	0.00	0.00
01 2410 810 001	DUES AND FEES	900.00	0.00	793.75	88.19	106.25	106.25
01 2410 810 002	DUES AND FEES	700.00	0.00	108.75	15.54	591.25	591.25
01 2410 810 003	DUES AND FEES	700.00	0.00	108.75	15.54	591.25	591.25
01 2410 810 004	DUES AND FEES	700.00	0.00	108.75	15.54	591.25	591.25
01 2410 890 001	Principal Other Expense	0.00	0.00	0.00	0.00	0.00	0.00
01 2410 890 002	Principal Other Expense	0.00	0.00	0.00	0.00	0.00	0.00
01 2410 890 003	EI. Principal Exp.	0.00	0.00	0.00	0.00	0.00	0.00
01 2410 890 004	Principal Other Expense	0.00	0.00	0.00	0.00	0.00	0.00
2410	OFFICE OF THE PRINCIPAL	794,208.00	42,038.02	537,663.99	67.70	256,544.01	256,544.01
2490	SCHOOL ADMINISTRATION -OTHER						
01 2490 610 001	SUPPLIES	0.00	0.00	546.85	0.00	(546.85)	(546.85)
2490	SCHOOL ADMINISTRATION -OTHER	0.00	0.00	546.85	0.00	(546.85)	(546.85)
2510	GENERAL ADMIN-BUSINESS SERVICE						
01 2510 315 000	Audit/Accounting Software	10,000.00	0.00	10,240.00	102.40	(240.00)	(240.00)
01 2510 327 000	RENTALS OR LEASES	0.00	0.00	0.00	0.00	0.00	0.00
01 2510 328 000	Insurance	0.00	0.00	0.00	0.00	0.00	0.00
01 2510 330 000	STAFF TRAINING	200.00	0.00	0.00	0.00	200.00	200.00
01 2510 340 000	OTHER PROFESSIONAL SERVICES	1,000.00	120.00	1,822.00	182.20	(822.00)	(822.00)
01 2510 440 000	RENTAL	0.00	0.00	8.00	0.00	(8.00)	(8.00)
01 2510 540 000	Advertising/printing	500.00	0.00	80.00	16.00	420.00	420.00
01 2510 550 000	PRINTING/COPIER	0.00	0.00	0.00	0.00	0.00	0.00
01 2510 610 000	Supplies	4,000.00	0.00	1,552.88	38.82	2,447.12	2,447.12
01 2510 610 001	SUPPLIES	100.00	0.00	91.52	91.52	8.48	8.48
01 2510 610 002	SUPPLIES	100.00	0.00	91.52	91.52	8.48	8.48
01 2510 610 003	SUPPLIES	0.00	0.00	91.52	0.00	(91.52)	(91.52)
01 2510 610 004	SUPPLIES	100.00	0.00	91.51	91.51	8.49	8.49
01 2510 643 000	WEB CLOUD BASED SOFTWARE	0.00	0.00	0.00	0.00	0.00	0.00
01 2510 643 001	WEB CLOUD BASED SOFTWARE	2,750.00	2,375.00	2,728.87	99.23	21.13	21.13

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01 2510 643 002	WEB CLOUD BASED SOFTWARE	2,750.00	2,375.00	2,728.87	99.23	21.13	21.13
01 2510 643 003	WEB CLOUD BASED SOFTWARE	2,750.00	2,375.00	2,728.88	99.23	21.12	21.12
01 2510 643 004	WEB CLOUD BASED SOFTWARE	2,750.00	2,375.00	2,728.88	99.23	21.12	21.12
01 2510 650 001	TECH SUPPLIES < 5,000	0.00	0.00	330.14	0.00	(330.14)	(330.14)
01 2510 650 002	TECH SUPPLIES < 5,000	0.00	0.00	990.43	0.00	(990.43)	(990.43)
01 2510 650 003	TECH SUPPLIES < 5,000	0.00	0.00	330.14	0.00	(330.14)	(330.14)
01 2510 650 004	TECH SUPPLIES < 5,000	0.00	0.00	990.43	0.00	(990.43)	(990.43)
01 2510 890 000	OTHER MISC EXPENSES	991.00	0.00	0.00	0.00	991.00	991.00
2510	GENERAL ADMIN-BUSINESS SERVICE	27,991.00	9,620.00	27,625.59	98.69	365.41	365.41
2560	PUBLIC INFO SERVICES						
01 2560 382 000	Distance Ed & Telecommunications	4,500.00	363.42	7,190.75	159.79	(2,690.75)	(2,690.75)
01 2560 530 000	Telephone Communications	8,000.00	762.31	5,022.91	62.79	2,977.09	2,977.09
01 2560 530 004	TELEPHONE	0.00	0.00	45.65	0.00	(45.65)	(45.65)
01 2560 531 000	Postage	7,000.00	856.20	8,431.04	120.44	(1,431.04)	(1,431.04)
01 2560 540 000	Advertising	250.00	0.00	569.00	227.60	(319.00)	(319.00)
01 2560 610 000	Supplies	0.00	0.00	0.00	0.00	0.00	0.00
01 2560 610 002	SUPPLIES	0.00	0.00	45.64	0.00	(45.64)	(45.64)
01 2560 643 000	Web Cloud Based Software	0.00	2,815.00	2,815.00	0.00	(2,815.00)	(2,815.00)
2560	PUBLIC INFO SERVICES	19,750.00	4,796.93	24,119.99	122.13	(4,369.99)	(4,369.99)
2570	Staff Training- Non Instructional						
01 2570 330 000	STAFF TRAINING	1,200.00	0.00	715.00	59.58	485.00	485.00
01 2570 330 001	Staff Training Non-Instructional	500.00	0.00	954.44	190.89	(454.44)	(454.44)
01 2570 330 002	Staff Training Non Instructional MS	500.00	0.00	218.75	43.75	281.25	281.25
01 2570 330 003	Staff Training - Non Instruc. Elem Tec	500.00	0.00	418.75	83.75	81.25	81.25
01 2570 330 004	Staff Training - Non Instruc. Elem Cook	500.00	0.00	218.75	43.75	281.25	281.25
01 2570 340 000	Other Professional Services	500.00	0.00	819.00	163.80	(319.00)	(319.00)
01 2570 540 000	Personnel Services- Employment Ads	750.00	0.00	587.64	78.35	162.36	162.36
01 2570 580 000	Travel	0.00	22.78	22.78	0.00	(22.78)	(22.78)
01 2570 580 001	TRAVEL	0.00	124.95	533.70	0.00	(533.70)	(533.70)
01 2570 580 002	TRAVEL	0.00	124.95	327.05	0.00	(327.05)	(327.05)
01 2570 580 003	TRAVEL	0.00	124.95	496.94	0.00	(496.94)	(496.94)
01 2570 580 004	TRAVEL	0.00	124.95	327.05	0.00	(327.05)	(327.05)
01 2570 643 000	Web Cloud Based Software	4,250.00	0.00	2,053.35	48.31	2,196.65	2,196.65
2570	Staff Training- Non Instructional	8,700.00	522.58	7,693.20	88.43	1,006.80	1,006.80
2580	ADMINISTRATIVE TECH SERVICES						
01 2580 591 000	Contracted Tech Services	0.00	0.00	225.00	0.00	(225.00)	(225.00)
01 2580 591 001	Contracted Tech Services/ ESU	5,500.00	0.00	5,414.06	98.44	85.94	85.94
01 2580 591 002	Contracted Tech Services/ ESU	5,500.00	0.00	5,451.56	99.12	48.44	48.44
01 2580 591 003	Contracted Tech Services/ ESU	5,500.00	0.00	5,414.06	98.44	85.94	85.94
01 2580 591 004	Contracted Tech Services/ ESU	5,500.00	0.00	5,414.06	98.44	85.94	85.94
01 2580 650 001	TECH SUPPLIES < 5,000	2,000.00	0.00	0.00	0.00	2,000.00	2,000.00
01 2580 650 002	TECH SUPPLIES < 5,000	2,000.00	0.00	0.00	0.00	2,000.00	2,000.00
01 2580 650 003	TECH SUPPLIES < 5,000	2,000.00	0.00	0.00	0.00	2,000.00	2,000.00
01 2580 650 004	TECH SUPPLIES < 5,000	2,000.00	0.00	0.00	0.00	2,000.00	2,000.00
2580	ADMINISTRATIVE TECH SERVICES	30,000.00	0.00	21,918.74	73.06	8,081.26	8,081.26
2610	OPERATION OF THE PLANT						
01 2610 328 000	Property Insurance	0.00	0.00	0.00	0.00	0.00	0.00
01 2610 340 000	Contracted Services	0.00	0.00	0.00	0.00	0.00	0.00
01 2610 340 001	Other Professional Services	6,000.00	639.00	11,255.08	187.58	(5,255.08)	(5,255.08)
01 2610 340 002	Other Professional Services	8,000.00	34.00	5,706.02	71.33	2,293.98	2,293.98
01 2610 340 003	Other Professional Services	8,000.00	350.00	1,709.83	21.37	6,290.17	6,290.17
01 2610 340 004	Other Professional Services	8,000.00	34.00	4,740.56	59.26	3,259.44	3,259.44
01 2610 410 001	WT/SW	1,500.00	154.62	1,877.08	125.14	(377.08)	(377.08)
01 2610 410 002	WT/SW	1,500.00	72.67	217.99	14.53	1,282.01	1,282.01
01 2610 410 003	WT/SW	1,500.00	154.62	1,877.11	125.14	(377.11)	(377.11)
01 2610 410 004	WT/SW	1,500.00	72.66	145.20	9.68	1,354.80	1,354.80
01 2610 431 001	Non-Technology Repairs/Maint	10,000.00	2,389.20	7,083.42	70.83	2,916.58	2,916.58
01 2610 431 002	Non-Technology Repairs/Maint	9,000.00	449.84	4,647.04	51.63	4,352.96	4,352.96
01 2610 431 003	Non-Technology Repairs/Maint	7,500.00	55.00	3,618.72	48.25	3,881.28	3,881.28
01 2610 431 004	Non-Technology Repairs/Maint	9,000.00	55.00	4,252.22	47.25	4,747.78	4,747.78
01 2610 440 001	RENTALS	1,700.00	106.80	1,383.82	81.40	316.18	316.18
01 2610 440 002	RENTAL	500.00	0.00	0.00	0.00	500.00	500.00
01 2610 440 003	RENTAL	1,700.00	106.80	1,383.83	81.40	316.17	316.17
01 2610 440 004	RENTAL	500.00	0.00	0.00	0.00	500.00	500.00
01 2610 441 000	BUILDING RENTAL	0.00	0.00	0.00	0.00	0.00	0.00
01 2610 510 000	Site Acquisition and Improvements	0.00	0.00	0.00	0.00	0.00	0.00
01 2610 530 000	Furniture/equipment	0.00	0.00	0.00	0.00	0.00	0.00
01 2610 610 000	SUPPLIES	1,000.00	0.00	222.01	22.20	777.99	777.99
01 2610 610 001	SUPPLIES	4,000.00	0.00	2,948.61	73.72	1,051.39	1,051.39

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01 2610 610 002	SUPPLIES	4,000.00	20.99	2,292.75	57.32	1,707.25	1,707.25
01 2610 610 003	SUPPLIES	3,000.00	0.00	2,298.90	76.63	701.10	701.10
01 2610 610 004	SUPPLIES	3,000.00	440.98	2,785.58	92.85	214.42	214.42
01 2610 621 001	UTILITY ENERGY SERVICES	30,000.00	2,322.84	24,885.80	82.95	5,114.20	5,114.20
01 2610 621 002	UTILITY ENERGY SERVICES	55,000.00	2,179.54	48,184.85	87.61	6,815.15	6,815.15
01 2610 621 003	UTILITY ENERGY SERVICES	30,000.00	2,322.84	28,023.61	93.41	1,976.39	1,976.39
01 2610 621 004	UTILITY ENERGY SERVICES	55,000.00	2,179.55	48,184.93	87.61	6,815.07	6,815.07
01 2610 720 000	Bldg Acq & Improvements	0.00	0.00	0.00	0.00	0.00	0.00
01 2610 734 001	TECH HARDWARE	0.00	0.00	0.00	0.00	0.00	0.00
01 2610 734 002	TECH HARDWARE	0.00	0.00	0.00	0.00	0.00	0.00
01 2610 734 003	TECH HARDWARE	0.00	0.00	0.00	0.00	0.00	0.00
01 2610 734 004	TECH HARDWARE	0.00	0.00	0.00	0.00	0.00	0.00
01 2610 890 000	Other Maint Exp.	0.00	0.00	0.00	0.00	0.00	0.00
2610	OPERATION OF THE PLANT	260,900.00	14,140.95	209,724.96	80.39	51,175.04	51,175.04
2620	MAINTENANCE OF THE PLANT						
01 2620 110 000	Maintenance Salary	351,858.00	46,166.38	260,948.26	74.16	90,909.74	90,909.74
01 2620 130 000	MAINT OVERTIME	0.00	210.88	2,027.72	0.00	(2,027.72)	(2,027.72)
01 2620 210 000	Maintenance BCBS	68,750.00	6,706.37	63,608.95	92.52	5,141.05	5,141.05
01 2620 220 000	Maintenance FICA	25,000.00	3,532.58	20,033.97	80.14	4,966.03	4,966.03
01 2620 230 000	Retirement	31,500.00	3,044.40	23,768.87	75.46	7,731.13	7,731.13
01 2620 237 000	INCREASED RETIREMENT CONTRIBUTION	0.00	0.00	0.00	0.00	0.00	0.00
01 2620 260 000	Unemployment Compensaton	0.00	0.00	0.00	0.00	0.00	0.00
01 2620 280 000	NON-INSTRUCITONAL OTHE HEALTH BENEFITS	0.00	103.53	1,119.66	0.00	(1,119.66)	(1,119.66)
01 2620 290 000	Other Benefits Maint	0.00	0.00	0.00	0.00	0.00	0.00
01 2620 330 000	STAFF TRAINING	0.00	0.00	0.00	0.00	0.00	0.00
01 2620 337 000	TRACTOR PRTS/TIRES	0.00	0.00	0.00	0.00	0.00	0.00
01 2620 340 000	OTHER PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00
01 2620 340 001	OTHER PROFESSIONAL SERVICES	1,000.00	881.55	4,390.68	439.07	(3,390.68)	(3,390.68)
01 2620 340 002	OTHER PROFESSIONAL SERVICES	1,000.00	435.75	1,842.00	184.20	(842.00)	(842.00)
01 2620 340 003	OTHER PROFESSIONAL SERVICES	1,000.00	435.75	1,864.50	186.45	(864.50)	(864.50)
01 2620 340 004	OTHER PROFESSIONAL SERVICES	1,000.00	435.75	1,842.00	184.20	(842.00)	(842.00)
01 2620 410 000	Water And Sewer	0.00	0.00	0.00	0.00	0.00	0.00
01 2620 420 001	Garbage Services	3,800.00	516.00	3,265.50	85.93	534.50	534.50
01 2620 420 002	Garbage Services	2,500.00	798.94	2,768.44	110.74	(268.44)	(268.44)
01 2620 420 003	Garbage Services	3,800.00	516.00	3,265.50	85.93	534.50	534.50
01 2620 420 004	Garbage Services	2,500.00	175.00	2,144.50	85.78	355.50	355.50
01 2620 431 000	REPAIRS AND MAINT.	0.00	0.00	1,583.94	0.00	(1,583.94)	(1,583.94)
01 2620 431 001	NON-TECHNOLOGY RELATED REPAIRS AND MAINT	5,500.00	196.72	5,123.01	93.15	376.99	376.99
01 2620 431 002	NON-TECHNOLOGY RELATED REPAIRS AND MAINT	5,500.00	7,343.42	10,373.13	188.60	(4,873.13)	(4,873.13)
01 2620 431 003	NON-TECHNOLOGY RELATED REPAIRS AND MAINT	5,500.00	0.00	1,804.46	32.81	3,695.54	3,695.54
01 2620 431 004	NON-TECHNOLOGY RELATED REPAIRS AND MAINT	5,500.00	665.79	3,695.50	67.19	1,804.50	1,804.50
01 2620 442 000	RENTAL OF EQUIP	0.00	0.00	0.00	0.00	0.00	0.00
01 2620 442 001	RENTAL OF EQUIP	0.00	0.00	0.00	0.00	0.00	0.00
01 2620 610 000	Maintenance Supplies	10,000.00	2,572.37	10,080.11	100.80	(80.11)	(80.11)
01 2620 610 001	SUPPLIES	9,000.00	2,108.66	12,806.20	142.29	(3,806.20)	(3,806.20)
01 2620 610 002	SUPPLIES	9,000.00	1,215.57	9,197.50	102.19	(197.50)	(197.50)
01 2620 610 003	SUPPLIES	9,000.00	2,108.70	13,656.61	151.74	(4,656.61)	(4,656.61)
01 2620 610 004	SUPPLIES	9,000.00	1,210.61	9,192.58	102.14	(192.58)	(192.58)
01 2620 626 000	TRACTOR GAS,OIL	200.00	0.00	0.00	0.00	200.00	200.00
01 2620 731 000	MACHINERY REPAIRS	0.00	0.00	0.00	0.00	0.00	0.00
01 2620 734 000	COMPUTER HARDWARE MAINT	0.00	0.00	0.00	0.00	0.00	0.00
2620	MAINTENANCE OF THE PLANT	561,908.00	81,380.72	470,403.59	83.72	91,504.41	91,504.41
2630	CARE & UPKEEP OF GROUNDS						
01 2630 340 001	OTHER PROFESSIONAL SERVICES	0.00	82.98	82.98	0.00	(82.98)	(82.98)
01 2630 420 000	CLEANING SERVICES/MOWING/GARBAGE/SNOW	800.00	0.00	0.00	0.00	800.00	800.00
01 2630 420 001	CLEANING SERVICES/MOWING /SNOWREMOV	4,500.00	350.00	3,620.00	80.44	880.00	880.00
01 2630 420 002	CLEANING SERVICES/MOWING /SNOWREMOV	4,500.00	350.00	2,516.25	55.92	1,983.75	1,983.75
01 2630 420 003	CLEANING SERVICES/MOWING /SNOWREMOV	4,500.00	350.00	3,560.00	79.11	940.00	940.00
01 2630 420 004	CLEANING SERVICES/MOWING	3,500.00	350.00	2,456.25	70.18	1,043.75	1,043.75

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	/SNOWREMOV						
01 2630 450 001	CONSTRUCSTION SERVICES	1,000.00	0.00	0.00	0.00	1,000.00	1,000.00
01 2630 450 002	CONSTRUCTION SERVICES	1,000.00	0.00	0.00	0.00	1,000.00	1,000.00
01 2630 450 003	CONSTRUCTION SERVICES	1,000.00	0.00	0.00	0.00	1,000.00	1,000.00
01 2630 450 004	CONSTRUCTION SERVICES	1,000.00	0.00	0.00	0.00	1,000.00	1,000.00
01 2630 610 000	SUPPLIES	0.00	139.94	977.42	0.00	(977.42)	(977.42)
01 2630 610 001	SUPPLIES	500.00	0.00	150.67	30.13	349.33	349.33
01 2630 610 002	SUPPLIES	500.00	0.00	0.00	0.00	500.00	500.00
01 2630 610 003	SUPPLIES	500.00	0.00	150.68	30.14	349.32	349.32
01 2630 610 004	SUPPLIES	500.00	0.00	0.00	0.00	500.00	500.00
01 2630 731 000	MACHINERY REPAIRS	0.00	0.00	0.00	0.00	0.00	0.00
2630	CARE & UPKEEP OF GROUNDS	23,800.00	1,622.92	13,514.25	56.78	10,285.75	10,285.75
2640	CARE AND UPKEEP OF EQUIP.						
01 2640 431 000	NON-TECHNOLOGY RELATED REPAIRS AND MAINT	1,000.00	0.00	249.35	24.94	750.65	750.65
01 2640 431 001	NON-TECHNOLOGY RELATED REPAIRS AND MAINT	150.00	0.00	182.87	121.91	(32.87)	(32.87)
01 2640 431 002	NON-TECHNOLOGY RELATED REPAIRS AND MAINT	150.00	0.00	0.00	0.00	150.00	150.00
01 2640 431 003	NON-TECHNOLOGY RELATED REPAIRS AND MAINT	150.00	0.00	182.88	121.92	(32.88)	(32.88)
01 2640 431 004	NON-TECHNOLOGY RELATED REPAIRS AND MAINT	150.00	0.00	0.00	0.00	150.00	150.00
01 2640 610 000	SUPPLIES	0.00	411.98	441.95	0.00	(441.95)	(441.95)
01 2640 731 000	MACHINERY REPAIRS	0.00	18,106.13	18,938.45	0.00	(18,938.45)	(18,938.45)
2640	CARE AND UPKEEP OF EQUIP.	1,600.00	18,518.11	19,995.50	1,249.72	(18,395.50)	(18,395.50)
2650	VEHICLES-NON STUDENT TRANS						
01 2650 333 000	MILEAGE PAID TO STAFF -REIM	50.00	0.00	68.34	136.68	(18.34)	(18.34)
01 2650 431 000	NON-TECHNOLOGY RELATED REPAIRS AND MAINT	1,000.00	70.78	586.49	58.65	413.51	413.51
01 2650 610 000	SUPPLIES	200.00	0.00	0.00	0.00	200.00	200.00
01 2650 626 000	GASOLINE	0.00	0.00	0.00	0.00	0.00	0.00
01 2650 650 000	TECH SUPPLIES < 5,000	0.00	0.00	0.00	0.00	0.00	0.00
01 2650 650 001	TECH SUPPLIES < 5,000	0.00	0.00	0.00	0.00	0.00	0.00
01 2650 650 002	TECH SUPPLIES < 5,000	0.00	0.00	0.00	0.00	0.00	0.00
01 2650 732 000	VEHICLES	0.00	0.00	0.00	0.00	0.00	0.00
2650	VEHICLES-NON STUDENT TRANS	1,250.00	70.78	654.83	52.39	595.17	595.17
2660	Security						
01 2660 382 002	DISTANCE EDUCATION AND TELECOMMUNICATION	0.00	0.00	577.96	0.00	(577.96)	(577.96)
01 2660 382 004	DISTANCE EDUCATION AND TELECOMMUNICATION	0.00	0.00	577.96	0.00	(577.96)	(577.96)
01 2660 431 001	NON-TECHNOLOGY RELATED REPAIRS AND MAINT	500.00	0.00	0.00	0.00	500.00	500.00
01 2660 431 002	NON-TECHNOLOGY RELATED REPAIRS AND MAINT	500.00	0.00	0.00	0.00	500.00	500.00
01 2660 431 003	NON-TECHNOLOGY RELATED REPAIRS AND MAINT	500.00	0.00	0.00	0.00	500.00	500.00
01 2660 431 004	NON-TECHNOLOGY RELATED REPAIRS AND MAINT	500.00	0.00	0.00	0.00	500.00	500.00
01 2660 432 000	TECHNOLOGY-RELATED REPAIRS/MAINT	0.00	0.00	0.00	0.00	0.00	0.00
01 2660 432 001	TECHNOLOGY-RELATED REPAIRS/MAINT	500.00	0.00	28.13	5.63	471.87	471.87
01 2660 432 002	TECHNOLOGY-RELATED REPAIRS/MAINT	500.00	0.00	28.13	5.63	471.87	471.87
01 2660 432 003	TECHNOLOGY-RELATED REPAIRS/MAINT	500.00	0.00	28.12	5.62	471.88	471.88
01 2660 432 004	TECHNOLOGY-RELATED REPAIRS/MAINT	500.00	0.00	28.12	5.62	471.88	471.88
01 2660 610 000	Safety supplies	0.00	0.00	0.00	0.00	0.00	0.00
01 2660 610 001	SUPPLIES	200.00	0.00	29.13	14.57	170.87	170.87
01 2660 610 002	SUPPLIES	200.00	0.00	29.14	14.57	170.86	170.86
01 2660 610 003	SUPPLIES	200.00	0.00	29.14	14.57	170.86	170.86
01 2660 610 004	SUPPLIES	200.00	0.00	29.14	14.57	170.86	170.86
01 2660 650 000	SUPPLIES TECHNOLOGY RELATED	0.00	0.00	5,297.00	0.00	(5,297.00)	(5,297.00)
01 2660 650 001	TECH SUPPLIES < 5,000	1,000.00	0.00	1,915.25	191.53	(915.25)	(915.25)
01 2660 650 002	TECH SUPPLIES < 5,000	1,000.00	0.00	2,308.57	230.86	(1,308.57)	(1,308.57)
01 2660 650 003	TECH SUPPLIES < 5,000	1,000.00	0.00	1,915.25	191.53	(915.25)	(915.25)
01 2660 650 004	TECH SUPPLIES < 5,000	1,000.00	0.00	2,308.57	230.86	(1,308.57)	(1,308.57)
01 2660 734 000	TECH HARDWARE	0.00	0.00	0.00	0.00	0.00	0.00
01 2660 890 000	Safety Misc	0.00	0.00	0.00	0.00	0.00	0.00
2660	Security	8,800.00	0.00	15,129.61	171.93	(6,329.61)	(6,329.61)
2670	Safety						
01 2670 431 000	NON-TECHNOLOGY RELATED REPAIRS AND MAINT	0.00	0.00	184.15	0.00	(184.15)	(184.15)
01 2670 431 001	NON-TECHNOLOGY RELATED	1,200.00	0.00	221.76	18.48	978.24	978.24

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01 2670 431 002	REPAIRS AND MAINT NON-TECHNOLOGY RELATED REPAIRS AND MAINT	1,200.00	0.00	1,538.99	128.25	(338.99)	(338.99)
01 2670 431 003	NON-TECHNOLOGY RELATED REPAIRS AND MAINT	1,200.00	0.00	0.00	0.00	1,200.00	1,200.00
01 2670 431 004	NON-TECHNOLOGY RELATED REPAIRS AND MAINT	1,200.00	0.00	1,088.99	90.75	111.01	111.01
01 2670 610 000	SUPPLIES	0.00	0.00	1,476.00	0.00	(1,476.00)	(1,476.00)
2670 Safety		4,800.00	0.00	4,509.89	93.96	290.11	290.11
2680	OPERATION & MAINT OF PLANT OTHER						
01 2680 734 001	TECH SUPPLIES < 5,000	0.00	0.00	4,618.25	0.00	(4,618.25)	(4,618.25)
01 2680 734 002	TECH HARDWARE	0.00	0.00	4,618.25	0.00	(4,618.25)	(4,618.25)
2680	OPERATION & MAINT OF PLANT OTHER	0.00	0.00	9,236.50	0.00	(9,236.50)	(9,236.50)
2710	TRANSPORTATION						
01 2710 110 000	Transportation Salary	190,000.00	1,751.76	212,352.64	111.76	(22,352.64)	(22,352.64)
01 2710 130 000	OVERTIME NON- INSTRUCTIONAL	6,000.00	0.00	4,614.33	76.91	1,385.67	1,385.67
01 2710 150 000	Additional compensation non- instructiona	0.00	0.00	0.00	0.00	0.00	0.00
01 2710 210 000	BCBS NON-INSTRUCTIONAL	8,500.00	375.47	11,107.71	130.68	(2,607.71)	(2,607.71)
01 2710 220 000	TRANSPORTATION FICA	25,000.00	133.97	16,545.69	66.18	8,454.31	8,454.31
01 2710 230 000	TRANSPORTATION RETIREMENT	12,450.00	173.04	16,547.04	132.91	(4,097.04)	(4,097.04)
01 2710 237 000	INCREASED RETIREMENT CONTRIBUTION	0.00	0.00	0.00	0.00	0.00	0.00
01 2710 280 000	Non-Instruc. Other Health Benefits	40.00	0.00	9.96	24.90	30.04	30.04
01 2710 330 000	STAFF TRAINING	2,750.00	0.00	1,025.00	37.27	1,725.00	1,725.00
01 2710 333 000	MILEAGE PAID TO STAFF -REIM	100.00	0.00	379.89	379.89	(279.89)	(279.89)
01 2710 337 000	Tires And Parts	0.00	0.00	69.98	0.00	(69.98)	(69.98)
01 2710 340 000	Trans. Other Prof Services	1,500.00	338.16	3,832.97	255.53	(2,332.97)	(2,332.97)
01 2710 382 000	COMMUNICATIONS AND TELECOMMUNICATION	3,900.00	0.00	1,377.28	35.31	2,522.72	2,522.72
01 2710 431 000	NON-TECHNOLOGY RELATED REPAIRS AND MAINT	0.00	5,284.68	6,411.79	0.00	(6,411.79)	(6,411.79)
01 2710 520 000	OTHER PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00
01 2710 530 000	BUS COMMUNICATION	0.00	0.00	0.00	0.00	0.00	0.00
01 2710 540 000	Transp. Bus Acquisition	0.00	0.00	0.00	0.00	0.00	0.00
01 2710 580 000	TRAVEL EXPENSE AND MILEAGE	0.00	0.00	44.51	0.00	(44.51)	(44.51)
01 2710 610 000	SUPPLIES	1,000.00	0.00	768.36	76.84	231.64	231.64
01 2710 626 000	Gas And Oil	65,000.00	2,308.09	61,380.19	94.43	3,619.81	3,619.81
01 2710 650 001	TECH SUPPLIES < 5,000	3,400.00	0.00	3,291.25	96.80	108.75	108.75
01 2710 650 002	TECH SUPPLIES < 5,000	3,400.00	0.00	3,291.25	96.80	108.75	108.75
01 2710 650 003	TECH SUPPLIES < 5,000	3,400.00	0.00	3,291.25	96.80	108.75	108.75
01 2710 650 004	TECH SUPPLIES < 5,000	3,400.00	0.00	3,291.25	96.80	108.75	108.75
01 2710 732 000	VEHICLES	65,000.00	0.00	93,553.58	143.93	(28,553.58)	(28,553.58)
01 2710 733 004	FURNITURE	0.00	0.00	0.00	0.00	0.00	0.00
01 2710 810 000	DUES AND FEES	0.00	0.00	199.00	0.00	(199.00)	(199.00)
01 2710 890 000	Other Transp. Exp.	0.00	325.70	2,444.90	0.00	(2,444.90)	(2,444.90)
2710	TRANSPORTATION	394,840.00	10,690.87	445,829.82	112.91	(50,989.82)	(50,989.82)
2712	SPED TRANSPORTATION SCH AGE						
01 2712 110 000	Sped Transp Sal	11,600.00	0.00	8,717.00	75.15	2,883.00	2,883.00
01 2712 130 000	OVERTIME NON- INSTRUCTIONAL	0.00	0.00	0.00	0.00	0.00	0.00
01 2712 130 001	OVERTIME NON- INSTRUCTIONAL	0.00	0.00	0.00	0.00	0.00	0.00
01 2712 210 000	SPED TRANS BCBS	850.00	0.00	972.76	114.44	(122.76)	(122.76)
01 2712 220 000	SPED TRANS FICA	1,250.00	0.00	652.40	52.19	597.60	597.60
01 2712 230 000	Retirement	1,000.00	0.00	847.99	84.80	152.01	152.01
01 2712 237 000	INCREASED RETIREMENT CONTRIBUTION	0.00	0.00	0.00	0.00	0.00	0.00
01 2712 332 000	Sped Mlg To Parents	5,000.00	0.00	5,213.80	104.28	(213.80)	(213.80)
01 2712 332 001	MILEAGE TO PARENTS	15,000.00	0.00	13,139.30	87.60	1,860.70	1,860.70
01 2712 430 000	REPAIRS AND MAINT	0.00	0.00	0.00	0.00	0.00	0.00
01 2712 610 000	SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00
01 2712 626 000	SPEDGAS/OIL	2,500.00	0.00	0.00	0.00	2,500.00	2,500.00
01 2712 732 000	VEHICLES	0.00	0.00	0.00	0.00	0.00	0.00
2712	SPED TRANSPORTATION SCH AGE	37,200.00	0.00	29,543.25	79.42	7,656.75	7,656.75
2730	REPAIRS AND MAINT REG ED.						
01 2730 120 000	SUBSTITUTE OR TEMPORARY SALARIES	2,000.00	0.00	2,301.00	115.05	(301.00)	(301.00)
01 2730 220 000	FICA NON INSTRUCTIONAL	100.00	0.00	176.01	176.01	(76.01)	(76.01)
01 2730 431 000	NON-TECHNOLOGY RELATED REPAIRS AND MAINT	11,000.00	3,852.76	25,548.64	232.26	(14,548.64)	(14,548.64)
01 2730 610 000	SUPPLIES	500.00	49.96	3,194.76	638.95	(2,694.76)	(2,694.76)
2730	REPAIRS AND MAINT REG ED.	13,600.00	3,902.72	31,220.41	229.56	(17,620.41)	(17,620.41)

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01 6310 319 000	Title II PtA TchQ 11837	0.00	0.00	0.00	0.00	0.00	0.00
01 6310 330 000	STAFF TRAINING	0.00	0.00	554.00	0.00	(554.00)	(554.00)
01 6310 330 001	STAFF TRAINING	2,375.00	15.00	15.00	0.63	2,360.00	2,360.00
01 6310 330 002	STAFF TRAINING	2,375.00	15.00	15.00	0.63	2,360.00	2,360.00
01 6310 330 003	STAFF TRAINING	2,375.00	300.00	300.00	12.63	2,075.00	2,075.00
01 6310 330 004	STAFF TRAINING	2,375.00	150.00	150.00	6.32	2,225.00	2,225.00
01 6310 580 003	TRAVEL	0.00	0.00	0.00	0.00	0.00	0.00
01 6310 580 004	TRAVEL	0.00	0.00	0.00	0.00	0.00	0.00
01 6310 610 000	SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00
01 6310 640 003	BOOKS AND PERIODICALS	0.00	0.00	0.00	0.00	0.00	0.00
01 6310 643 002	WEB CLOUD BASED SOFTWARE	0.00	0.00	0.00	0.00	0.00	0.00
01 6310 643 003	WEB CLOUD BASED SOFTWARE	0.00	0.00	0.00	0.00	0.00	0.00
01 6310 643 004	WEB CLOUD BASED SOFTWARE	0.00	0.00	0.00	0.00	0.00	0.00
01 6310 733 003	FURNITURE	0.00	0.00	0.00	0.00	0.00	0.00
01 6310 890 000	TITLE IIA STAFF DEV	0.00	0.00	0.00	0.00	0.00	0.00
6310 TITLE II A		19,354.00	10,192.97	18,994.11	98.14	359.89	359.89
6406 IDEA 619 PRESCHOOL							
01 6406 340 003	OTHER PROFESSIONAL SERVICES	1,316.00	0.00	1,262.20	95.91	53.80	53.80
01 6406 591 003	CONTRACTED SERVICES OTHER DIST/ESU	0.00	0.00	0.00	0.00	0.00	0.00
6406 IDEA 619 PRESCHOOL		1,316.00	0.00	1,262.20	95.91	53.80	53.80
6408 IDEA E/P							
01 6408 111 001	IDEA SALARY	0.00	0.00	0.00	0.00	0.00	0.00
01 6408 111 002	IDEA SALARY	0.00	0.00	0.00	0.00	0.00	0.00
01 6408 111 003	IDEA SALARY	23,305.00	1,942.09	21,362.99	91.67	1,942.01	1,942.01
01 6408 111 004	IDEA SALARY	23,305.00	1,942.10	21,363.10	91.67	1,941.90	1,941.90
01 6408 112 004	AIDE WAGES	17,600.00	0.00	13,273.60	75.42	4,326.40	4,326.40
01 6408 132 004	OVERTIME	0.00	0.00	0.00	0.00	0.00	0.00
01 6408 211 001	BCBS/VIS INSTRUCTIONAL & PROF.	0.00	0.00	0.00	0.00	0.00	0.00
01 6408 211 002	BCBS/VIS INSTRUCTIONAL & PROF.	0.00	0.00	0.00	0.00	0.00	0.00
01 6408 211 003	BCBS/VIS INSTRUCTIONAL & PROF.	8,080.00	673.39	7,407.29	91.67	672.71	672.71
01 6408 211 004	BCBS/VIS INSTRUCTIONAL & PROF.	8,080.00	673.40	7,407.40	91.68	672.60	672.60
01 6408 221 001	SOCIAL SECURITY FOR TEACHERS/PROF STF	0.00	0.00	0.00	0.00	0.00	0.00
01 6408 221 002	SOCIAL SECURITY FOR TEACHERS/PROF STF	0.00	0.00	0.00	0.00	0.00	0.00
01 6408 221 003	SOCIAL SECURITY FOR TEACHERS/PROF STF	1,607.00	133.99	1,473.73	91.71	133.27	133.27
01 6408 221 004	SOCIAL SECURITY FOR TEACHERS/PROF STF	1,607.00	133.99	1,473.49	91.69	133.51	133.51
01 6408 222 004	FICA AIDES	0.00	0.00	1,015.45	0.00	(1,015.45)	(1,015.45)
01 6408 231 001	Retirement Contrib. Teachers/Prof. Staff	0.00	0.00	0.00	0.00	0.00	0.00
01 6408 231 002	Retirement Contrib. Teachers/Prof. Staff	0.00	0.00	0.00	0.00	0.00	0.00
01 6408 231 003	Retirement Contrib. Teachers/Prof. Staff	0.00	191.84	2,110.23	0.00	(2,110.23)	(2,110.23)
01 6408 231 004	Retirement Contrib. Teachers/Prof. Staff	0.00	191.84	2,110.19	0.00	(2,110.19)	(2,110.19)
01 6408 232 004	RETIREMENT AIDES	1,750.00	0.00	1,311.17	74.92	438.83	438.83
01 6408 237 000	INCREASED RETIREMENT CONTRIBUTION	0.00	0.00	0.00	0.00	0.00	0.00
01 6408 237 002	INCREASED RETIREMENT CONTRIBUTION	0.00	0.00	0.00	0.00	0.00	0.00
01 6408 237 003	INCREASED RETIREMENT CONTRIBUTION	0.00	0.00	0.00	0.00	0.00	0.00
01 6408 237 004	INCREASED RETIREMENT CONTRIBUTION	0.00	0.00	0.00	0.00	0.00	0.00
01 6408 281 001	OTHER HEALTH BENEFITS	0.00	0.00	0.00	0.00	0.00	0.00
01 6408 281 002	OTHER HEALTH BENEFITS	0.00	0.00	0.00	0.00	0.00	0.00
01 6408 281 003	OTHER HEALTH BENEFITS	110.00	9.68	104.44	94.95	5.56	5.56
01 6408 281 004	OTHER HEALTH BENEFITS	110.00	9.68	104.42	94.93	5.58	5.58
01 6408 340 003	OTHER PROFESSIONAL SERVICES	10,000.00	0.00	11,293.64	112.94	(1,293.64)	(1,293.64)
01 6408 340 004	OTHER PROFESSIONAL SERVICES	6,000.00	0.00	9,053.05	150.88	(3,053.05)	(3,053.05)
01 6408 591 001	CONTRACTED SERVICES OTHER DIST/ESU	0.00	0.00	0.00	0.00	0.00	0.00
01 6408 591 002	CONTRACTED SERVICES OTHER DIST/ESU	0.00	0.00	0.00	0.00	0.00	0.00
01 6408 591 003	CONTRACTED SERVICES OTHER DIST/ESU	18,650.00	456.03	29,071.42	155.88	(10,421.42)	(10,421.42)
01 6408 591 004	CONTRACTED SERVICES OTHER DIST/ESU	12,650.00	5,206.53	19,654.12	155.37	(7,004.12)	(7,004.12)
6408 IDEA E/P		132,854.00	11,564.56	149,589.73	112.60	(16,735.73)	(16,735.73)

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Account Number	Account Description	Revised Budget	Expended During Month	Expenditures to Date	% of Budget	Balance at EOM	Unencumbered Balance
01 6996 340 001	OTHER PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00
01 6996 531 000	POSTAGE	0.00	0.00	0.00	0.00	0.00	0.00
01 6996 610 000	SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00
01 6996 610 001	SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00
01 6996 610 002	SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00
01 6996 610 003	SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00
01 6996 610 004	SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00
01 6996 626 000	GASOLINE	0.00	0.00	0.00	0.00	0.00	0.00
01 6996 640 002	PERIODICALS	0.00	0.00	0.00	0.00	0.00	0.00
01 6996 643 001	WEB CLOUD BASED SOFTWARE	0.00	0.00	0.00	0.00	0.00	0.00
01 6996 643 002	WEB CLOUD BASED SOFTWARE	0.00	0.00	0.00	0.00	0.00	0.00
01 6996 643 003	WEB CLOUD BASED SOFTWARE	0.00	0.00	0.00	0.00	0.00	0.00
01 6996 643 004	WEB CLOUD BASED SOFTWARE	0.00	0.00	0.00	0.00	0.00	0.00
01 6996 650 000	TECH SUPPLIES < 5,000	0.00	0.00	0.00	0.00	0.00	0.00
01 6996 650 001	TECH SUPPLIES < 5,000	0.00	0.00	0.00	0.00	0.00	0.00
01 6996 650 002	TECH SUPPLIES < 5,000	0.00	0.00	0.00	0.00	0.00	0.00
01 6996 650 003	TECH SUPPLIES < 5,000	0.00	0.00	0.00	0.00	0.00	0.00
01 6996 650 004	TECH SUPPLIES < 5,000	0.00	0.00	0.00	0.00	0.00	0.00
01 6996 734 001	TECH HARDWARE	0.00	0.00	0.00	0.00	0.00	0.00
01 6996 734 002	TECH HARDWARE	0.00	0.00	0.00	0.00	0.00	0.00
01 6996 734 003	TECH HARDWARE	0.00	0.00	0.00	0.00	0.00	0.00
01 6996 734 004	TECH HARDWARE	0.00	0.00	0.00	0.00	0.00	0.00
6996	ESSER FUNDS	0.00	0.00	0.00	0.00	0.00	0.00
6997	ESSER II FUNDS						
01 6997 330 003	STAFF TRAINING	0.00	0.00	0.00	0.00	0.00	0.00
01 6997 330 004	STAFF TRAINING	0.00	0.00	0.00	0.00	0.00	0.00
01 6997 334 000	CONTRACTED MLG	0.00	0.00	0.00	0.00	0.00	0.00
01 6997 340 001	OTHER PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00
01 6997 340 002	OTHER PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00
01 6997 340 003	OTHER PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00
01 6997 340 004	OTHER PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00
01 6997 610 000	SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00
01 6997 610 003	SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00
01 6997 610 004	SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00
01 6997 640 002	BOOKS AND PERIODICALS	0.00	0.00	0.00	0.00	0.00	0.00
01 6997 640 003	BOOKS AND PERIODICALS	0.00	0.00	0.00	0.00	0.00	0.00
01 6997 640 004	PERIODICALS	0.00	0.00	0.00	0.00	0.00	0.00
01 6997 643 001	WEB CLOUD BASED SOFTWARE	0.00	0.00	0.00	0.00	0.00	0.00
01 6997 643 002	WEB CLOUD BASED SOFTWARE	0.00	0.00	0.00	0.00	0.00	0.00
01 6997 643 003	WEB CLOUD BASED SOFTWARE	0.00	0.00	0.00	0.00	0.00	0.00
01 6997 643 004	WEB CLOUD BASED SOFTWARE	0.00	0.00	0.00	0.00	0.00	0.00
01 6997 732 000	VEHICLES	96,946.00	0.00	96,946.42	100.00	(0.42)	(0.42)
6997	ESSER II FUNDS	96,946.00	0.00	96,946.42	100.00	(0.42)	(0.42)
6998	ESSER III						
01 6998 110 003	Salaries- Non-Instructional	0.00	0.00	28,486.32	0.00	(28,486.32)	(28,486.32)
01 6998 111 001	Teacher Salary	89,595.00	8,720.52	80,875.02	90.27	8,719.98	8,719.98
01 6998 111 002	Teacher Salary	56,735.00	4,728.00	52,008.00	91.67	4,727.00	4,727.00
01 6998 112 003	AIDE WAGES	0.00	0.00	90.00	0.00	(90.00)	(90.00)
01 6998 120 000	SUBSTITUTE OR TEMPORARY SALARIES	0.00	0.00	0.00	0.00	0.00	0.00
01 6998 120 001	SUBSTITUTE OR TEMPORARY SALARIES	0.00	0.00	0.00	0.00	0.00	0.00
01 6998 120 002	SUBSTITUTE OR TEMPORARY SALARIES	0.00	0.00	0.00	0.00	0.00	0.00
01 6998 121 001	121	0.00	0.00	0.00	0.00	0.00	0.00
01 6998 121 002	121	0.00	0.00	0.00	0.00	0.00	0.00
01 6998 122 000	AFTER SCHOOL PROGRAM AIDE	7,500.00	0.00	9,627.50	128.37	(2,127.50)	(2,127.50)
01 6998 132 000	OVERTIME	0.00	0.00	380.63	0.00	(380.63)	(380.63)
01 6998 132 003	OVERTIME	0.00	0.00	0.00	0.00	0.00	0.00
01 6998 151 000	Additional Compensation Teachers	0.00	0.00	2,233.95	0.00	(2,233.95)	(2,233.95)
01 6998 151 003	Additional Compensation Teachers	10,500.00	0.00	2,368.14	22.55	8,131.86	8,131.86
01 6998 152 000	Additional Compensation Aides	2,500.00	0.00	2,883.88	115.36	(383.88)	(383.88)
01 6998 152 003	Additional Compensation Aides	0.00	0.00	0.00	0.00	0.00	0.00
01 6998 210 003	BCBS NON-INSTRUCTIONAL	0.00	0.00	9,581.78	0.00	(9,581.78)	(9,581.78)
01 6998 211 001	BCBS/VIS INSTRUCTIONAL & PROF.	25,283.00	2,606.26	23,667.85	93.61	1,615.15	1,615.15
01 6998 211 002	BCBS/VIS INSTRUCTIONAL & PROF.	22,250.00	1,850.84	20,347.68	91.45	1,902.32	1,902.32
01 6998 211 003	BCBS/VIS INSTRUCTIONAL & PROF.	0.00	0.00	239.80	0.00	(239.80)	(239.80)
01 6998 212 000	BCBS AIDES	0.00	0.00	95.76	0.00	(95.76)	(95.76)

Expenditure Report by Function/Object - Detail

Account Number	Account Description	Revised Budget	Expended During Month	Expenditures to Date	% of Budget	Balance at EOM	Unencumbered Balance
8000	TRANSFERS (OUTGOING)	155,000.00	70,000.00	95,000.00	61.29	60,000.00	60,000.00
01	GENERAL FUND	10,632,911.43	796,381.63	9,193,605.88	86.46	1,439,305.55	1,439,305.55

Expenditure Report by Function/Object - Detail

Account Number	Account Description	Revised Budget	Expended During Month	Expenditures to Date	% of Budget	Balance at EOM	Unencumbered Balance
Grand Total:		10,632,911.43	796,381.63	9,193,605.88	86.46	1,439,305.55	1,439,305.55

SCHOOL BOARD MEETING JULY REPORT FROM PRINCIPAL – RICK LESTER

Below are dates and events that I thought you would be interested in:

- Summer school went very well. We had 3 out of 4 students successfully complete their classes.
- On June 25 we will be mailing our student beginning of the year packet. Enclosed they will find their class schedule, drug testing info, Ipad info, school calendar, emergency operation plan, open house reminder.
- Here is a rough draft of our inservice agenda for August:

Wednesday, August 7

8:00 a.m. All staff meet in HS cafeteria for coffee and breakfast
8:30 a.m. All staff in HS gym Superintendent Greeting and What's New
9:00 a.m. All activity sponsors (HS and JH head or asst.) meet with AD Mr. Collin at HS cafeteria
10:00 a.m. PK - 3rd grade staff meeting with Mr. Rother in Mrs. Heideman's room
12:00 p.m. Lunch provided in the HS cafeteria
1:00 p.m. PK - 3rd grade staff Technology meeting with Marcus and Karen at Elementary auditorium
2:00 pm. High School staff Technology meeting with Marcus and Karen in HS cafeteria
4:00 p.m. Staff dismissed
6:00 p.m. Cook site Open House

Thursday, August 8

8:00 a.m. 4th - 8th grade staff Technology meeting with Marcus and Karen at Cook site library
9:00 a.m. 4th - 8th grade staff meeting with Mr. Bacon at Cook site library
10:30 a.m. All 3rd grade to HS staff watch video on Dating Violence on your own (email from Mr. Lester)
11:00 a.m. All staff complete modules 1 and 2A of suicide prevention training on your own (email from Mr. Lester)
12:00 p.m. Lunch on your own
1:00 p.m. High school staff meeting w/Mr. Lester in HS cafeteria
1:30 p.m. 4th - 8th new teachers meet w/ Mr. Bacon in principal's office
2:30 p.m. Cook site para-educator meeting at Cook site library
4:00 p.m. Staff dismissed
6:00 p.m. Tecumseh site Open House

Friday, AUGUST 9

8:00 a.m. Tecumseh site para-educator meeting in elementary auditorium
8:30 a.m. School Improvement Steering Committee meeting in HS computer Lab
9:15 a.m. Staff meeting over School Improvement in Elementary auditorium - Mrs. Bacon
12:00 p.m. Lunch on your own
4:00 p.m. Staff dismissed

Board Meeting – July 10, 2024
Principal's Report

- The new lights in the gyms at the middle school make a huge difference.
- The Cook Site 4-5 Open House and Middle School Walk-Through will be Wednesday, August 7, starting at 6:00.
- I will be attending the NDE portion of Administrator Days in Kearney at the end of this month.
- I have received several positive comments from patrons about our facility and custodial staff after the Lutheran Church's anniversary celebration.
- I have attached this year's class schedule.

2024-2025 Johnson County Central Middle School Schedule

Period	1	2	3	4	5	Lunch	6	7	8	StaR	
Teacher	8:00-8:49	8:52-9:41	9:44-10:33	10:36-11:25	11:28-12:17	12:17-12:47	12:50-1:39	1:42-2:31	2:34-3:23	3:26-3:55	
Mr. Bartels Rm. 114	H.S.	H.S.	H.S.	Travel	Ind. Tech. (Quarter) Rm. 401		Ag 7 (Quarter) Rm. 114	Ag 6 (Quarter) Rm. 114	Ag 8 (Quarter) Rm. 114	Plan	
Mr. Damme Rm. 302	Plan	Social Studies 6	Social Studies 7	Social Studies 8	Current Events 7/8 (Quarter)		Social Studies 6	Social Studies 8	Social Studies 7	StaR 7	
Mr. Dierking Rm. 105	SPED	SPED	SPED	SPED	SPED		SPED	SPED	Plan	SPED	
Mr. Franklin Rm 112	Pre-Algebra 8	Math 7	Pre-Algebra 8	Math 7	Speech 7 STEM 8 (Quarter)		Algebra 1	Pre-Algebra 7	Plan	StaR 8	
Mrs. Fricke Rm. 304	Chorus 7 Girls/Boys EOD	Chorus 8 Girls/Boys EOD	Travel	H.S.	H.S.		H.S.	H.S.	H.S.	H.S.	
Mr. Genuchi Rm. 206	SPED	SPED	SPED	SPED	Plan		SPED	SPED	SPED	StaR	
Mrs. Goodrich Rm. 301	Math 6	Science 6	Plan	Math Lab 6 (Non-Band) EOD	Math 6		Science 6	Title	Math 6	StaR 6	
Mr. Haughton Gym	P.E. 7 Girls/Boys EOD	P.E. 8 Girls/Boys EOD	P.E. 6 Girls/Boys EOD	Elementary P.E.	Plan		Elementary P.E.	Leadership 6 (Quarter) Rm. 117	Fitness 8 (Quarter)	StaR 6 Rm. 113	
Mr. Hawley Rm. 304	H.S.	Travel	Chorus 6 Girls/Boys EOD	Band 6	Band 7/8		Elementary Chorus	Band 5	Elementary Chorus	Plan	
Mrs. Hunzeker Rm. 117	H.S.	H.S.	Striv	Travel	Plan		Comp. Sci. 7 (Quarter)	Keyboarding 6 (Quarter)	Technology (Quarter)	StaR 7	
Mrs. Phillips Rm. 109	Science 8	Science 7	Science 8	Science 7	Health Science 7/8 (Quarter)		Science 8	Science 7	Plan	StaR 7	
Mrs. Robeson Rm. 107	Reading 8	Reading 7	Reading 8	Reading 7	Plan		Reading 8	Reading 7	Reading 6	StaR 8	
Mrs. Straka Rm. 116	Reading 6	Plan	Language Arts 7	Language Arts 8	Reading 6		Consumer Science 7 (Quarter)	Language Arts 8	Language Arts 7	StaR 8	
Ms. Teeman Rm. 303	H.S.	H.S.	H.S.	H.S.	Travel		Art 7 (Quarter)	Art 6 (Quarter)	Art 8 (Quarter)	Plan	
Ms. Twohig Rm. 111	Language Arts 6	Elementary Reading	Elementary Reading	Literacy 6 (Non-Band) EOD	Language Arts 6		Title	Plan	Language Arts 6	Title StaR	
Mrs. Weber Rm. 201	H.S.	H.S.	H.S.	H.S.	Plan		Travel	ELL	ELL	StaR	

Garrett Collin
Activities Report
July 10th, 2024

*Weight room closes Friday, August 2nd.

*Monday, August 5th - Friday, August 9th athletes are given the week off from the weight room

*Monday, August 12th is when fall practice begins.

*New JCC, Tecumseh, and Nemaha Valley banners have been delivered and will be hung asap.

*Andrew Havelka, Freeman Superintendent, has reached out to Mr. Rother about starting a baseball co-op.

Mr. Rother
July 2024
Superintendent & Tecumseh Site Elementary Board Report

- The district has made the move from Swift K12 to Remind for announcement and communication purposes. This is in response to Swift K12 no longer being provided through PowerSchool.
- Outdoor tables have been priced through Elk Creek Engineering at \$600 per table. If ordered, they would take about four weeks. To get started, four tables could be added to the open space between the high school and elementary. An additional three could be added to the concessions area on the playground for use during outdoor activities.
- I am still waiting on pricing for moving the current playground equipment.
- I will be meeting with representatives from DA Davidson on Tuesday, July 16 to discuss JCC's ongoing plans for a future building project and bonds to achieve it.
- Laurie and I will attend the ALICAP summer workshop on Friday, July 12 in Lincoln.
- Marcus Scheer and I continue to work with Crouch Recreation, Daktronics, Kidwell and the City of Tecumseh on the new scoreboard installation.
- The administration will attend Administrator Days in Kearney July 24-26.
- 31 elementary students attended summer school in June.
- The elementary library has been successfully moved to the second floor of the Tecumseh Site elementary. The old library space has been converted into a classroom.
- I have been contacted about JCC's interest in purchasing property at 235 Clay St. in Tecumseh. This would be the former Field Ford Dealership and shop. A vehicle lift would be included in the purchase price. The building could have potential for an auto mechanic classroom and shop space, storage or the base for a life skills work-based learning center.

2006 Complaint Procedure

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

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

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

Complaint and Appeal Process.

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

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

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

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

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

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

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

Superintendent, the board president shall submit the decision within 180 calendar days after receiving the written appeal.

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

- d) Respond to the complainant or appeal. If the complaint or appeal involves discrimination or harassment, the response shall be in writing and shall be submitted within 180 calendar days after the president received the complaint.
- e) Appoint or contract with other individuals qualified to assist the board through this process or any other applicable procedure used to address allegations against the superintendent.

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

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

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

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

Complaints about the educational services provided to a student who is suspected of having a disability must be submitted in writing to the school district's Director of Special Education or to the district's 504 Coordinator. The Director of Special Education or 504 Coordinator will

either refer the student for possible verification as a student with a disability or will provide prior written notice of the district's refusal to do so.

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

Adopted on: July 11, 2022

Revised on: July 10, 2024

Reviewed on: February 8, 2023

2008 Meetings

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

1. Types of Meetings

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

2. Notice

The board shall give reasonable advance publicized notice of the time and place of each of its meetings, which generally will be 48 hours or more in advance of the meeting. Such notice shall be transmitted to all members of the board and to the public.

Notice of regular and special meetings shall be published in a newspaper of general circulation within the district and, if available, on the newspaper's website. Newspapers of general circulation in the district include the Tecumseh Chieftain. Such notice shall contain a statement that the agenda shall be readily available for public inspection at the administration office of the school during the normal business hours. In addition, the superintendent is authorized, but not required, to publish the notice of any meeting on the school district's website, posting in three prominent places within the school district, or by any other appropriate method designated by the board.

In case of refusal, neglect, or inability of the newspaper to timely publish the notice, the school district will (1) post the notice on its website, if available, and (2) post the notice in a conspicuous public place in the school district's jurisdiction. The school district will keep a written record of the posting.

When it is necessary to hold an emergency meeting without reasonable advance public notice, the nature of the emergency shall be stated in the minutes of the meeting, and any formal action taken in such meeting shall pertain only to the emergency. Complete minutes of such emergency

meetings specifying the nature of the emergency and any formal action taken at the meeting shall be made available to the public no later than the end of the next regular business day.

3. Weather Delays

In the event of inclement weather which makes it dangerous or unreasonable for board members or members of the public to attend a meeting for which notice has already been given, such meeting may be postponed by the board president. The board will communicate the delay to members of the public by posting it on the district's website and by following the same communication protocol that the district follows when student attendance at school is called off due to inclement weather. When possible, the board president and superintendent will attempt to communicate the information to local media members and business owners to assist in notifying the public of the delay. Notice of the date, time, and location of the postponed meeting will be advertised as required in the "Notice" section above.

4. Minutes

- a. The board shall keep minutes of all meetings showing the time, place, members present and absent, the method(s) and date(s) of the meeting notice, and the substance of all matters discussed.
- b. Any action taken on any question or motion duly moved and seconded shall be by roll call vote of the board in open session, and the record shall state how each member voted, or if the member was absent or not voting.
- c. The minutes of all meetings and evidence and documentation received or disclosed in open session shall be public record and shall be published on the school district's website within ten working days of the last meeting or prior to the next convened meeting, whichever occurs earlier. The minutes shall be available on the website for at least six months.

Adopted on: July 11, 2022
Revised on: August 10, 2022
Revised on: July 10, 2024
Reviewed on: March 8, 2023

2009
Public Participation at Board Meetings

The board of education shall conduct its meetings in accordance with the Nebraska Open Meetings Act.

The board shall make reasonable efforts to accommodate the public's right to hear the discussions and testimony presented at its meetings. The board shall make available at the meeting, for examination and copying by members of the public, at least one copy of all reproducible written material to be discussed in open session of the meeting.

Except for closed sessions, the board will allow members of the public an opportunity to speak at each meeting. The board may make and enforce reasonable rules and regulations regarding the conduct of persons attending, speaking at, videotaping, photographing, or recording its meetings.

The board shall not require members of the public to identify themselves as a condition for admission to the meeting, nor shall such body require that the name of any member of the public be placed on the agenda prior to such meeting in order to speak about items on the agenda. However, the board may require members of the public desiring to address the board to identify themselves.

Adopted on: July 11, 2022

Revised on: July 10, 2024

Reviewed on: March 8, 2023

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

I. Applicability of the Policy

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

The District will also comply with the requirements of the public lettings laws (NEB. REV. STAT. §§ 73-101 through 73-106) when the contemplated expenditure for the complete project exceeds \$109,000, the Political Subdivisions Construction Alternatives Act (NEB. REV. STAT. §§ 13-2901 through 13-2914), energy financing contracts (NEB. REV. STAT. §§ 66-1062 through 66-1066), other applicable state laws, and the board's general policy on Bidding for Construction and Related Projects. In addition, all procurement and construction shall comply with the rules and requirements of 2 CFR part 200.317 through 200.326 and 34 CFR sections 75.601 through 75.615. In the event of a conflict between state and federal law, the more stringent requirement shall apply.

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

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

a contract to assure payment as required by law of all persons supplying labor and material in the execution of the work provided for in the contract.

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

A. Methods of Bidding/Soliciting Quotations or Estimates

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

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

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

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

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

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

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

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

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

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

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

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

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

B. Advertising for Bids.

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

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

C. Bid Documents

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

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

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

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

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

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

7. The board shall have discretion in determining which bidders are responsible and responsive and shall award the contract to the lowest, responsible, and responsive bidder whose bid meets the

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

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

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

V. Other Contract Matters.

A. Required Terms

The non-Federal entity's contracts must contain the applicable provisions required by section 200.322 and described in Appendix II to Part 200—Contract Provisions for non-Federal Entity Contracts Under Federal Awards. This includes a "Buy American" provision that provides that as appropriate and to the extent consistent with law, the District and contractor should, to the greatest extent practicable under a Federal award, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products). The requirements of the Buy American provision must be included in all subawards including all contracts and purchase orders for work or products under this award.

B. Contracting with Certain Vendors

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

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

C. Full and Open Competition

The district's procurement transactions will be conducted in a manner

providing full and open competition consistent with 2 C.F.R §200.319.

D. Debarment and Suspension

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

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

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

E. Settlements of Issues Arising Out of Contract

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

F. Record Keeping

1. Record Retention

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

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

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

VI. Conflict of Interest and Code of Conduct

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

C. Favors and Gifts

An employee, officer, agent, and board member agents of the District may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts, with the limited exception of unsolicited items of nominal value.

D. Enforcement

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

VII. Financial Management

A. Identification.

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

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

B. Financial Reporting

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

C. Accounting Records

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

D. Internal Controls

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

E. Budget Control

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

F. Payment Methods

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

to \$500 per year for administrative expenses. 2 CFR § 200.305(b)(9).

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

G. Allowability of Costs

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

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

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

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

The default method for the use of program income for the District is the deduction method. 2 C.F.R. § 200.307(e). Under the deduction method, program income is deducted from total allowable costs to determine the net allowable costs. Program income will only be used for current costs unless the District is otherwise directed by the federal awarding agency or pass-through entity. 2 C.F.R. § 200.307(e)(1). The District may also request prior approval from the federal awarding agency to use the addition method. Under the addition method, program income may be added to the Federal award by the Federal agency and the non-Federal entity. The program income must then be used for the purposes and under the conditions of the Federal award. 2 C.F.R. § 200.307(e)(2). The District may also request prior approval from the federal awarding agency to use the cost sharing or matching method.

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

income.

I. Cost Sharing or Matching

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

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

J. Documentation of Personnel Expenses

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

VIII. Other Contract Matters.

A. Required Terms

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

B. Contracting with Certain Vendors

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

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

C. Record Keeping

1. Record Retention

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

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

c) Records will be destroyed in compliance with Schedule

10, Schedule 24, and State law. This includes the completion of a Records Disposition Report.

2. Maintenance of Procurement Records

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

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

D. Privacy

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

Adopted on: July 11, 2022

Revised on: August 10, 2022

Revised on: July 12, 2023

Revised on: July 10, 2024

Reviewed on: _____

3004.1

Fiscal Management for Purchasing and Procurement Using Federal Funds

I. Applicability of Policy

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

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

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

II. Procurement System

The District maintains the following purchasing procedures.

A. Responsibility for Purchasing

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

B. Methods of Purchasing

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

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

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

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

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

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

3. Purchases Over \$250,000

a) Sealed Bids (Formal Advertising)

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

b) Contract/Price Analysis

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

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

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

5. **Competitive Proposals.**

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

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

C. Use of Purchase (Debit & Credit) Cards

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

D. Federal Procurement System Standards

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

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

E. Debarment and Suspension

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

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

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

F. Settlements of Issues Arising Out of Procurements

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

III. Conflict of Interest and Code of Conduct

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

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

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

C. Favors and Gifts

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

D. Enforcement

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

IV. Property Management Systems

A. Property Classifications

1. Equipment means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost that equals or exceeds the lesser of the capitalization level established by the District for financial statement purposes, or \$10,000.

2. Supplies means all tangible personal property other than those described in §200.33 Equipment. A computing device is a supply if the acquisition cost is less than the lesser of the capitalization level established by the District for financial statement purposes or \$5,000, regardless of the length of its useful life. 2 C.F.R. §200.94.
3. Computing Devices means machines that acquire, store, analyze, process, and publish data and other information electronically, including accessories (or “peripherals”) for printing, transmitting and receiving, or storing electronic information. 2 C.F.R. §200.20.
4. Capital Assets means tangible or intangible assets used in operations having a useful life of more than one year which are capitalized in accordance with GAAP. Capital assets include:
 - a) Land, buildings (facilities), equipment, and intellectual property (including software) whether acquired by purchase, construction, manufacture, lease-purchase, exchange, or through capital leases; and
 - b) Additions, improvements, modifications, replacements, rearrangements, reinstallations, renovations or alterations to capital assets that materially increase their value or useful life (not ordinary repairs and maintenance). 2 C.F.R. §200.12.

B. Inventory Procedure

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

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

C. Inventory Records

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

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

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

D. Physical Inventory

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

E. Maintenance

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

F. Lost or Stolen Items

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

G. Use of Equipment

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

H. Disposal of Equipment

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

If the item has a current fair market value of \$10,000 or less, it may be retained, sold, or otherwise disposed of with no further obligation to the federal awarding agency or pass-through entity.

I. Equipment Retention

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

J. Equipment and Capital Expenditures

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

K. Depreciation

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

V. Financial Management

A. Identification

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

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

B. Financial Reporting

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

C. Accounting Records

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

D. Internal Controls

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

E. Budget Control

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

F. Payment Methods

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

quarterly to the federal agency. The District may retain interest amounts up to \$500 per year for administrative expenses. 2 CFR § 200.305(b)(9).

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

G. Allowability of Costs

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

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

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

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

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

2 C.F.R. § 200.307(e)(2). The District may also request prior approval from the federal awarding agency to use the cost sharing or matching method.

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

I. Cost Sharing or Matching

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

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

J. Documentation of Personnel Expenses

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

VI. Written Compensation Policies

A. Time and Effort Standards

All employees who are paid in full or in part with federal funds must keep specific documents to demonstrate the amount of time they spent on grant activities. This includes an employee whose salary is paid with state or local funds but is used to meet a required "match" in a federal program. These documents, known as time and effort records, are maintained in order to charge the costs of personnel compensation to federal grants. Charges to

federal awards for salaries and wages must be based on records that accurately reflect the work performed. These records must:

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

B. Time and Effort Procedures

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

C. Fringe Benefits

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

D. Leave

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

E. Unexpected or Extraordinary Circumstances

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

F. Documentation for Personnel Expenses

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

VII. Other Contract Matters.

A. Required Terms

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

B. Contracting with Certain Vendors

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

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

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

C. Record Keeping

1. Record Retention

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

results. 34 C.F.R. § 75.732. These records and accounts must be retained and made available for programmatic or financial audit.

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

2. Maintenance of Procurement Records

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

D. Privacy

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

Adopted on: July 11, 2022

Revised on: August 10, 2022

Reviewed on: March 8, 2023

Revised on: July 12, 2023

Revised on: July 10, 2024

3011
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3017
Official Communication with the Public

Only individuals who have prior administrative approval may issue press releases or other official communications regarding school-related activities and events in furtherance of the individual's official responsibilities. The superintendent may delegate responsibility for communicating with the media to building principals, the activities director, event sponsors, and other staff on an ad hoc basis.

Adopted on: July 11, 2022

Revised on: July 10, 2024

Reviewed on: September 13, 2023

3032

Fees for School District Records

Requests for school district records shall be subject to applicable fees. No fee shall be charged for providing a student or public record if a specific law or regulation requires the copy to be provided without charge.

Student Records. Students and their parents or guardians shall not be charged any fee to inspect and review the student's files or records. Students and their parents or guardians who desire a copy of the student's files or records shall pay the reasonable cost of reproduction as follows:

- Black and white letter or legal-sized photocopies: No charge for the first 2 copies; 10 cents for each copied page thereafter.
- Computer data printouts: No charge for the first 2 documents; 10 cents for each page thereafter.
- Other medium: Actual cost of reproduction.
- Postage fees: Actual cost

Students and their parents or guardians **shall not be charged any fee:**

- To search for or retrieve any student's files or records.
- For a copy of a student's Individualized Education Plan (IEP).
- For copy of the special education evaluation report and the documentation of determination of eligibility for special education services upon completion of the administration of assessments and other evaluation measures.
- If the fee effectively prevents the parents from exercising their right to inspect and review student records.

Student Records – Transfer School. A copy of the student's files or records, including academic material and any disciplinary material relating to any suspension or expulsion shall be provided at no charge, upon request, to any public or private school to which the student transfers.

Public Records. Individuals requesting copies of public records shall pay the actual added cost of making the copies available.

- For photocopies, actual added costs may include a reasonably apportioned cost of the supplies, such as paper, toner, other equipment used in preparing the copies, and any additional payment obligation for the time of contractors necessarily incurred to comply with the copy request.

- For printouts of computerized data on paper, actual added cost may include computer run time and the cost of materials for making the copy.
- For electronic data, the actual added cost may include the reasonably calculated actual added cost of the computer run time, any necessary analysis and programming, and production of a report in the form furnished to the requester.
- For residents of Nebraska, the actual added cost shall not include any charge for the existing salary or pay obligation to public officer or employees for the first eight hours of searching, identifying, physically redacting, or copying records, but fees may be charged after the first eight hours. The fee for records shall not include any charge for the services of an attorney or any other person to review the requested public records seeking a legal basis to withhold the public records from the public. No special service charge or fee shall be charged for copies of blank forms or pages that have all meaningful information redacted.
- For nonresidents of Nebraska, the actual added cost used as the basis for the calculation of a fee for records may include a charge for the proportion of the existing salary or pay obligation to the public officers or employees, including a proportional charge for the services of an attorney to review the requested public records, for the time spent searching, identifying, physically redacting, copying, or reviewing such records.
- The district shall not charge any fee for copies of public records that is prohibited by law but reserves the right to charge any other fee allowed by law.

The fee schedule for public records copies is as follows:

- Black and white letter or legal-sized photocopies: No charge for the first 2 copies; 10 cents for each copied page thereafter.
- Computer data printouts: No charge for the first 2 documents; 10 cents for each page thereafter.
- Other medium: Actual cost of reproduction.
- Postage fees: Actual cost

Deposit. The school district may require a deposit before providing copies of student or public records if the estimated cost to fulfill the request exceeds fifty dollars.

Waiver. Documents may be furnished without charge or at a reduced charge where the district determines that waiver or reduction is in the public interest.

Adopted on: July 10, 2022
Revised on: July 10, 2024
Reviewed on: May 8, 2024

3033
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3053 Nondiscrimination

The School District does not discriminate on the basis of prohibited factors in employment and educational programs/activities. The School District affirmatively strives to provide equal opportunity for all as required by:

Title VI of the Civil Rights Act of 1964 - prohibits discrimination on the basis of race, color, religion, or national origin

Title VII of the Civil Rights Act of 1964 as amended - prohibits discrimination in employment on the basis of race, color, religion, sex, or national origin

Title IX of the Education Amendments of 1972 - prohibits discrimination on the basis of sex

Age Discrimination in Employment Act of 1967 (ADEA) as amended - prohibits discrimination on the basis of age with respect to individuals who are at least 40

The Equal Pay Act of 1963 as amended - prohibits sex discrimination in payment of wages to women and men performing substantially equal work in the same establishment

Section 504 of the Rehabilitation Act of 1973 - prohibits discrimination against the disabled

Americans with Disabilities Act of 1990 (ADA) - prohibits discrimination against individuals with disabilities in employment, public service, public accommodations and telecommunications

The Family and Medical Leave Act of 1993 (FMLA) - requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to "eligible" employees for certain family and medical reasons

The Pregnancy Discrimination Act of 1978 - prohibits discrimination in employment on the basis of pregnancy, childbirth, or related medical conditions

The Pregnant Workers Fairness Act (PWFA) – requires covered employers to provide reasonable accommodations to qualified

employee's or applicant's known limitations related to, affected by, or arising out of pregnancy, childbirth, or related medical conditions.

The Uniformed Services Employment and Reemployment Rights Act (USERRA) – provides job protections and reemployment rights to military reservists and National Guard members called to active duty

The Boy Scouts of America Equal Access Act which prohibits discrimination against groups that wish to access district facilities

The Nebraska Fair Employment Practice Act (FEPA) – prohibits employment discrimination on the basis of race, color, national origin, religion, sex (including pregnancy), disability, marital status, and retaliation

Nebraska Age Discrimination in Employment Act (Age Act) – prohibits employment discrimination on the basis of age for those individuals who are over 40 years of age

The Equal Pay Act of Nebraska – prohibits discriminatory wage practices based on sex

The Nebraska Equal Opportunity in Education Act – prohibits discrimination on the basis of sex (including pregnancy) by any educational institution

Veterans Preference Law (NEB. REV. STAT §§ 48-225 to 48-231) - stipulates categorical preferences for employment for military veterans and for the spouses of disabled veterans

Additional School Board policies prohibit harassment and/or discrimination against students, employees, or patrons on the basis of sex, race, color, ethnic or national origin, religion, marital status, disability, age, pregnancy, and any other legally prohibited basis. Retaliation for engaging in a protected activity is also prohibited.

Any person who believes she or he has been discriminated against, denied a benefit, or excluded from participation in any district education program or activity may file a complaint using the district's complaint procedures.

Inquiries regarding compliance with any of the laws referred to in this policy may be directed to the superintendent or to the district's Title IX and/or Section 504/ADA Coordinator.

Adopted on: July 11, 2022
Revised on: July 10, 2024
Reviewed on: _____

3057 Title IX

Nondiscrimination. The school district does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates including in admission and employment. Inquiries about Title IX may be referred to the school district's Title IX Coordinator, the U.S. Department of Education's Office for Civil Rights, or both. The school district's Title IX Coordinator may be contacted at Title IX Coordinator, 358 N 6th St. PO Box 338, Tecumseh, NE 68450, rick.lester@jccentral.org, (402) 335-3328. The school district's nondiscrimination policy and grievance procedures are included in this policy, or can be accessed at: <https://www.jccentral.org/vnews/display.v/SEC/District%7CPolicy%20Manuals>. To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please contact the Title IX Coordinator.

Publication Notice. The school district will include the following notice on its website and in each handbook, catalog, announcement, bulletin, application form, and other places as required by law:

The school district prohibits sex discrimination in any education program or activity that it operates and individuals may report concerns or questions to the Title IX Coordinator. The school district's Title IX policy, notice, and other information may be accessed at the following link: https://www.jccentral.org/vnews/display.v/ART/60537fc4030f1?in_archive=1

Retaliation Prohibited. Retaliation, including peer retaliation, is prohibited in the school district's education program or activity. If the school district has information about conduct that reasonably may constitute retaliation under Title IX, it may be required to treat it as an allegation of sex discrimination. Upon receiving a complaint alleging retaliation, the school district will initiate its grievance procedures or informal resolution process.

Definitions. As used in this policy, the following terms are defined as follows:

Complainant means an employee, a student, or a parent, guardian, or other individual with the legal right to act on behalf of a complainant who is alleged to have been subjected to conduct that could constitute sex discrimination, including sex-based harassment; or any other person who may have been subjected to sex discrimination when that person was participating or attempting to participate in the school district's education program or activity.

Complaint means an oral or written request to the school district that objectively can be understood as a request for the school district to investigate and make a determination about alleged sex discrimination under Title IX.

Consent for purposes of this policy means the willingness in fact for conduct to occur. An individual may, as a result of age, incapacity, disability, lack of information, or other circumstances be incapable of providing consent to some or all sexual conduct or activity. Neither verbal nor physical resistance is required to establish that an individual did not consent. School district officials will consider the totality of the circumstances in determining whether there was consent for any specific conduct. Consent may be revoked or withdrawn at any time.

Respondent means a person who is alleged to have violated the school district's prohibition on sex discrimination. When a sex discrimination complaint alleges that the school district's policy or practice discriminates on the basis of sex, the school district is not considered a respondent.

Sex-based harassment prohibited by this part is a form of sex discrimination and means sexual harassment and other harassment on the basis of sex that is:

Quid pro quo harassment. An employee, agent, or other person authorized by the school district to provide an aid, benefit, or service under the school district's education program or activity explicitly or impliedly conditioning the provision of such an aid, benefit, or service on a person's participation in unwelcome sexual conduct;

Hostile environment harassment. Unwelcome sex-based conduct that, based on the totality of the circumstances, is subjectively and objectively offensive and is so severe or pervasive that it limits or denies a person's ability to participate in or benefit from the school district's education program or activity (i.e., creates a hostile environment). Whether a hostile environment has been created is a fact-specific inquiry that includes consideration of the following:

- The degree to which the conduct affected the complainant's ability to access the school district's education program or activity;
- The type, frequency, and duration of the conduct;
- The parties' ages, roles within the school district's education program or activity, previous interactions, and other factors about

each party that may be relevant to evaluating the effects of the conduct;

- The location of the conduct and the context in which the conduct occurred; and
- Other sex-based harassment in the school district's education program or activity.

Sexual assault meaning an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation;

Sex Offenses, Forcible—Any sexual act directed against another person, without the consent of the victim including instances where the victim is incapable of giving consent.

- **Rape**—(Except Statutory Rape) The carnal knowledge of a person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.
- **Sodomy**—Oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity
- **Sexual Assault With An Object**—To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity
- **Fondling**—The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

Sex Offenses, Non-forcible—(Except Prostitution Offenses) Unlawful, non-forcible sexual intercourse.

- **Incest**—Non-Forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law

- **Statutory Rape**—Non-Forcible sexual intercourse with a person who is under the statutory age of consent

Dating violence meaning violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship shall be determined based on a consideration of the length and type of relationship and the frequency of interaction between the persons involved in the relationship;

Domestic violence meaning felony or misdemeanor crimes committed by a person who:

- Is a current or former spouse or intimate partner of the victim under the family or domestic violence laws of the jurisdiction of the school district, or a person similarly situated to a spouse of the victim;
- Is cohabitating, or has cohabitated, with the victim as a spouse or intimate partner;
- Shares a child in common with the victim; or
- Commits acts against a youth or adult victim who is protected from those acts under the family or domestic violence laws of the jurisdiction

Stalking meaning engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others or suffer substantial emotional distress.

Response to Sex-based Harassment.

All Employees. All school district employees must notify the Title IX Coordinator when the employee has information about conduct that reasonably may constitute sex discrimination, including sex-based harassment under Title IX.

Title IX Coordinator. The school district will designate and authorize at least one employee as the school district's "Title IX Coordinator," to coordinate the school district's efforts to comply with its responsibilities under Title IX and this policy. The superintendent or Title IX Coordinator is authorized to delegate specific duties to one or more designees.

For conduct that could constitute sex-based harassment, the Title IX Coordinator must take the following actions:

- Offer and coordinate supportive measures for the complainant and for the respondent;
- Notify the complainant or the individual who reported the conduct of the grievance procedures and, if appropriate, the informal resolution process.
- Take other appropriate steps to avoid the recurrence of sex discrimination and restore or maintain equal access to the school district's programs and activities.

Supportive Measures. The school district will provide supportive measures, as appropriate, in cases involving sex-based harassment. These measures may include but are not limited to: counseling; extending deadlines; increased supervision; no-contact directives; leaves of absence; changes in class, work, or activities, regardless of whether there is a comparable alternative; and training and education programs related to sex-based harassment. Supportive measures may be continued, modified, or discontinued at the conclusion of any grievance process. Supportive measures will not be disclosed to anyone other than the person to whom they apply and others, including school officials, who need to know the supportive measures to implement them.

Requests to Modify Supportive Measures. A complainant or respondent may request modification or reversal of the school district's decision to provide, deny, change, or terminate supportive measures applicable to them. Requests must be made to the Title IX Coordinator in writing, and an impartial individual will review the request.

Students with Disabilities. If the complainant or respondent is a student with a disability, the Title IX Coordinator will consult with one or more members of the student's IEP or Section 504 team to determine compliance with those laws while implementing supportive measures and all other requirements of this policy and Title IX.

Emergency Removal. The school district is authorized to remove a respondent from the school district's education program or activity on an emergency basis, provided that the school district undertakes an individualized safety and risk analysis; determines that an imminent and serious threat to the health or safety of a complainant or other persons arising from the allegations of sex discrimination justifies removal; and provides the respondent with notice and an opportunity to challenge the decision immediately following the removal.

Administrative Leave. The school district is authorized to place an employee respondent on administrative leave from employment

responsibilities during the pendency of the school district's grievance procedures.

Informal Resolution. The school district may offer an informal resolution process unless the complaint includes allegations that an employee engaged in sex-based harassment of a student or informal resolution would be contrary to law. Prior to initiating informal resolution, the parties will be provided with notice of the allegations. Participation in informal resolution is voluntary, and any informal resolution will include consent from the complainant and respondent, the ability to withdraw from the process, and the right to resume the grievance process. If an agreement is reached, it precludes the parties from initiating or resuming the grievance process.

The informal resolution facilitator will not be the same person as the investigator or the decisionmaker in the school district's grievance procedures. Potential terms that may be included in an informal resolution agreement include but are not limited to restrictions on contact, restrictions on participation in programs or activities, and disciplinary sanctions.

If informal resolution is offered, the school district will maintain all evidence gathered, communications about the informal resolution process, and the agreement reached. This information will be disclosed to outside individuals only as permitted by law and if required to implement the requirements of the agreement or Title IX. If no agreement is reached, only relevant and permissible evidence received during the informal resolution process will be considered during the grievance process.

Grievance Procedures to Resolve Complaints of Sex Discrimination. Any person designated as Title IX Coordinator, investigator, or decision maker will not have a conflict of interest or bias for or against any party, generally or specifically. The decisionmaker may be the same person as the Title IX Coordinator or investigator.

Complaint. Complaints of sex-based harassment may only be made by a complainant; a parent, guardian, or other individual with the legal right to act on behalf of a complainant; or the Title IX Coordinator. Complaints of sex discrimination (excluding complaints of sex-based harassment) may be made by any person who was participating or attempting to participate in the school district's education program or activity at the time of the alleged sex discrimination.

Complaint by Coordinator. In the absence of a complaint made by any other individual, the Title IX Coordinator will determine whether to initiate

a complaint of sex discrimination. The Title IX Coordinator must consider, at a minimum, the following factors:

- The complainant's request not to proceed with the initiation of a complaint;
- The complainant's reasonable safety concerns regarding the initiation of a complaint;
- The risk that additional acts of sex discrimination would occur if a complaint is not initiated;
- The severity of the alleged sex discrimination, including whether the discrimination, if established, would require the removal of a respondent from campus or imposition of another disciplinary sanction to end the discrimination and prevent its recurrence;
- The age and relationship of the parties, including whether the respondent is an employee of the school district;
- The scope of the alleged sex discrimination, including information suggesting a pattern, ongoing sex discrimination, or sex discrimination alleged to have impacted multiple individuals;
- The availability of evidence to assist a decisionmaker in determining whether sex discrimination occurred; and
- Whether the school district could end the alleged sex discrimination and prevent its recurrence without initiating its grievance procedures.

If the Title IX Coordinator initiates a complaint, they will notify the complainant prior to doing so and address reasonable concerns about the complainant's safety or the safety of others, including by providing supportive measures.

Consolidation of Complaints. The school district may consolidate complaints of sex discrimination against more than one respondent, or by more than one complainant against one or more respondents, or by one party against another party, when the allegations of sex discrimination arise out of the same facts or circumstances. When more than one complainant or more than one respondent is involved, references in this section to a party, complainant, or respondent include the plural, as applicable.

Basic Procedures. This grievance procedure is governed by the following basic requirements:

- A respondent is presumed not responsible for the alleged sex discrimination until a determination is made at the conclusion of the grievance procedure;

- The school district will treat the complainant and respondent equitably throughout the grievance process;
- The school district will take reasonable steps to protect the privacy of individuals participating in the grievance process in a manner that does not restrict the parties from obtaining and presenting evidence, speaking to witnesses, consulting with family members or advisors, or otherwise participating in the grievance process;
- The District will use the following timelines for each complaint, but the Title IX Coordinator or designee may extend them as needed:

Major Stage	Target Duration (calendar days)
Completion of the school district's decision whether to dismiss or investigate a complaint of sex discrimination	1-15
Investigation	1-30
Determination	1-30
Appeal	1-20

Notice of Allegations. Upon initiation of the grievance procedure, the school district will provide notice of the allegations to the parties whose identities are known. The notice will include a copy of this policy; the parties involved in the incident(s); the conduct alleged to constitute sex discrimination; and the date(s) and location(s) of the alleged incident(s), if available. Retaliation is prohibited.

If the school district decides to investigate additional allegations of sex discrimination that are not included in the initial notice, the school district will provide notice of the additional allegations to the parties.

Complaint Investigation. The burden is on the school district to conduct an investigation that gathers sufficient evidence to determine whether sex discrimination occurred. The individual investigating and deciding the complaint will:

- Provide an equal opportunity for the parties to present fact witnesses and relevant and permissible evidence;
- Objectively review all evidence gathered through the investigation and determine what evidence is relevant and permissible;
- Provide each party with an accurate description of the relevant and permissible evidence, and upon request, copies of this evidence;
- Provide the parties a reasonable opportunity to respond to the evidence;

- Use a process that enables the decisionmaker to question parties and witnesses to adequately assess a party's or witness's credibility, but credibility will not be based upon any individual's status as a complainant, respondent, or witness; and
- Take reasonable steps to prevent and address the parties' unauthorized disclosure of information and evidence obtained solely through the grievance procedures. For purposes of this paragraph, disclosures of such information and evidence for purposes of administrative proceedings or litigation related to the complaint of sex discrimination are authorized.

Relevant and Permissible Evidence. The school district will consider relevant and permissible evidence. Relevant evidence is evidence related to the allegations of sex discrimination under investigation as part of the grievance procedure. Questions are relevant when they seek evidence that may aid in showing whether the alleged sex discrimination occurred, and evidence is relevant when it may aid a decisionmaker in determining whether the alleged sex discrimination occurred.

Generally relevant evidence is permissible, but does not include:

- Evidence that is protected under a privilege as recognized by Federal or State law;
- A party's or witness's records that are made or maintained by a physician, psychologist, or other recognized professional in connection with the provision of treatment to the party or witness unless the school district obtains that party's or witness's voluntary, written consent for use in this grievance procedures; and
- Evidence that relates to the complainant's sexual interests or prior sexual conduct, unless that evidence is offered to prove that someone other than the respondent committed the alleged conduct or is evidence about specific incidents of the complainant's prior sexual conduct with the respondent that is offered to prove consent to the alleged sex-based harassment. The fact of prior consensual sexual conduct between the complainant and respondent does not by itself demonstrate or imply the complainant's consent to the alleged sex-based harassment or preclude a determination that sex-based harassment occurred.

Determining Whether Sex Discrimination Occurred. The school district will:

- Use the preponderance of the evidence standard of proof, that it is more likely than not, to determine whether sex discrimination occurred;
- Use only relevant and permissible evidence to reach a determination;
- Notify the parties in writing of the determination whether sex discrimination occurred, including the rationale for such determination, and the procedures and permissible bases for the complainant and respondent to appeal, if applicable;
- If there is a determination that sex discrimination occurred, coordinate and provide remedies to restore equal access, coordinate the imposition of any disciplinary sanctions on a respondent, including notification to the complainant of any such disciplinary sanctions, and require the Title IX Coordinator to take other appropriate prompt and effective steps to ensure that sex discrimination does not continue or recur;
- Not discipline a party, witness, or others participating in a school district's grievance procedures for making a false statement or for engaging in consensual sexual conduct based solely on the school district's determination whether sex discrimination occurred.

Dismissal of a Complaint. A complaint of sex discrimination made through the grievance procedure may be dismissed for any of the following reasons:

- The school district is unable to identify the respondent after taking reasonable steps to do so;
- The respondent is not participating in the school district's education program or activity and is not employed by the school district;
- The complainant voluntarily withdraws any or all of the allegations in the complaint, the Title IX Coordinator declines to initiate a complaint, and the school district determines that without the complainant's withdrawn allegations, the remaining alleged conduct would not constitute sex discrimination even if proven;
- The school district determines the conduct alleged in the complaint, even if proven, would not constitute sex discrimination under Title IX. Before dismissing the complaint under this paragraph, the school district must make reasonable efforts to clarify the allegations with the complainant.

Upon dismissal, the school district will promptly notify the complainant of the basis for the dismissal. If the dismissal occurs after the respondent has been notified of the allegations, then the school district must also notify the respondent of the dismissal and the basis for the

dismissal promptly following notification to the complainant, or simultaneously if notification is in writing.

The school district will notify the complainant that a dismissal may be appealed and provide the complainant with an opportunity to appeal the dismissal. If the dismissal occurs after the respondent has been notified of the allegations, then the school district must also notify the respondent that the dismissal may be appealed on the bases set out in this policy. Upon the dismissal of a complaint, at a minimum, the school district will:

- Offer supportive measures to the complainant, and offer supportive measures to the respondent if the respondent has been notified of the complaint;
- Require its Title IX Coordinator to take other appropriate prompt and effective steps to ensure that sex discrimination does not continue or recur within the school district's education program or activity.

Appeal. The school district will provide the parties the opportunity to appeal the decisionmaker's written determination or a dismissal of a complaint, on the grounds identified below. The school district will implement appeal procedures equally for the parties, including a reasonable and equal opportunity to make a statement in support of or challenging the outcome being appealed. Appeals under Title IX, like other comparable proceedings, will be handled consistent with the school district's general complaint policy.

Time for Appeal. Appeals may only be initiated by submitting a written Notice of Appeal to the superintendent within three (3) calendar days of the party's receipt of (1) the written determination of whether sex discrimination occurred from which the appeal is taken, or (2) the written dismissal of the complaint from which the appeal is taken.

Notice of Appeal Filed By Party. The Notice of Appeal must include (a) the name of the party or parties appealing, (b) the determination, dismissal, or portion thereof being appealed, and (c) a concise statement of the specific grounds (from the following subsection) upon which the appeal is based. A party's failure to timely submit a Notice of Appeal will be deemed a waiver of the party's right to appeal under this policy and Title IX.

Appeals of Dismissals. If a dismissal is appealed, the school district will provide notice of the allegations to the complainant and respondent if not provided previously.

Appeal Decision. The decisionmaker for the appeal will be an individual who did not take part in the investigation, determination, and/or decision to dismiss the complaint. The appeal decisionmaker will notify the parties of the result of the appeal and the rationale for the result.

Disciplinary Sanctions and Remedies. If it is determined that sex-based harassment occurred, the school district may impose disciplinary sanctions that may include suspension, expulsion, mandatory reassignment, adverse employment action up to and including termination, or any other actions regarding student behavior that are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include counseling of students, parent conferences, referral to restorative justice practices or services, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation.

Superintendent Authorized to Contract. The board authorizes the Superintendent to contract for, designate, and appoint individuals to serve in the roles of the school district's investigator(s), decision-maker(s), informal resolution facilitator(s), or appellate decision-maker(s) as contemplated by this policy.

Recordkeeping. The school district will maintain the following documents for a period of at least seven years:

- For each complaint of sex discrimination, records documenting the informal resolution process or grievance procedures and the outcome.
- Records documenting the actions the school district took to meet its obligations under Title IX for any allegation of sex discrimination.
- All materials used to provide training as required by this policy. The school district will make these training materials available upon request for inspection by members of the public.

Adopted on: July 11, 2022

Reviewed on: August 10, 2022

Revised on: July 10, 2024

3059 Audio and Video Recording

Students, staff, parents/guardians, and patrons should assume that any class or activity in the school may be recorded by the school district for legitimate educational purposes. There is no reasonable expectation of privacy within classrooms, common areas of the school building or on school grounds outside of the building. Recordings permitted pursuant to this policy may only be used for authorized purposes and may not be republished without additional, written consent from a school administrator. For purposes of this policy "recording" includes still photographs, video, audio, and other similar data captured in any medium.

Secret Recordings. No person is permitted to make surreptitious recordings on school grounds unless authorized by the superintendent.

Recordings Made by The District. The district may use cameras or other devices for purposes of making security, safety, or other recordings when such recordings are deemed necessary or appropriate by an authorized representative of the district. The district will not maintain recordings unless the recording is purposefully copied and saved. Any recording not copied and maintained separately may only be accessible by the authorized representative for a limited time. Recordings made by the district may be destroyed by an authorized representative at any time unless retention is required by law.

Recordings Made by Parents/Guardians and Patrons. Parents/guardians and patrons may make recordings of school activities in a non-disruptive manner including things like athletic contests and school board meetings to the extent permitted by law unless otherwise lawfully restricted by the administration. Parents/guardians or patrons may not make recordings if they are volunteering or visiting school during the school day without permission of the administration or supervising staff member and subject to this policy, such as recording their child's classroom activities or recess. Parents may not record meetings with administrators or staff, including meetings related to a student's IEP or 504 plan. Violation of this policy will result in immediate termination of any meeting that is being recorded and may be grounds for exclusion from school property, loss of volunteer privileges, or other restrictions deemed appropriate by the administration.

Recordings Made by Staff. Staff members may make recordings of

classroom instruction, student behavior or performance, and school activities without prior administrative approval only for legitimate educational purposes. Staff members may not make secret recordings while on duty, even if those recordings do not violate state or federal criminal or privacy laws. Staff members who violate this provision may be subject to consequences up to termination for classified staff and cancellation of contract for certificated staff.

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

Adopted on: July 11, 2022

Revised on: July 12, 2023

Revised on: July 10, 2024

Reviewed on: _____

3060
Firearms and Weapons for Non-Students

Weapons. No person may possess, handle, or transmit any weapon while on school grounds or at any school activity or event off school grounds except as permitted by this policy. **Definition of Weapon.** The term "weapon" means any object, device, instrument, material, or substance which is capable of causing injury in the manner it is used or intended to be used.

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

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

1. The issuance of firearms to or possession by members of the armed forces of the United States, active or reserve, National Guard of this State, or Reserve Officers' Training Corps or peace officers or other duly authorized law enforcement officers when on duty or training;
2. The possession of firearms by peace officers or other duly authorized law enforcement officers

The carrying of firearms by qualified law enforcement officers or qualified retired law enforcement officers carrying pursuant to 18 U.S.C. 926B or 926C, respectively, as such sections existed on January 1, 2023

3. Firearms that may lawfully be possessed by a person who is receiving instruction at the school under the immediate supervision of an adult instructor;
4. Firearms which may lawfully be possessed by a person for the purpose of using them, with the approval of the school, in a historical reenactment, in a hunter education program, or as part of an honor guard;

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

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

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

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

Adopted on: July 10, 2024

Revised on: _____

Reviewed on: _____

4011
Employee Leave Under the Family and Medical Leave Act
(FMLA)

The school district shall provide leave to its employees in accordance with the Family and Medical Leave Act ("FMLA"). The terms used herein shall have the meaning ascribed to them under the FMLA. Employees may also qualify for leave under the Nebraska Family Military Leave Act, which is covered under the district's policy for that law. If an employee qualifies for leave under both the Family and Medical Leave Act and the Nebraska Military Leave Act, any leave taken by the employee will count concurrently toward the leave limits of both acts.

I. Qualifying for Leave

A. Qualified Employees

1. To be eligible for ***unpaid*** leave under this policy, an employee must:
 - a. Make the request for leave at a time when the school district employs 50 or more workers;
 - b. Have been working for the school district for at least 12 months prior to the request; and
 - c. Have worked a minimum of 1,250 hours during the 12-month period immediately preceding the commencement of the leave.
2. The applicable 12-month period for computing an employee's entitlement to FMLA leave shall be "rolling" 12-month period measured backward from the date an employee uses any FMLA leave.
3. Employees ineligible for FMLA leave for any reason may be eligible for leave under the Nebraska Family Military Leave Act and should consult policy 4011.1.

B. Qualified Circumstances Necessitating Leave

1. The school district will grant an eligible employee up to a total of 12 workweeks of **unpaid** leave under the following conditions:
 - a. For birth of a son or daughter, and to care for the newborn child;
 - b. For placement of a son or daughter with the employee for adoption or foster care;
 - c. To care for the employee's spouse, son, daughter, or parent with a serious health condition;
 - d. Because of a serious health condition that makes the employee unable to perform the functions of his or her job;
 - e. Because of any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a Military Member on Covered Active Duty (or has been notified of an impending call or order to Covered Active Duty) in National Guard, Reserves, and/or Regular Armed Forces in support of a contingency operation; or

2. The school district will grant an eligible employee who is the spouse, son, daughter, parent or next of kin of a Covered Servicemember a total of 26 workweeks of **unpaid** leave during a 12-month period to care for the service member as permitted under the FMLA. The leave described in this paragraph shall only be available during a single 12-month period.

For purposes of this provision and this policy, "Covered Servicemember" includes both Military Members and covered Veterans, so long as the covered Veteran was discharged or released under conditions other than dishonorable at any

time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered Veteran.

3. During the single 12-month period described in paragraph I(B)(2), an eligible employee shall be entitled to a combined total of 26 workweeks of leave under paragraphs I(B)(1) and I(B)(2). Nothing in this paragraph shall limit the availability of leave under paragraph I(B)(1) during any other 12-month period.

C. Limitations on Leave

1. Leave for birth or placement for adoption or foster care must conclude within 12 months of the birth or placement.
2. In any case in which a husband and wife both employed by the school district are entitled to FMLA leave:
 - a. The aggregate number of workweeks of FMLA leave to which both are entitled is limited to 12 during any 12-month period if such leave is taken (i) because of the birth of a son or daughter of the employee and in order to care for such son or daughter; (ii) because of the placement of a son or daughter with the employee for adoption or foster care; or (iii) to care for a sick parent who has a serious health condition; and
 - b. The aggregate number of workweeks of FMLA leave to which both that husband and wife are entitled is limited to 26 during the single 12-month period in which leave is taken to care for a Covered Servicemember and the husband and wife employees are both either the son, daughter, parent, or next of kin of such Covered Servicemember, if the leave is

taken for this reason or a combination of this reason and one of the three reasons described in paragraph I(C)(2)(a). If the leave taken by the husband and wife includes leave described in paragraph I(C)(2)(a), the limitation in paragraph I(C)(2)(a) shall apply to the leave described in I(C)(2)(a).

D. Qualifying Notice and Certification

Employees seeking to use FMLA leave will be required to provide:

1. 30-day advance notice when the need to take the leave is foreseeable; provided, if (a) the leave is for needed treatment which is required to begin in less than thirty days or (b) the leave is for the reason set forth in paragraph I(B)(1)(e), the employee shall provide such notice to the school district as is reasonable and practical;
2. Medical certification supporting the need for leave due to a Serious Health Condition affecting the employee or family member or to care for a Military Member, and/or due to a Serious Injury or Illness to care for a Veteran;
3. Second or third medical opinions and periodic re-certifications (at the school district's expense);
4. Certification supporting the need for leave because of a qualifying exigency arising out of the fact that the employee's spouse, son, daughter or parent is a Military Member on Covered Active Duty (or has been notified of an impending call or order to Covered Active Duty) in the National Guard, Reserves, and/or Regular Armed Forces in support of a contingency operation;

5. Certification supporting the need for leave to care for a Veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered Veteran, and who is undergoing medical treatment, recuperation, or therapy for a Serious Injury or Illness; and
6. Periodic reports during leave, at a frequency reasonably requested by the superintendent, regarding the employee's status and intent to return to work.

E. Scheduling Leave

When leave is needed to care for a family member, for the employee's own illness, or to care for a Covered Servicemember, and such leave is foreseeable based on planned medical treatment, the employee must attempt to schedule treatment so as not to unduly disrupt the school district's operations.

II. Relationship with District During Leave

A. Leave to Be Unpaid

All leave provided to employees under the provisions of the FMLA and this policy shall be unpaid leave.

B. Substitution of Paid Leave

1. The school district requires employees to substitute any accrued paid vacation leave, paid personal leave, paid family leave, paid medical leave or paid sick leave for FMLA leave. However, nothing in this policy shall require the school district to provide paid sick or medical leave in any situation in which the school district would not normally provide such paid leave.
2. If an employee uses paid leave under circumstances which do not qualify as FMLA

leave, the leave will not count against the number of workweeks of FMLA leave to which the employee is entitled.

3. Any paid leave which is substituted for FMLA leave will be subtracted from the number of workweeks of unpaid leave provided by the FMLA and this policy.

C. Group Health Plan Benefits

1. The school district will continue group health plan benefits on the same basis as coverage would have been provided if the employee had been continuously employed during the FMLA leave period.
2. Any share of health plan premiums which have been paid by the employee prior to FMLA leave must continue to be paid by the employee during the FMLA leave period.

D. Intermittent or Reduced-Schedule Leave

1. Leave may be taken under this policy intermittently or on a reduced-leave schedule under certain circumstances.
 - a. When leave is taken because of a birth or because of a placement of a child for adoption or foster care, an eligible employee may take leave intermittently or on a reduced-leave schedule only with the agreement of the school district. In such a case, the superintendent shall have the authority to approve or disapprove such intermittent or reduced leave schedule, in the superintendent's sole discretion.
 - b. When leave is taken to care for a sick family member, for an employee's own serious health condition, or to care for a covered Veteran or Military Member, an

eligible employee may take leave intermittently or on a reduced-leave schedule when medically necessary.

- c. When leave is taken by an eligible employee because of any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a Military Member on Covered Active Duty (or has been notified of an impending call or order to Covered Active Duty) in National Guard, Reserves, and/or Regular Armed Forces in support of a contingency operation, the employee may take leave intermittently or on a reduced-leave schedule.
- d. When leave is taken by an eligible employee to care for a Covered Servicemember, including a Veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered Veteran, and who is undergoing medical treatment, recuperation, or therapy for a Serious Injury or Illness
- e. Intermittent or reduced leave shall not result in a reduction in the employee's total amount of leave beyond the amount of leave actually taken.
- f. When an instructional employee seeks to take intermittent leave in connection with a family or personal illness (e.g. physical therapy or periodic care for a sick relative) or to care for a covered Veteran or Military Member, and when such leave would constitute at least 20 percent of the total number of working days in the period during which the leave would extend, the school district may require the employee

to elect to take leave in a block, instead of intermittently, for the entire period or to transfer to an available alternative position within the school system that is equivalent in pay, for which the employee is qualified, and which better accommodates the intermittent leave.

2. If an eligible employee requests intermittent leave or leave on a reduced-leave schedule that is foreseeable based on planned medical treatment, including during a period of recovery from a serious health condition, the school district may require the employee to transfer temporarily to an available alternative position for which the employee is qualified and which better accommodates recurring periods of leave than does the employee's regular position. Such alternative position must have equivalent pay and benefits as the employee's permanent position.
3. Leave taken on an intermittent or reduced-schedule basis will be tracked hourly.

III. Return from Leave

A. Restoration to Position

1. On return from FMLA leave, an employee is entitled to be returned to the same position the employee held when leave commenced, or to an equivalent position with equivalent benefits, pay, and other terms and conditions of employment.
2. Any leave taken under this policy will not result in the loss of any employment benefits accrued prior to the date on which the leave commenced.
3. An eligible employee is not entitled to accrual of any seniority or employment benefits during any period of leave, or any right, benefit, or

position of employment other than to which the employee would have been entitled had the employee not taken leave.

B. Denial of Restoration

1. The school district reserves the right to deny restoration to any eligible employee who is a "key employee" (that is an employee who is salaried and among the highest paid 10% of the employees of the school district) if such denial is necessary to prevent substantial and grievous economic injury to the operations of the school district.
2. If the school district intends to deny restoration to such an employee, it will:
 - a. notify the employee of his/her status as a "key employee" in response to the employee's notice of intent to take FMLA leave;
 - b. notify the employee as soon as the school district decides it will deny job restoration and explain the reasons for this decision;
 - c. offer the employee a reasonable opportunity to return to work from FMLA leave after giving this notice; and
 - d. make a final determination as to whether reinstatement will be denied at the end of the leave period if the employee then requests restoration.

C. Failure to Return from Leave

- a. If an employee fails to return from FMLA leave after the period of leave to which the employee is entitled has expired, the employee shall reimburse the district for any premiums the employer paid for

maintaining health insurance coverage for the employee during the employee's FMLA leave unless the reason the employee does not return is due to: (1) the continuation, recurrence, or onset of the serious health condition which entitled the employee to FMLA leave and the employee provides the district with sufficient certification from the proper health care provider of such continuation, recurrence, or onset of the serious health condition or (2) other circumstances beyond the employee's control.

IV. Notice to Employees

- A.** The school district will post in conspicuous places where employees are employed notices explaining the FMLA and providing information concerning the procedures for filing complaints of FMLA violations with the U.S. Wage and Hour Division.
- B.** To the extent that any provision in this policy is in any manner inconsistent with the provisions of the Act or the regulations promulgated thereunder, the Act and regulations shall prevail over the provisions of this policy. The school district reserves the right to modify this policy from time to time in its sole discretion.
- C.** Employees may direct any questions or concerns regarding FMLA leave to the superintendent.

Adopted on: July 11, 2022
Revised on: July 10, 2024
Reviewed on: July 12, 2023

4053 Conflict of Interest

Any school district employee who meets the conditions set forth in this policy shall be deemed to have a business or financial conflict of interest.

1. Definitions. For the purposes of this policy:
 - a. Business with which an employee is associated shall include the following:
 - (1) A business in which the employee or a member of his or her immediate family is a partner, a limited liability company, or serves as a director or an officer.
 - (2) A business in which the employee or a member of his or her immediate family is a stockholder in a closed corporation with stock worth one thousand dollars or more, or the employee or his or her immediate family owns more than a five percent equity interest or is a stockholder of publicly traded stock worth more than ten thousand dollars or more at fair market value, or which represents more than ten percent equity interest. This shall not apply to publicly traded stock under a trading account if the employee reports the name and address of the company and stockbroker.
 - b. A business association shall be defined to include an individual as a partner, limited liability company member, director or officer, or a business in which the individual or member of the immediate family is a stockholder.
 - c. Immediate family member or member of the immediate family shall mean a child residing in an individual's household, a spouse of an individual, or an individual claimed by that individual or that individual's spouse as a dependent for federal income tax purposes
2. Contracts with the School District.
 - a. No employee or member of his or her immediate family shall enter into a contract valued at two thousand dollars or more, in any one year, with this school district unless the contract is

awarded through an open and public process that (1) includes prior public notice and (2) allows the public to inspect during the school district's regular business hours the proposals considered and the contract awarded.

- b. The existence of any conflict of interest in any contract in which the employee has an interest and in which the school district is a party, or the failure to make public the employee's interest known, may render a contract null and void.
- c. The prohibition of a conflict of interest or requirement for public notice shall apply when the employee, or his or her immediate family has a business association with the business involved in the contract or will receive a direct pecuniary fee or commission as a result of the contract.

3. Employing Members of the Immediate Family.

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

- b. The employee shall not terminate the employment of another employee so as to make funds or a position available for the purpose of hiring an immediate family member.
4. Gifts, Loans, Contributions, Rewards, or Promises of Future Employment
- a. No employee shall offer or give to the following persons anything of value, including a gift, loan, contribution, reward, or promise of future employment, based upon an agreement that a vote, official action, or judgment would be influenced thereby:
 - (1) a public official, public employee, or candidate.
 - (2) a member of the immediate family of an individual listed in Subparagraph 'a' above.
 - (3) a business with which an individual listed in Subparagraph (1) or (2) above is associated.
 - b. No employee shall solicit or accept anything of value, including a gift, loan, contribution, reward, or promise of future employment based on an agreement that the vote, official action, or judgment of the employee would thereby be influenced.
 - c. An employee shall not use or authorize the use of his or her public employment or any confidential information received through the public employment to obtain financial gain, other than compensation provided by law, for himself or herself or a member of his or her immediate family, or a business with which he or she is associated.
 - d. An employee shall not use or authorize the use of personnel, resources, property, or funds under that person's official care and control other than in accordance with prescribed constitutional, statutory, and regulatory procedures or use such items for personal financial gain, other than compensation provided by law.
5. Conflict of Interest Relating to Campaigning or Political Issues

- a. Except as provided below, an employee shall not authorize the use of school district personnel, property, resources, or funds for the purpose of campaigning for or against the nomination or election of a candidate or the qualification, passage, or defeat of a ballot question.
 - b. This does not prohibit an employee from making school district facilities available to a person for campaign purposes if the identity of the candidate or the support for or opposition to the ballot question is not a factor in making the facilities available or a factor in determining the cost or conditions for use.
 - c. This does not prohibit an employee from discussing and voting upon a resolution supporting or opposing a ballot question.
 - d. This does not prohibit an employee under the direct supervision of a public official from responding to specific inquiries by the press or the public as to the board's opinion regarding a ballot question or from providing information in response to a request for information.
 - e. An employee may present his or her personal opinion regarding a ballot question or respond to a request for information related to a ballot question; but in so doing, the person should clearly state that the information being presented is his or her personal opinion and is not to be considered as the official position or opinion of the school district. However, this shall not be done during a time that the individual is engaged in his or her official duties.
6. Additional Procedures Applicable to Employees With An Annual Salary and Benefits of More than \$150,000 Per Year
- a. Staff whose annual salary and benefits exceed one hundred fifty thousand dollars should assess whether they have a conflict of interest before taking any action or making any decision.
 - b. Employees have a conflict of interest pursuant to this subdivision of the policy when their actions or decisions may cause financial benefit or detriment to themselves, a business with which they are associated or a member of their immediate family.

- i. When assessing whether a conflict of interest exists, qualifying staff members should assess whether the benefit or detriment identified is distinguishable from the effects of such action on the public generally or a broad segment of the public.
 - ii. If qualifying employees are unsure as to whether a conflict of interest exists, they may apply to the Nebraska Political Accountability and Disclosure Commission for an opinion as to whether they have a conflict of interest.
 - c. Qualifying employees who determine that a conflict of interest does exist under this policy shall:
 - i. Prepare a written statement describing the matter requiring action or decision and the nature of the potential conflict;
 - ii. Deliver a copy of the statement to the secretary of the board of education, who shall enter the statement onto the public records of the school district; and
 - iii. Abstain from participating in the matter in which the employee has a conflict of interest.
 - d. This subsection does not prevent a qualifying employee from making or participating in the making of a decision to the extent that the employee's participation is legally required for the action or decision to be made.
- 7. Conflict. To the extent that there is a conflict between this policy and the Nebraska Political Accountability and Disclosure Act ("Act"), the Act shall control.
- 8.

Adopted on: July 11, 2022

Revised on: July 10, 2024

Reviewed on: _____

5001 Compulsory Attendance and Excessive Absenteeism

Required Attendance

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

Mandatory Attendance Age

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

Exceptions

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

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

Discontinuing Enrollment – 5 Year Old Students

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

Discontinuing Enrollment – 16 and 17 Year Old Students

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

Only children disenrolling to attend an exempt school may be exempt from this policy. The person with legal or actual charge or control of the child must provide the superintendent with a copy of the signed request submitted to the State Department of Education for attending exempt schools. The superintendent may confirm the validity of the submission with the State Department of Education.

Attendance Officer

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

Excused Absences

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

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

5. Attending a funeral, wedding or graduation
6. Appearance at court or for other legal matters
7. Observance of religious holidays of the student's own faith
8. College planning visits
9. Personal or family vacations
10. Other absences which have received prior approval from the principal

Excessive Absenteeism

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

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

Adopted on: July 11, 2022
Revised on: July 10, 2024
Reviewed on: July 12, 2023

5004 Option Enrollment

The board of education supports the concept embodied in the Enrollment Option Program that parents and legal guardians have the primary responsibility for ensuring that their children receive the best education possible. Accordingly, the school district will participate in the option enrollment program and receive option students as provided herein.

1. Definitions

- a. Option Student Defined.** Option student means a nonresident student who has chosen to attend the school district under the provisions of the option enrollment program.
- b. Resident School District Defined.** Resident school district means the school district in which a student resides or in which the student is admitted as a resident of the school district pursuant to state law.
- c. Option School District Defined.** Option school district means the school district that a student chooses to attend other than his or her resident school district.
- d. Elementary School Defined.** Elementary school means grades K - 5.
- e. Middle School Defined.** Middle school means grades 6 - 8.
- f. High School Defined.** High school means grades 9 through 12.

2. Persons Entitled to Apply for Option Enrollment of Students. Only parents and legal guardians may apply for option enrollment of students. Applications filed by foster parents and adults acting *in loco parentis* are not authorized and will be automatically denied.

3. Duties, Entitlements and Rights of Option Students. Except as otherwise provided herein, once an option student's option enrollment application has been accepted he/she shall be treated as a resident student of the school district.

4. Standards for Acceptance or Rejection of Option Students.

- a. Special Education Capacity.** Capacity for special education services will be determined on a case-by-case basis. If an application for option enrollment received by the school district indicates that the student has an individualized education program under the federal Individuals with Disabilities Education Act, 20 U.S.C. 1400 et seq., or has been identified as a student with a disability as defined in section 79-1118.01, the application will be evaluated by the director of special education services or the director's designee who must determine if the school district and the appropriate class, grade level, or school building has the capacity to provide the applicant the appropriate services and accommodations. The Federal Educational Rights and Privacy Rights Act (FERPA) (20 U.S.C. § 1232g) permits the release of education records when a student seeks or intends to enroll in a different school district.
- b. Numeric Capacity.** The board of education may set the numeric capacity of programs, classes, grade levels, or school buildings by operation of this policy or through freestanding action by the board. Numeric Capacity will be determined based upon available staff, facilities, projected enrollment of resident students, and projected number of students with which the option school district will contract based on existing contractual arrangements. Individuals seeking information about the numeric capacity set by the board may contact the superintendent for a copy of that resolution.
- c. Programmatic Capacity.** In addition to the numeric capacity standards referred to above, the board may, by resolution, prior to October 15 of each school year, declare a program, a class, or a school unavailable for the next school year to option students due to lack of capacity. Individuals seeking information about the programs that have been declared to be unavailable due to lack of capacity may contact the superintendent for a copy of the board's resolution.
- d. Other Standards for Acceptance or Rejection of Option Enrollment Applications.** In addition to the numeric and programmatic capacity standards outlined above, the school district shall not accept an option student when acceptance of the student:

- i. Would increase the operating costs of the school district, such as by requiring the hiring of new staff or contracting with outside entities to provide services to the student;
 - ii. Would require the procurement of new equipment, technology, or furnishings;
 - iii. Would cause or require the rearrangement of caseloads for staff and contracted professionals;
 - iv. Is reasonably deemed by appropriate school staff to pose a potential risk to the health or safety of students or staff;
 - v. May pose a risk of adversely affecting the quality of educational services being provided to resident students, as determined by appropriate school staff.
 - e. **Prohibited Standards.** The school district shall not base the decision to accept or reject an option student on the student's previous academic achievement, athletic or other extracurricular ability, disabling condition(s), proficiency in the English language, or previous disciplinary proceedings.
 - f. **Order of Acceptance.** If there are more option student applicants for any program, class, grade level or school building than can be accepted into such program, class, grade level or school building, applicants shall be accepted in the following order:
 - i. students with brothers or sisters attending the school district, either as resident students or as option students, shall be granted first priority;
 - ii. thereafter, option students shall be accepted into such program, class, grade level or school building in the order in which written applications were received by the school district.
 - g. **Maximum Capacity Report.** The school district will annually establish, publish, and report the capacity for each school building under the district's control pursuant to procedures, criteria, and deadlines established by the Nebraska Department of Education.
- 5. False or Misleading Option Applications.** If, prior to the student's attendance as an option student, the school district discovers that a previously accepted option application contained false or substantively misleading information, the option application will be rejected.

- 6. Academic Credits and Graduation.** The school district shall accept credits toward graduation that were awarded by another school district, and shall award a diploma to an option student if the student meets the graduation requirements of the school district.
- 7. Information Regarding Schools, Programs, Policies and Procedures.** The school district, its officers and employees, shall make information about the school district and its schools, programs, policies and procedures available to all interested people.
- 8. Procedure for Students Optioning Into or Out of the School District.**
 - a.** The parent or legal guardian of any student desiring to option into or out of the school district shall submit a proper and timely application to the board of education and the other affected school district for enrollment during the following and subsequent school years. Any application requiring the approval of the school district shall be deemed submitted when the application is actually received in the school district's business office.
 - b.** On or before April 1st, the school district shall notify the parent or legal guardian of any student who has submitted an application to option into the school district and the resident school district, in writing, whether the application is accepted or rejected. If an application is rejected, the reason for such rejection shall be stated in the notification. This written notice shall be sent via certified mail to the address listed on the option application.
- 9. Late Applications and Requests for Release**
 - a.** The board of education may refuse a request of a student seeking to option out of the school district when the option application is submitted after March 15th under the following conditions:
 - i.** When the district has already entered into contracts with teaching staff for the following school year;
 - ii.** When the district has already contracted for the performance of specific services for the student;
 - iii.** When the release of the student would have a negative financial impact or loss of revenue for the district.

- b.** The board of education will approve late applications to option into the district under the following conditions:
 - i. When the resident district has released the student, or if the student is an option student at the time of such application and applying to become an option student at a subsequent option school district, a release approval from the option school district the student is attending at the time of such application;
 - ii.
 - iii. When the student's late enrollment into the district meets the standards for acceptance or rejection of option students contained elsewhere in this policy;
- c.** The superintendent will notify parents or guardians who have submitted properly completed option applications after March 15th no later than 60 days following submission of the application of the board's acceptance or rejection of the application.

9. Students Who Do Not Need a Release from the Resident District

- a.** A student does not need to be released from his/her resident district or the option school district the student is attending at the time of application under the following circumstances:
 - i. When the student has relocated to a different resident school district after February 1
 - ii. When a student's option school district merges with another district effective after February 1
- b.** The school district shall accept or reject an application from a student under this paragraph using the criteria set forth in this policy and will accept or reject the application within forty-five days.

11. Cancellation of Option.

Students who option either into or out of the school district shall:

- a.** Attend the option school district until graduation or relocation/re-option in a different resident school district unless the student chooses to return to the resident school district, in which case the student's parent or legal guardian shall timely submit a cancellation form to the school board or board of education of the

option school district and the resident school district for approval for the following year.

- b.** Attend an option school district for not less than one school year unless the student relocates to a different resident school district, completes requirements for graduation prior to the end the school year, transfers to a parochial or private school, or upon mutual agreement of the resident and option school districts cancels the enrollment option and returns to the resident school district.

12. Authority of Superintendent.

The board of education authorizes the superintendent of schools to make decisions on its behalf pursuant to and to apply the criteria articulated by this policy in determining whether to grant or deny option enrollment applications.

Adopted on: July 11, 2022

Revised on: July 12, 2023

Revised on: July 10, 2024

Reviewed on: _____

5005 Transportation

The school district will provide free transportation, partially provide free transportation, or pay an allowance for transportation in lieu of free transportation on each day school is in session to the students who reside in the district and qualify for transportation according to the district's transportation plan. The families of students who will not be provided transportation pursuant to the district's plan or who must drive students to a pick-up point will be reimbursed according to statute if they qualify for such reimbursement. Parents seeking mileage reimbursement must submit requests to the district on forms which may be obtained from the office of the Superintendent of Schools.

When a student who has been attending the district is placed into foster care, school district staff will collaborate with state and local child welfare agencies to determine whether transportation is required under state law when it is in the child's best interest that their school of origin be maintained. The district will only provide transportation to students placed in foster care when the responsible child welfare agency agrees to reimburse the school district for the cost of transportation or when transportation is otherwise required by law. The board designates the Superintendent of Schools as the initial point of contact for child welfare agency representatives to discuss transportation issues related to children in foster care.

Students who are homeless will be provided with transportation pursuant to Board Policy 5014.

The district will provide transportation to tuition students in accordance with the contract provisions, if any, for services from the contracting districts.

The use of buses for class parties, field trips, and similar purposes shall require the prior approval of the superintendent or appropriate principal.

Option Transportation. The board of education provides transportation to option students only if (a) the option student lives on an existing bus route or (b) the option student makes arrangements to be picked up and dropped off at preexisting stops along an existing bus route. The district does not provide mileage reimbursement for option-enrolled students unless otherwise required by law.

Adopted on: July 11, 2022
Revised on: July 10, 2024
Reviewed on: September 13, 2023

5008 Pregnant or Parenting Students

The District will not discriminate in its education program or activity against any student based on the student's current, potential, or past pregnancy. Students who are pregnant or parenting are encouraged to continue participating in the district's educational and extracurricular programs.

I. Accommodations Regarding Attendance and Participation

A. Generally

Students who anticipate deviations from their regular school experience or accrue absences due to pregnancy or parenting should notify their building principal as early as possible to discuss their educational programming. The building principal will work with the student to develop a plan to assist the student in participating in district curriculum and extra-curricular activities. Such a plan may include:

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

B. Students with Disabilities

For students with disabilities who have an IEP or Section 504 plan, the administrators, student's parents or guardians, and student if appropriate will collaborate with the student's educational team to coordinate accommodations consistent with state and federal law. As permitted by law, students may be entitled to accommodations as a result of pregnancy.

C. Title IX

When a student, or a person with a legal right to act on a student's behalf, informs a District employee of the student's pregnancy or related conditions, the District will inform the student of the Title IX Coordinator's contact information. The employee will also inform the student that the Title IX Coordinator can coordinate actions to prevent sex discrimination and ensure the student's equal access to the District's education program or activity.

The District will make reasonable accommodations to the District's policies, practices, and procedures as necessary to prevent sex discrimination and ensure equal access to the District's education program or activity. The District will coordinate reasonable modifications based on the student's individualized need. The District will consult with the student when determining what reasonable modifications may be appropriate, and the student has the discretion to accept or decline the reasonable modifications offered by the District.

The District will allow the student to voluntarily access any separate and comparable portion of the District's education program or activity. The District will allow the student to voluntarily take a leave of absence from the District's education program or activity to cover, at a minimum, the period of time deemed medically necessary by the student's licensed healthcare provider. Upon the student's return, the student will be reinstated to the student's academic status, and as practicable, to the extracurricular status that the student held when the voluntary leave began.

II. Accommodations Regarding Lactation and Breastfeeding

A. Accommodations

1. In order to accommodate lactating and breastfeeding students, the district will provide reasonable opportunities to express breast milk or breastfeed in a place, other than a bathroom, which is shielded from view and free from intrusion from district students, employees, and the public.
2. Students who wish or need to express breast milk on a regular schedule will work with school administrators to create a schedule which

- accommodates the student's needs while facilitating education to the maximum extent possible.
3. The district will provide a location for students to store expressed breast milk in or near the location designated for students to express milk to create the least amount of disruption to the student's participation in class or activities.

B. Educational Process

In order to prevent interference with the educational process, no student shall express breast milk within school classrooms or buses. Nothing in this policy limits the authority of the administration to impose consequences consistent with the Student Discipline Act and other state and federal law.

Adopted on: July 11, 2022

Revised on: July 10, 2024

Reviewed on: November 8, 2023

5035 Student Discipline

Administrative and teaching personnel may take actions regarding student behavior, other than those specifically provided in this policy and the Student Discipline Act, which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but need not be limited to, counseling of students, parent conferences, referral to restorative justice practices or services, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation. Disciplinary consequences may also include in-school suspension, Saturday School, and any other consequence authorized by law. District administrators may develop building-specific protocols for the imposition of student discipline.

Any disciplinary action taken by staff must be consistent with the requirements of other applicable laws, including but not limited to the IDEA, Section 504, and Title IX.

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

Any statement, notice, recommendation, determination, or similar action specified in this policy shall be effectively given at the time written evidence thereof is delivered personally to or upon receipt of certified or registered mail or upon actual knowledge by a student or his or her parent or guardian.

Any student who is suspended or expelled from school pursuant to this policy may not participate in any school activity during the duration of that exclusion including adjacent school holidays and weekends. The student activity eligibility of a student who is mandatorily reassigned shall be determined on a case-by-case basis by the principal of the building to which the student is reassigned.

Pre-Kindergarten through Second Grade Students

Notwithstanding any other provision of this policy, an elementary school shall not suspend a student in pre-kindergarten through second grade unless the student brings a deadly weapon as defined in section 28-109 on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school

employee or his or her designee, or at a school-sponsored activity or athletic event. As an alternative to suspension, the school district may take any action authorized by law, including those provided in section 79-258.

Makeup Work for Suspended Students

Any student who is suspended must be given an opportunity to complete any classwork and homework missed during the period of suspension, including, but not limited to, examinations ("makeup work"). Any makeup work must be completed and turned in within 2 school days after completion of the suspension. This makeup guideline shall be provided to the student and a parent or guardian at the time of suspension. Suspended students may not be required to attend the school's alternative program for expelled students in order to complete classwork or homework.

Short-Term Suspension

The Principal may exclude students from school or any school function for a period of up to five school days (short-term suspension) on the following grounds:

1. Conduct constituting grounds for expulsion as hereinafter set forth; or,
2. Other violations of rules and standards of behavior adopted by the Board of Education or the administrative or teaching staff of the school, that occur on or off school grounds, if such conduct interferes with school purposes or there is a connection between such conduct and school.

The following process applies to short-term suspension:

1. The Principal shall make a reasonable investigation of the facts and circumstances. Short-term suspension shall be imposed only after a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
2. Prior to commencement of the short-term suspension, the student will be given oral or written notice of the charges against the student. The student will be advised of what he or she is accused of having done, be given an explanation of the evidence the authorities have, and be given an opportunity to explain the student's version of the facts.
3. Within 24 hours or such additional time as is reasonably necessary, not to exceed an additional 48 hours, following the suspension, the Principal will send a written statement to the student, and the student's parent or guardian, describing the student's conduct, misconduct or violation of the rule or standard and the reasons for the action taken. An

opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal ordering the short-term suspension before or at the time the student returns to school and shall document such effort in writing. The Principal shall determine who, in addition to the parent or guardian, is to attend the conference.

4. Students who are short-term suspended must be given the opportunity to complete classwork and homework missed during the period of suspension, including but not limited to examinations, as provided herein.

Emergency Exclusion

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

Weapons and/or Firearms

Weapons. No student may possess, handle, or transmit any weapon while on school grounds, in a school vehicle, or at any school activity or event off school grounds except as permitted by this policy. **Definition of Weapon.** The term "weapon" means any object, device, instrument, material, or substance which is capable of causing injury in the manner it is used or intended to be used.

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

Exceptions Regarding Firearms and Weapons. The only exceptions for a student to bring or possess a weapon, including a firearm, are as follows:

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

Consequences - Firearm. Any student who brings a firearm, as that term is defined in 18 United States Code 921, to school will be expelled from school

for one calendar year. The superintendent of schools and the board of education shall have the authority to modify the expulsion requirement on a case-by-case basis.

Consequences – Weapon. State law and this policy provide that any student who violates this policy by knowingly bringing, possessing, handling or transmitting a weapon, other than a firearm, on school grounds, in a school owned vehicle, or at a school activity or event off school grounds may be suspended on a long-term basis, mandatorily reassigned, or expelled for the remainder of the school year in which the expulsion takes effect (if the misconduct occurs during the first semester) or the remainder of the second semester, summer school, and the first semester of the following school year (if the misconduct occurs during the second semester).

Confiscation of Firearms and Weapons. Administrative and teaching personnel are statutorily authorized, without a warrant, to confiscate any firearm or weapon possessed in violation of this policy. Any firearm that is confiscated by school personnel shall be delivered to a peace officer as soon as practicable. Such firearms are subject to being destroyed by law enforcement authorities.

Report to Law Enforcement Authorities. All school personnel are required to report any violation of this policy to a principal or the superintendent of schools. Pursuant to state and federal law, school personnel are required to report to law enforcement authorities when a student brings a firearm to school.

Long-Term Suspension

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

Expulsion

1. **Meaning of Expulsion.** Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the

following school year, or (c) unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period.

2. **Summer Review.** Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year. The review will be conducted by the hearing officer who conducted the initial expulsion hearing, or a hearing officer appointed by the Superintendent in the event no hearing was previously held or the initial hearing officer is no longer available or willing to serve, after the hearing officer has given notice of the review to the student and the student's parent or guardian. This review shall be limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original hearing. This review may lead to a recommendation by the hearing officer that the student be readmitted for the upcoming school year. If the school board or board of education or a committee of such board took the final action to expel the student, the student may be readmitted only by action of the board. Otherwise the student may be readmitted by action of the Superintendent.
3. **Suspension of Enforcement of an Expulsion:** Enforcement of an expulsion action may be suspended (i.e., "stayed") for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect, and as a condition of such suspended action, the student may be assigned to a school, class, or program/plan and to such other consequences which the school district deems appropriate.
4. **Alternative School or Pre-expulsion Procedures.** The school shall either provide an alternative school, class or educational program for expelled students, or shall follow the pre-expulsion procedures outlined in NEB. REV. STAT. 79-266.
5. **Conclusion of Expulsion.** At the conclusion of an expulsion, the school district will reinstate the student and accept nonduplicative, grade-appropriate credits earned by the student during the term of expulsion from any Nebraska accredited institution or institution accredited by one of the six regional accrediting bodies in the United States.

Grounds for Long-Term Suspension, Expulsion or Mandatory Reassignment:

The following conduct constitutes grounds for long-term suspension, expulsion, or mandatory reassignment, subject to the procedural provisions of the Student Discipline Act, NEB. REV. STAT. § 79-254 through 79-296, when such

activity occurs on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event:

1. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes. The board has determined that the use of synthetic media such as deepfakes may constitute "similar conduct";
2. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property;
3. Causing or attempting to cause personal injury to a school employee, to a school volunteer, or to any student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision;
4. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student;
5. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon (*see also board policy on weapons and firearms*);
6. Engaging in the unlawful possession, selling, dispensing, or use of a controlled substance or an imitation controlled substance, as defined in section 28-401, a substance represented to be a controlled substance, or alcoholic liquor as defined in section 53-103.02 or being under the influence of a controlled substance or alcoholic liquor (*note: the term "under the influence" for school purposes has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant*);
7. Public indecency as defined in section 28-806, except that this prohibition shall apply only to students at least twelve years of age but less than nineteen years of age;
8. Engaging in bullying as defined in section 79-2,137 and in these policies;
9. Sexually assaulting or attempting to sexually assault any person if a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging that the student has sexually assaulted or attempted to sexually assault any person, including sexual assaults or attempted sexual assaults which occur off school grounds not at a school function, activity, or event. For purposes of this subdivision, sexual assault means sexual assault in the first degree as defined in section 28-319, sexual assault in the second degree as defined in section 28-

- 320, sexual assault of a child in the second or third degree as defined in section 28-320.01, or sexual assault of a child in the first degree as defined in section 28-319.01, as such sections now provide or may hereafter from time to time be amended;
10. Engaging in any other activity forbidden by the laws of the State of Nebraska which activity constitutes a danger to other students or interferes with school purposes; or
 11. A repeated violation of any of the following rules if such violations constitute a substantial interference with school purposes:
 - a. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, national origin, or religion;
 - b. Dressing or grooming in a manner which violates the school district's dress code and/or is dangerous to the student's health and safety, a danger to the health and safety of others, or which is disruptive, distracting or indecent to the extent that it interferes with the learning and educational process;
 - c. Violating school bus rules as set by the school district or district staff;
 - d. Possessing, using, selling, or dispensing tobacco, drug paraphernalia, an electronic nicotine delivery system, or a tobacco imitation substance or packaging, regardless of form, including cigars, cigarettes, chewing tobacco, and any other form of tobacco, tobacco derivative product or imitation or electronic cigarettes, vapor pens, etc.;
 - e. Possessing, using, selling, or dispensing any drug paraphernalia or imitation of a controlled substance regardless of whether the actual substance possessed is a controlled substance by Nebraska law;
 - f. Possession of pornography, including creation, possession, dissemination, accessing, sale, or any other use of synthetic media, such as deepfakes;
 - g. Sexting or the possession of sexting images (a combination of sex and texting - the act of sending sexually explicit messages or photos electronically), including creation, possession, dissemination, accessing, sale, or any other use of synthetic media, such as deepfakes;
 - h. Engaging in hazing, defined as any activity expected of someone joining a group, team, or activity that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate. Hazing activities are generally

considered to be: physically abusive, hazardous, and/or sexually violating and include but are not limited to the following: personal servitude; sleep deprivation and restrictions on personal hygiene; yelling, swearing and insulting new members/newcomers; being forced to wear embarrassing or humiliating attire in public; consumption of vile substances or smearing of such on one's skin; branding; physical beatings; binge drinking and drinking games; sexual simulation and sexual assault;

- i. Bullying which shall include cyberbullying, defined as the use of the internet, including but not limited to social networking sites such as Facebook, cell phones or other devices to send, post or text message images and material intended to hurt or embarrass another person. This may include, but is not limited to; continuing to send e-mail to someone who has said they want no further contact with the sender; sending or posting threats, sexual remarks or pejorative labels (i.e., hate speech); ganging up on victims by making them the subject of ridicule in forums, and posting false statements as fact intended to humiliate the victim; disclosure of personal data, such as the victim's real name, address, or school at websites or forums; posing as the identity of the victim for the purpose of publishing material in their name that defames or ridicules them; sending threatening and harassing text, instant messages or emails to the victims; and posting or sending rumors or gossip to instigate others to dislike and gang up on the target;
- j. Violations of the district's acceptable computer use policy;
- k. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a simulated or "look-a-like" weapon;
- l. Using any object to simulate possession of a weapon;
- m. Knowingly making a false statement or knowingly submitting false information during the Title IX grievance process or any other school investigation or making a materially false statement in bad faith in the course of a Title IX grievance proceeding or any other school investigation;
- n. Violation of the school's audio and video recording policy; and
- o. Any other violation of any board policy, handbook provision, or rule or regulation established by a school district staff member pursuant to authority delegated by the board.

Due Process Afforded to Students Facing Long-term Suspension or Expulsion

The following procedures shall be followed regarding any long-term suspension, expulsion, or mandatory reassignment:

1. The decision to recommend discipline shall be made within two school days after learning of the alleged student misconduct. On the date of the decision to discipline, the Principal shall file with the Superintendent a written charge and a summary of the evidence supporting such charge.
2. The Principal shall serve the student and the student's parents or guardian with a written notice by registered or certified mail or personal service within two school days of the date of the decision to recommend long-term suspension or expulsion. The notice shall include the following:
 - a. The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension, expulsion, or mandatory reassignment, including a summary of the evidence to be presented against the student;
 - b. The penalty, if any, which the principal has recommended in the charge and any other penalty to which the student may be subject;
 - c. A statement that, before long-term suspension, expulsion, or mandatory reassignment can be invoked, the student has a right to a hearing, upon request, and that if the student is suspended pending the outcome of the hearing, the student may complete classwork and homework, including, but not limited to, examinations, missed during the period of suspension pursuant to district guidelines which shall not require the student to attend the school district's alternative programs for expelled students in order to complete classwork or;
 - d. A description of the hearing procedures provided by the act, along with procedures for appealing any decision rendered at the hearing;
 - e. A statement that the principal, legal counsel for the school, the student, the student's parent, or the student's representative or guardian has the right (i) to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct and (ii) to know the identity of the witnesses to appear at the hearing and the substance of their testimony; and
 - f. A form on which the student, the student's parent, or the student's guardian may request a hearing, to be signed by such parties and delivered to the principal or superintendent in person or by registered or certified mail to the address provided on the form.

3. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect, if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers.
4. Nothing in this policy shall preclude the student, student's parents, guardian or representative from discussing and settling the matter with appropriate school personnel prior to the time the long-term suspension, expulsion, or mandatory reassignment takes effect.
5. If a hearing is requested within five days after receipt of the notice, the Superintendent shall recommend appointment of a hearing examiner within two school days after receipt of the hearing request. The student or the student's parent or guardian may request designation of a hearing examiner other than the hearing examiner recommended by the superintendent if notice of the request is given to the superintendent within two school days after receipt of the superintendent's recommended appointment. Upon receiving such request, the superintendent must provide one alternative hearing examiner who is not an employee of the school district or otherwise currently under contract with the school district and whose impartiality may not otherwise be reasonably questioned. The student or the student's parent or guardian must, within five school days, select a hearing examiner to conduct the hearing who was recommended or provided as an alternative hearing examiner, and shall notify the superintendent in writing of the selection. The superintendent must appoint the selected hearing examiner upon receipt of such notice.
6. The hearing examiner must, within two school days after being appointed, give written notice to the principal, the student, and the student's parent or guardian of the time and place for the hearing.
7. The hearing shall be held within a period of five school days after appointment of the hearing examiner, but such time may be changed by the hearing examiner for good cause with consent of the parties. No hearing shall be held upon less than two school days' actual notice to the principal, the student, and the student's parent or guardian, except with the consent of all the parties.
8. The principal or legal counsel for the school, the student, and the student's parent, guardian, or representative have the right to receive a copy of all records and written statements referred to in the Student Discipline Act as well as the statement of any witness in the possession

of the school board or board of education no later than forty-eight hours prior to the hearing.

9. If a hearing is requested more than five school days following the receipt of the written notice, but not more than thirty calendar days after receipt, the Superintendent shall appoint a hearing examiner. The hearing will be held according to the requirements of section 79-269. The student shall be entitled to a hearing but the consequence imposed may continue in effect pending final determination.
10. If a request for hearing is not received within thirty calendar days following the mailing or delivery of the written notice, the student shall not be entitled to a hearing.

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

Reporting Requirement to Law Enforcement

Violations of this section will result in a report to law enforcement if:

1. The violation includes possession of a firearm;
2. The violation results in child abuse;
3. It is a violation of the Nebraska Criminal Code that the administration believes cannot be adequately addressed solely by discipline from the school district;
4. It is a violation of the Nebraska Criminal Code that endangers the health and welfare of staff or students;
5. It is a violation of the Nebraska Criminal Code that interferes with school purposes;
6. The report is required or requested by law enforcement or the county attorney.

Adopted on: July 11, 2022

Revised on: July 12, 2023

Revised on: July 10, 2024

Reviewed on: _____

5049
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5052 School Wellness

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

1. Goals for Nutrition Promotion and Education

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

2. Goals for Physical Activity

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

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

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

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

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

- b. The district will offer students a variety of age-appropriate, healthy food and beverage selections with plenty of fruits, vegetables, and whole grains aimed at meeting the nutrition needs of students within their calorie requirements in order to promote student health and reduce childhood obesity.

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

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

6. Food and Beverage Marketing

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

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

7. Public Participation

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

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

- a. Definitions. “Competitive food” means all food and beverages other than meals reimbursed under programs authorized by the Richard B. Russell National School Lunch Act and the Child Nutrition Act of 1966 available for sale to students on the school campus during the school day. For the purpose of competitive food standards implementation, “school day” means the period from the midnight before to 30 minutes after the end of the official school day.
- b. Applicability. Except as otherwise allowed by the Nebraska Department of Education (NDE) or applicable law, all competitive food sold during the school day must meet the USDA Smart Snacks Standards and the nutrition standards found in 7 CFR § 210.11. The competitive food restrictions do not apply to food sold during non-school day hours, weekends, and off-campus fundraising events such as concessions during after-school sporting events, school plays or concerts; or to bulk food items that are sold for consumption at home. (Ex: frozen pizzas, cookie dough tubs, etc.)
- c. Fundraiser Exemptions. A special exemption is allowed for the sale of food and/or beverages that do not meet the competitive food standards as required in this section for the purpose of conducting an infrequent school-sponsored fundraiser. The specially exempted fundraisers must not take place more than the frequency specified by NDE during such periods that schools are in session. No specially exempted fundraiser foods or beverages may be sold in competition with school meals in the food service area during the meal service.
- d. Other Exemptions. The only other nutrition exemptions from the competitive food requirements are those found in 7 CFR § 210.11.
- e. Other Limitations. No competitive food can be sold to children anywhere on school premises beginning one half hour before breakfast and/or lunch service until one half

hour after meal service unless all proceeds earned during these time periods go to the school nutrition program.

9. Triennial Assessment

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

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

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

10. Public Notice

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

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

11. Recordkeeping

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

12. Operational Responsibility

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

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

Adopted on: July 11, 2022

Revised on: July 10, 2024

Reviewed on: July 12, 2023

6025
Student Cell Phone and Other Electronic Devices

Students may use cellular phones or other electronic devices while at school, so long as they do so safely, responsibly and respectfully and comply with all other school rules while using these devices.

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

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

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

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

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

Students who violate this policy may have their cell phones or electronic devices confiscated immediately. The administration will return confiscated devices to the parent or guardian of the offending student, after meeting with the parent or guardian to discuss the rule violation. Students who violate this policy may, at the discretion of the school's administration, be subject to additional discipline, up to and including suspension or expulsion.

Adopted on: September 14, 2022

Revised on: _____

Reviewed on: July 12, 2023

Reviewed on: July 10, 2024

6031 Emergency Exclusion

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Right to Know Issues and Nature of Testimony. The student and his/her parent(s) or guardian(s) have the right to request in advance of the hearing the issues which the administration will propose in support of the extension, and the general nature of the testimony of any administrative or expert witnesses.

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

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

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

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

Adopted on: September 14, 2022

Revised on: July 10, 2024

Reviewed on: _____

6036

Reading Instruction and Intervention Services

The purpose of this policy is to facilitate reading instruction and intervention services to address student reading needs, including, but not limited to, dyslexia. It is the school district's goal that each student be able to read at or above grade level by third grade.

Effective Reading Teachers. It is the intent of the school district to employ teachers for kindergarten through third grade who are effective reading teachers as evidenced by (a) evaluations based on classroom observations and student improvement on reading assessments or (b) specialized training in reading improvement.

Reading Assessment. Beginning in 2019-20, the school district will administer a reading assessment approved by the Nebraska Department of Education three times during the school year to all students in kindergarten through third grade. Exceptions to this requirement include:

- Any student receiving specialized instruction for limited English proficiency who has been receiving such instruction for less than two years;
- Any student receiving special education services for whom such assessment would conflict with the individualized education plan; and
- Any student receiving services under a plan pursuant to the requirements of section 504 of the federal Rehabilitation Act of 1973, 29 U.S.C. 794, or Title II of the federal Americans with Disabilities Act of 1990, 42 U.S.C. 12131 to 12165, as such acts and sections existed on January 1, 2018, for whom such assessment would conflict with such section 504 or Title II plan.

The first assessment must occur within the first 30 days of the school year.

Diagnostic assessments used within a supplemental reading intervention program do not require Nebraska Department of Education approval.

Deficiency Identification. Any student in kindergarten through third grade performing below the threshold level as determined by the Nebraska Department of Education shall be identified as having a reading deficiency for purposes of the Nebraska Reading Improvement Act and this policy. A student who is identified as having a reading deficiency shall remain identified as having a reading deficiency until the student performs at or above the threshold level on an approved reading assessment. Nothing in the Nebraska Reading Improvement Act or this policy shall prohibit a school district from identifying any other student as having a reading deficiency.

Supplemental Reading Intervention Program. The school district will provide a supplemental reading intervention program to ensure that students can read at or above grade level at the end of third grade. The school district may work collaboratively with a reading specialist at the Nebraska Department of Education, with educational service units, with learning communities, or through interlocal agreements to develop and provide such supplemental reading intervention programs. Each supplemental reading intervention program must:

- Be provided to any student identified as having a reading deficiency;
- Be implemented during regular school hours in addition to regularly scheduled reading instruction unless otherwise agreed to by a parent or guardian; and
- Make available a summer reading program each summer for any student who has been enrolled in grade one or higher and is identified as continuing to have a reading deficiency at the conclusion of the school year preceding such summer reading program. The summer reading program may be held in conjunction with existing summer programs in the school district or in a community reading program not affiliated with the school district or may be offered online.

The supplemental reading intervention program may also include:

- Reading intervention techniques that are based on scientific research and best practices;
- Diagnostic assessments to frequently monitor student progress throughout the school year and adjust instruction accordingly;
- Intensive intervention using strategies selected from the following list to match the weaknesses identified in the diagnostic assessment:
 - Development in phonemic awareness, phonics, fluency, vocabulary, and reading comprehension;
 - Explicit and systematic instruction with detailed explanations, extensive opportunities for guided practice, and opportunities for error corrections and feedback; or
 - Daily targeted individual or small-group reading intervention based on student needs as determined by diagnostic assessment data subject to planned extracurricular school activities;
- Strategies and resources to assist with reading skills at home, including parent-training workshops and suggestions for parent-guided home reading; or
- Access to before-school or after-school supplemental reading intervention with a teacher or tutor who has specialized training in reading intervention.

Parent/Guardian Notification. The school will give notice in writing or by electronic communication to the parent(s) or guardian(s) of any student identified as having a reading deficiency within 15 working days of such identification that the student has been identified as having a reading deficiency and that an individual reading improvement plan will be established and shared with the parents or guardians.

Reading Improvement Plan. Any student who is identified as having a reading deficiency will receive an individual reading improvement plan no later than 30 days after the identification of the reading deficiency. The reading improvement plan may be created by the teacher, the principal, other pertinent school personnel, and the parents or guardians of the student and shall describe the reading intervention services the student will receive through the supplemental reading intervention program to remedy the reading deficiency. The student must receive reading intervention services through the supplemental reading intervention program until the student is no longer identified as having a reading deficiency.

Reading Progress. Each student in kindergarten through third grade and his or her parent(s) or guardian(s) will be informed of the student's reading progress within a reasonable time after the school district receives the results from the student's approved reading assessment.

NDE Professional Learning System. The Nebraska Department of Education provides a professional learning system. The elementary school(s) and early childhood education programs approved by the State Board of Education will ensure that teachers who teach children from four years of age through third grade are aware of the professional learning system and are adequately trained regarding evidence-based reading instruction to effectively instruct students in reading.

NDE Report. On or before July 1 of each year, the school district will provide the required information relating to dyslexia to the Nebraska Department of Education.

Adopted on: September 14, 2022

Revised on: July 10, 2024

Reviewed on: _____

6039

Repeat of Grade at Parent-Guardian Request

Parents and guardians may request that their student repeat a grade level under the following conditions:

Students in Kindergarten through Fourth Grade

Parents and guardians of students in kindergarten through fourth grade may request that their student repeat the grade level that the student has just completed under the following conditions:

- 1) If the student is at least one year below grade level and behind the child's typically developing peers in reading, English, and language arts such that the child does not possess the necessary academic skills required to succeed in reading, English, and language arts at grade level for the next grade to which the student would otherwise advance; or
- 2) If the student was absent fifty percent or more of the days in which school was in session for students during the school year which the student has just completed; or
- 3) If the student experienced a severe mental or physical illness resulting in hospitalization of two or more weeks during the school year.

Students in Fifth through Twelfth Grade

Parents and guardians of students in fifth through twelfth grade may request that their student repeat the grade level that the student has just completed if the student was absent fifty percent or more of the days in which school was in session for students during the school year which the student has just completed.

Procedure for Parent Requests for Student Grade Repetition

Parents and guardians who seek to have their student repeat the grade level just completed must submit a written request to the student's building principal no earlier than the day after the last scheduled student attendance day of the school year, and no later than two weeks after that date. This deadline may be waived by the superintendent for good cause shown. The request must include written documentation that provides evidence that the parents or guardians believe substantiate that the conditions outlined above have been met.

The principal shall promptly forward the request to the superintendent or his/her designee, along with any building-level information about the student which the principal believes will be relevant to the superintendent or designee in responding to the parents' or guardian's request.

The superintendent or designee shall review the request and promptly schedule a meeting with the parents or guardians. At this meeting, the superintendent or designee shall identify any alternative educational opportunities available to the student, including remedial instruction if applicable, and verify any special education supports available to the student. If the child's parent or guardian still intends to have such child repeat a grade, the parent or guardian shall complete a form prescribed by the Nebraska Department of Education and return the form to the office of the superintendent of schools.

Upon completion of the form and if all requirements pursuant to this policy are met, the school district shall have the child repeat the child's grade for the next school year.

Nothing in this policy modifies the school district's policies on mandatory attendance and reporting excessive absenteeism to the county attorney or other members of law enforcement. Likewise, nothing in this policy shall dictate or direct the provision of special education or related services, including but not limited to any IEP team decision about the appropriate educational placement of a child with a disability under Rule 51 of the Nebraska Department of Education.

Adopted on: July 10, 2024

Revised on: _____

Reviewed on: _____

6040

Prekindergarten (Preschool or Early Childhood) Program

The school board establishes a program to provide prekindergarten services to resident students, also referred to as an early childhood or preschool program. The school district will provide the program in compliance with state law and 92 NAC 11 (Nebraska Department of Education "Rule 11"). The availability of the program is subject to the district being able to employ and retain appropriate and qualified personnel.

Purpose. The purpose of the program is to promote the social, emotional, intellectual, language, physical, and aesthetic development and learning for the children served and to promote family development and support.

Age Participation. The program will be available to children of the following ages:

- Children who are 3 years of age **on or before July 31** of the enrollment year;
- Children who are 4 years of age (**on or before July 31 of the enrollment year**) at the start of the enrollment year; and
- Children who are 5 years of age at the start of the enrollment year, so long as they do not turn 6 years of age prior to January 1 of that year (subject to the participation limitation below).

All enrollment is subject to capacity limitations and enrollment priorities established in this policy. Three-year-old children will only be offered half-day attendance.

Five-Year-Old Participation. Participation of 5-year-old students who will not turn 6 prior to January 1 of the enrollment year will be further limited to those students who have a raw score **lower than 70** on the **Brigance Early Childhood Screen III (3–5 years)**.

Capacity Limitation. The maximum capacity for the program is 58 children. In the event where the total number of children registered for the program by July 15 rises above 58, the district will only offer the program to children with the following priority for enrollment:

- Resident students;
- Four-year-olds;
- "At-risk" children (as defined by Rule 11);
- Qualified five-year-old students; and
- Three-year-olds.

If the program is at capacity after July 15, further enrollment applications will be denied. Exception: If an "at-risk child" (as defined by Rule 11) moves into the district and the program is at capacity, the child will be enrolled in the program. The ~~youngest child in the last application received from a student who for class that~~ is not "at risk" will be withdrawn from the program.

Program Coordinator. The program will be coordinated by an individual qualified by law to be a Program Coordinator.

Program and Staff Requirements. All teachers and administrators in prekindergarten programs must hold a valid certificate or permit to teach issued by NDE except as otherwise allowed by law or Rule 11.

Participation and Inclusion. Participation of children and families in the program will be voluntary. The program will not exclude children verified as having disabilities and will include to the extent possible children of diverse social and economic characteristics.

Birth Certificates. Within 30 days of enrollment, parents or guardians must submit a certified copy of the child's birth certificate or other documentation in compliance with the Missing Children Identification Act (sections 43-2001 through 43-2012).

Instructional Hours. Each class in the program will operate a minimum of 12 instructional hours per week during the school year. Programs receiving grant funds pursuant to state law will operate a minimum of 450 instructional hours per school year.

Fees. The district may charge a fee for its program in accordance with the Policy 5045 - Student Fees, provided that the fee may not exceed the actual cost of the program. If the district charges a fee, it will also use a sliding fee scale in order to maximize the participation of economically and categorically diverse groups. The district may waive fees on the basis of need.

General Reports. The head administrator will include information about the program in the NDE approved data system. All early childhood data is due as specified by the data system calendar.

Early Childhood Program Report. An Early Childhood Program Report Form will be submitted annually by October 15 on the form required by NDE.

Planning. Each program will have a planning period that complies with the requirements of Rule 11.

Coordination with Existing Programs and Funding Sources. The district will develop, and keep on file, a written plan to show that the program will be coordinated or contracted with existing programs in compliance with Rule 11 requirements. The district will develop and keep on file a written plan to coordinate and use a combination of local, state, and federal funding sources including, but not limited to, those listed in Rule 11 in order to maximize the participation of economically and categorically diverse groups of children and to ensure that participating children and families have access to knowledge of comprehensive services that may be available.

Additional Rule 11 Requirements. Rule 11 includes additional requirements that are not included in this policy, including but not limited to requirements addressing family development and support; developmentally and culturally appropriate curriculum, practices, and assessment; evaluation and quality assurance; program staff; child/staff ratio and group size; facilities, equipment, health, and safety; meals and snacks, immunizations; supervision; toileting; infants and toddlers; Sixpence programs; and home-based programs. The district will comply with these additional requirements that are applicable to the program.

Special Education Act Compliance. Nothing in this policy allows the school district to fail to meet its responsibilities under the Special Education Act (section 79-1110 through 79-1167). To the extent there is any conflict between this policy or Rule 11 with the Special Education Act, the Act shall control.

Adopted on: July 10, 2024

Revised on: _____

Reviewed on: _____

6041
Malcolm X Day Education

Each year on May 19th, designated as El-Hajj Malik ElShabazz, Malcolm X Day, the school district will hold suitable exercises in recognition of the sacrifices of the late Nebraska Hall of Fame inductee El-Hajj Malik El-Shabazz, Malcolm X, and his contributions to the betterment of society. When May 19th falls on a Saturday or Sunday, the district will provide the suitable exercises during the preceding or following week. The program shall be implemented within any applicable laws and/or regulations.

Adopted on: July 10, 2024

Revised on: _____

Reviewed on: _____

6042 Projection Maps

The school district will only use the Gall-Peters projection map or a similar cylindrical equal-area projection map or the AuthaGraph projection map for display or use in the classroom. Use of the Mercator projection map is prohibited unless:

1. The Mercator projection map is used in conjunction with other projection maps in a teaching exercise to demonstrate that all maps are flawed in some way and different map projections serve different functions and may affect how individuals view the world; or
2. The Mercator projection map is part of any:
 - a. book or material obtained prior to July 19, 2024; or geographic information system; or computer program that renders a three-dimensional representation of Earth based primarily on satellite imagery, such as Google Earth or similar software; and
 - b. a Gall-Peters projection map or similar cylindrical equal-area projection map or an AuthaGraph projection map is displayed in the classroom or shown to students during the lesson in which a Mercator projection map is used.

Adopted on: July 10, 2024

Revised on: _____

Reviewed on: _____

6043

Sharing Mapping Data

This policy shall provide for the sharing of information to public safety agencies in order to implement effective emergency response protocols.

Definition. Mapping data means maps relating to the school buildings or school property with data for an efficient emergency response.

Sharing of Mapping Data. Mapping data shall be shared in an electronic or printable format with public safety agencies that provide emergency services to district property to assist those agencies in responding to an emergency on district property.

Requirements Related to Mapping Data. Mapping data shared with public safety agencies pursuant to this policy shall meet the following requirements:

- The mapping data shall be compatible with and able to be integrated into software platforms used by public safety that provide emergency services to the specific school for which the data is provided without requiring:
 - The purchase of additional software by such public safety agencies; or
 - The integration of third-party software to view the data;
- The mapping data shall be a finished map product in a file format easily accessible using a standard or open-source file reader, depending on the needs of the school and the public safety agency;
- The mapping data shall be provided in a printable format;
- The mapping data shall be verified for accuracy, during production and annually, through a walk-through of the school campus;
- The mapping data shall give an indication of what direction is true north;
- The mapping data shall include accurate floor plans overlaid on accurate, verified aerial imagery of the school campus;
- The mapping data shall contain site-specific labeling that matches the structure of school buildings, including room labels, hallway names, external door or stairwell numbers, locations of hazards, key utility locations, key boxes, automated external defibrillators, and trauma kits using standard labeling rules set by the State Department of Education;
- The mapping data shall contain site-specific labeling that matches the school grounds, including parking areas, athletic fields, surrounding roads, and neighboring properties using standard labeling rules set by the State Department of Education; and
- The mapping data shall be overlaid with a grid and coordinates.

Annual Certification or Updates. The district shall annually:

- Certify to the appropriate public safety agencies that the mapping data provided pursuant to this policy is accurate; or
- If such information has changed, provide the appropriate public safety agencies with updated mapping data.

Reimbursement. The Superintendent shall apply to the State Department of Education in the manner prescribed by the Commissioner of Education for a grant to cover the costs of providing payment to vendors on behalf of the school district to facilitate the implementation of mapping data in accordance with this policy. Such application shall include a copy of this school policy, an estimate from a vendor on the cost of providing such mapping data that meets the requirements of this policy, and any other information the department may require. Alternatively, the Superintendent may apply to and contract with the district's educational service unit in the manner prescribed by the educational service unit for purposes of covering the costs of facilitating mapping data in accordance with this policy.

Adopted on: July 10, 2024

Revised on: _____

Reviewed on: _____

	2022-2023	2023-2024	2024-2025 (Recommended 7.10.2024)
HIGH SCHOOL/ MIDDLE SCHOOL	\$3.05	\$3.05	\$3.50
PK/ELEMENTARY	\$2.85	\$2.95	\$3.50
LUNCH ADULTS	\$4.25	\$4.60	TBD by State
BREAKFAST STUDENTS	\$1.90	\$2.00	\$2.25
BREAKFAST ADULTS	\$2.60	\$2.75	TBD by State
MILK	\$0.50	\$0.50	\$0.50
JUICE	\$0.55	\$0.55	\$0.55
ALA CART STUDENT	\$1.25	\$1.50	\$2.00
ALA CART ADULT	\$2.25	\$2.25	\$2.50
Reduced priced breakfast	\$0.30	\$0.30	\$0.30
Reduced priced lunch	\$0.40	\$0.40	\$0.40



Sapp Bros. Petroleum

Southeast Region in NE. -Blue Springs, Crete, Falls City, Filley, Humboldt, Lincoln. KS – Hanover, Blue Rapids.
IA-Shenandoah, Atlantic

SE Regional Manager- Terry L. Oltman - Cell: 1-402-416-4902 E-mail: toltman@sappbros.net

7/8/2024

Johnson County Central Public Schools
Attn: Jon H Rother

5901 Cornhusker Hwy
Lincoln, NE 68507
Telephone (402)-466-5522
Toll Free 1-888-727-7788
Fax # (402)-466-5529

Thank you, Jon and the Johnson County Central School board, for allowing us the opportunity to service your propane needs this upcoming winter.

At Sapp Bros. we take propane safety very seriously. If we get the bid we will come out and do a leak test of your system. We will also inspect all regulators and valves to assure they are up to date and working properly. This service will be at no cost to you, we just want your system to be safe. If we do find something that needs fixed or repaired, that cost would be to you. We will not do any repair work until we give you a quote for the work and get your approval. Unfortunately, if we find something that needs fixed or repaired and you do not allow it to be fixed or replaced, we will have to respectfully decline bringing you propane and thus canceling your contract and your money would be refunded. I do not anticipate any problems, but you never know. We do not want to deliver any propane until we know it is safe and leak free.

We would also put monitors on your propane tanks to help us monitor them and make sure they don't run out. This would also be at no cost to you.

35,000 Gallons of propane delivered to Cook NE. Our quote is **\$1.198 a gallon.**
The total sum would be (35,000 x \$1.198) **\$41,930.00** plus any applicable taxes, if there is any.

Sapp Bros. will refund, to your School, all your down payment for the gallons you do not take as long as you take at least 30,000 gallons. If you fail to take as least 30,000 gallons, Sapp Bros will keep 10 cents a gallon of the balance that remains on the 35,000 gallons. (Use 30,000 gallons +, get your total money back on your balance not used. Use less than 30,000 you will receive your balance back less 10 cents.)(Yes, Sapp's will honor the price on another 5000 gallons if needed.)

Thank you again for allowing us to quote your propane needs. If we are fortunate enough to get the bid, we will send you an official contract and start scheduling a time to do the leak checks. Your contact will be Greg Robinson. Greg is our Operations manager, with his office in Filley NE. Greg's cell number is 402-430-8605. His email is grobinson2@sappbros.net You may also contact me at any time.

Sincerely,

Terry L. Oltman
Sapp Bros. SE Regional Manager

Gottula Propane Service, Inc.
P.O. Box 128, 335 Main Street
Elk Creek, NE 68348
402-877-2615 800-333-2615

July 5, 2024

Johnson County Central Public Schools
ATTN: Mr. Jon H Rother
P.O. Box 338
Tecumseh, NE 68450

Delivery site: 407 1st Street, Cook, NE 68329

RE: PROPANE BIDS

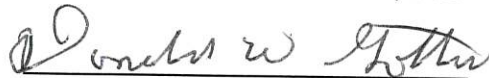
We would submit a bid of \$1.24 per gallon for propane delivered to your school in Cook.

The 5,000 gallon variance plus would be delivered at \$1.24 per gallon and payable the next regular board meeting following the purchase. The gallons left from the original contract of 35,000 gallons will be credited back June 30, 2025 minus \$0.20 per gallon penalty.

Thank You for asking us to submit a bid for your propane needs.

Sincerely,

GOTTULA PROPANE SERVICE, INC.



Donald W. Gottula, President.

Johnson County Central Public School Activities Handbook



Rules and Regulations 2024 - 2025

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Introduction

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

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

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

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

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

Notice of Nondiscrimination

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

Students who believe that they have been the subject of unlawful discrimination or harassment due to their disability, or that have other related concerns or questions, should contact the following Section 504 Coordinator: Rick Lester at (402) 335-3328, rick.lester@jccentral.org or in person at school.

Students who believe that they have been the subject of unlawful discrimination or harassment due to their sex, or that have other related concerns or questions, should contact the following Title IX Coordinator: Rick Lester at (402) 335-3328, rick.lester@jccentral.org, 358 N 6th St. PO Box 338, Tecumseh, NE 68450 or in person at school. The School District's specific Notice of Nondiscrimination on the Basis of Sex may be accessed at the following link:

<https://www.jccentral.org/vimages/shared/vnews/stories/60537fc4030f1/Title-IX-Policy.pdf>

Students who believe that they have been the subject of unlawful discrimination or harassment due to their race, color, or national origin, or that have other related concerns or questions, should contact the following Title VI Coordinator: Jon H. Rother at (402) 921-0187, jon.rother@jccentral.org, 358 N 6th St. PO Box 338, Tecumseh, NE 68450 or in person at school.

Students who believe that they have been the subject of any other unlawful discrimination or harassment should contact the Superintendent at (402) 921-0187, jon.rother@jccentral.org or in person at school. Students may report discrimination or harassment to any staff member who will then forward it on to the appropriate coordinator or administrator. The staff member will follow school district policies to respond to the report.

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

SECTION ONE: GENERAL INFORMATION ABOUT THE ACTIVITIES PROGRAM

Academic Eligibility

To be eligible to participate in the school's activity programs, each student must (1) meet Nebraska State Activities Association (NSAA) requirements concerning scholastic eligibility, (2) meet the requirements of board policy including all rules applicable to the activity, and (3) have not less than a 60% grade in one or more classes for a period of two weeks to remain eligible to participate in any portion of the activities program. However, each failing grade will be re-evaluated at the end of the first week and if the student's grades are all passing, the student will become eligible the following week to participate in extracurricular activities. Participants must attend practices and participate in all conditioning during any period of ineligibility.

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

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

Attendance at Practices and Contests

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

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

If a participant misses a scheduled contest or performance, the coach or sponsor may impose discipline up to and including suspension of the

participant from the activity for the remainder of the season or length of the activity.

Closings

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

Colors

The Johnson County Central School colors are Red, Vegas Gold and Black.

Complaint Procedure

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

Concussion Awareness

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

The School District will:

- a. Require all coaches and trainers to complete one of the following on-line courses on how to recognize the symptoms of a concussion or brain injury and how to seek proper medical treatment for a concussion or brain injury:
 - Heads UP Concussions in Youth Sports
 - Concussion in Sports—What You Need to Know
 - Sports Safety International
 - ConcussionWise
 - ACTive™ Athletic Concussion Training for Coaches; and
- b. On an annual basis provide concussion and brain injury information to students and their parents or guardians prior to such students initiating practice or competition. This information will include:
 - 1 The signs and symptoms of a concussion;

- 2 The risks posed by sustaining a concussion; and
- 3 The actions a student should take in response to sustaining a concussion, including the notification of his or her coaches.

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

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

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

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

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

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

Dances

School dances are part of the district's extracurricular activity program. Students who wish to participate in school dances must comply with the activity code. Students may be prohibited from participating in school dances as a consequence for violating school rules or these activity rules.

Junior High/Middle School Dances

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

High School Dances

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

Homecoming and Prom

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

The Junior/Senior Prom is open to students and guests of the Johnson County Central High School junior and senior classes. Guests must follow all rules that the students must follow. Each student is responsible for his/her guest's conduct. Appropriate attire is required for these dances.

Electronic Communication

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

Equipment

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

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

Fundraising

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

Individual Training Rules and Rules of Conduct

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

Initiations and Hazing

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

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

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

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

Injuries

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

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

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

Insurance

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

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

Lettering Requirements

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

*****To be updated to reflect current requirements.***

Football:

- A player needs to play in 8 quarters of varsity competition. The equivalent of 1 quarter per game.
- A quarter will be given to any player that matches or exceeds 80% participation in the summer weight room program.
- All players need to adhere to the student handbook rules and expectations set forth each year by the coaching staff.
- If a player is on track to letter but suffers an injury in which a doctor declares they cannot participate, that player will receive a letter even if they can't achieve the 8 quarter minimum.

Volleyball:

You must accumulate 75 points in order to earn a varsity letter, and there are three ways to earn points.

- First, you will earn 50 points if you participate in 50% of the varsity matches or 30% of the varsity sets played during the season.
- Secondly, you will earn 25 points for being eligible throughout the entire season. This includes academics and drug-related testing.
- Finally, you can earn 25 points based on the coaches' discretion. This includes a wide variety of criteria such as your attendance, attitude, work ethic, coachability, contributions to the team, etc.

Boys Basketball:

- Participate in 25% of Varsity quarters for the season. (Average 1 quarter per game)
- Complete the season in good standing without a training rule violation.
- Head coach retains the discretion to award a letter when he feels it is appropriate.

Girls Basketball:

- In order for a player to letter, she must play in at least ½ of varsity quarters throughout the season.

- Any player that fails a drug test for any reason (during the season) will not be awarded a letter at the end of the year.
- We believe that character is important and with that being said, the coaching staff reserves the right to award any player that is deserving. Players may also lose their letter if they cannot adhere to the standards set forth by their teammates.

Cross Country:

- Runners competed in at least 1/2 of meets as members of varsity team.

Or

- Runners competed in both districts and state as members of the varsity team.
- Also, all athletes must complete the season in good standing in order to letter.

Boys/Girls Golf:

- You must compete in more than 1/3rd of the 180 regular season holes played at the varsity level.
- A golfer who does not meet the minimum hole requirement, but medals individually in a varsity meet will also letter.
- Other circumstances may also warrant earning a varsity letter, like competing for the team in the district meet, using a player's score in a team score for a team finishing 1st or 2nd at an invitational, etc., and these will be left up to the coach's discretion.

Wrestling:

- Students athletes must have 2 out of 4 coaches agree that they earned a letter.

Must have volunteered at 8 youth practices between November and March.

Track:

- Blue Points Chart (see image)

Also, must be complete the season in good standing with their coaches

JCC Track																
Blue Points																
(Need a minimum of 12 points to letter AND be in good standing with attendance, attitude, school, law)																
Pts	LJ	TJ	HJ	PV	SP	Disc	100	200	400	800	1600	3200	110H	300H	55	55H
	attempt	attempt	attempt	attempt	attempt	attempt	attempt	attempt	attempt	attempt	attempt	attempt	attempt	attempt	attempt	attempt
1	15'00"	3'308"	4'10"	7'00"	37'	70"	13.5	29.3	67.0	3:06.0	6:30.0	13:30.0	22.50	56.0	8.10	9.90
2	15'06"	3'4'04"	5'00"	7'06"	38'	78"	13.3	28.7	66.2	3:00.00	6:20.0	13:10.0	22.00	54.0	8.00	9.80
3	16'00"	3'5'00"	5'02	8'00"	39'	86"	13.1	28.1	65.0	2:54.0	6:10.0	12:50.0	21.50	52.0	7.90	9.70
4	16'06"	3'5'06"	5'03	8'06"	40'	94"	12.9	27.5	63.8	2:48.0	6:00.0	12:30.0	21.00	50.3	7.80	9.65
5	17'00"	3'8'04"	5'04	8'00"	41'	102"	12.7	26.9	62.6	2:42.0	5:50.0	12:10.0	20.50	49.2	7.70	9.60
6	17'06"	3'7'00"	5'05	8'06"	42'	110"	12.5	26.3	60.2	2:36.0	5:40.0	11:50.0	20.00	48.1	7.60	9.55
7	18'00	3'7'08"	5'06	10'00"	43'	116"	12.3	25.7	59.0	2:30.0	5:30.0	11:40.0	19.50	47.0	7.50	9.50
8	18'06"	3'8'04"	5'07	10'06"	44'	122"	12.1	25.1	57.8	2:24.0	5:20.0	11:30.0	19.00	45.9	7.40	9.45
9	19'00	3'9'00"	5'08	11'00"	45'	128"	11.9	24.5	56.6	2:18.0	5:10.0	11:20.0	18.50	44.8	7.30	9.40
10	19'06"	3'9'06"	5'09	11'06"	46'	134"	11.7	23.9	55.4	2:15.0	5:00.0	11:10.0	18.00	43.7	7.20	9.35
11	20'00	4'0'00"	5'10	12'00"	47'	140"	11.5	23.3	54.2	2:12.0	4:50.0	11:00.0	17.50	42.6	7.10	9.30
12	20'03"	4'0'06"	5'11	12'06"	48'	144"	11.4	22.7	53.0	2:09.0	4:47.0	10:50.0	17.00	42.2	7.00	9.20
13	20'06"	4'1'00"	6'00	13'00"	49'	148"	11.3	22.6	52.6	2:06.0	4:44.0	10:40.0	16.50	41.8	6.90	9.10
14	20'09"	4'1'06"	6'01	13'03"	50'	152"	11.2	22.5	52.2	2:04.5	4:41.0	10:30.0	16.00	41.4	6.80	9.00
15	21'00	4'2'00"	6'02	13'06"	51'	156"	11.1	22.4	51.8	2:04.0	4:38.0	10:20.0	15.50	41.0	6.75	8.90
16	21'03"	4'2'06"	6'03	13'09"	52'	160"	11.0	22.3	51.4	2:03.5	4:35.0	10:10.0	15.40	40.6	6.70	8.80
17	21'06"	4'3'00"	6'04	14'00"	53'	164"	10.9	22.2	51.0	2:03.0	4:32.0	10:00.0	15.30	40.2	6.65	8.70
18	21'09"	4'3'04"	6'05	14'03"	54'	166"	10.8	22.1	50.6	2:02.5	4:29.0	9:55.0	15.20	39.8	6.60	8.60
19	22'00	4'3'08"	6'05.5	14'06"	55'	168"	10.75	22.0	50.2	2:02.0	4:26.0	9:50.0	15.15	39.4	6.55	8.50
20	22'03"	4'4'00"	6'06	15'00"	56'	170"	10.7	21.9	49.8	2:01.5	4:23.0	9:45.0	15.10	39.0	6.50	8.45
21	22'06"	4'4'04"	6'06.5	15'06"	57'	172"	10.65	21.8	49.4	2:00.0	4:20.0	9:40.0	15.05	38.6	6.45	8.40
22	22'09"	4'4'08"	6'07	16'00"	58'	174"	10.6	21.7	49.0	1:59.5	4:17.0	9:35.0	15.00	38.2	6.40	8.35
23	23'00	4'5'00"	6'07.5	16'06"	59'	176"	10.55	21.6	48.6	1:59.0	4:14.0	9:30.0	14.95	37.8	6.35	8.30
24	23'03"	4'5'04"	6'08	17'00"	60'	178"	10.5	21.5	48.2	1:58.5	4:11.0	9:25.0	14.90	37.4	6.30	8.25

The more events you are willing to try, the easier it will be to earn a varsity track letter. These marks/times must be achieved in a track meet in order to be earned. I will keep an updated list of current lettering points and will periodically share your current level with you. If you have questions, please see Coach Huskey at anytime for clarification.

Cheer:

Based on point system

1. Cheerleaders must participate in required eligible practices, athletic events, and other assigned activities to receive a Cheerleading letter. These extra duties such as posters, locker favors, signs, run-through, etc. shall be counted toward lettering.
2. A cheerleader may earn points back by making extra posters, locker favors or other approved items by the sponsor.
3. Cheerleaders are required to attend all tournaments to letter (ex. MUDECAS, ECNC, Sub-Districts)
4. POINT SYSTEM - 3500 points to letter
 - a. Practice - 25 points (approximately 73)
 - b. Games - 50 points (approximately 50)
 - c. Tournaments (MUDECAS, ECNC, SUB-DISTRICTS) - 50 points (approximately 9)
 - d. Concession Stand - 100 points (3 concession stands)
 - e. Run Through/Posters - 50 points (homecoming)
 - f. Fundraising: (2 fundraisers)
 - i. Meat Sticks - 150 points
 - ii. Clothing - 50 points
 - g. Parents' Night - 25 points
 - h. Athletic Banquet Attendance - 50 points

- i. Summer Camp - 50 points (each day)
 - j. County Fair Parade - 100 points
 - k. Extra Practices held outside of school - 100 points
5. POINT DEDUCTIONS
- a. Late - 20 points
 - b. Excused Absences - 50 points
 - c. Unexcused Absences - 100 points
 - d. Excused absence from mandatory event - double point deduction
 - e. Unexcused absence from mandatory event - triple point deduction
 - f. D-List
 - i. 1st Offense - 100 points
 - ii. Doubles after 1st offense: 200, 400, etc.
 - g. Failing List
 - i. 1st Offense - 200 points
 - ii. Doubles after 1st offense: 400, 800, etc.
 - h. Points may be deducted if not in complete uniform, behavior, infractions to any of the rules as deemed by the sponsors

Chorus:

<u>Points</u>	<u>Event</u>
3	Membership for a semester.
5	Participation for each concert, clinic, contest, etc...
10	Audition for All State Chorus
5	Audition for other Honor Choir
20	Participation in All State Chorus
10	Participation in other Honor Choir
3	Member of an organized ensemble for semester (swing choir, madrigals, other choir)
6	Perform a solo at a concert/contest
5	Perform a duet at a concert/contest
4	Perform a trio at a concert/contest
3	Perform a small/large group other than choir

6	Receive a superior (I) at contest
4	Receive an excellent (II) at contest
2	Receive a good (III) at contest
10	Accompany choir for a semester
5	Accompany group for a semester
15	Perform leading role in Musical/Madrigal Christmas Dinner
7	Perform non-leading role in Musical/Madrigal Christmas Dinner
5	Help with technical aspects of Musical/Madrigal Christmas Dinner
1-5	Help set-up/tear-down and other – attend concert/honor choir as audience member
10	Officer
75* Points total to letter	

* If you are absent from any concert you will **NOT** be able to letter no matter how many points you may have. Up to the directors discretion

Instrumental Music:

**Any missed regular performance results in loss of letter, regardless of letter points amount. (The only exception is missing due to another school activity)*

Points	Event
3x2	Membership for each semester
5	Participation for each required concert, clinic, contest, etc...
10	Audition for All State Band, Jazz Band, Orchestra
5	Audition for other Honor Band
20	Participation in All State Band
10	Participation in other Honor Band
5	Participation in 80% of Pep Bands
3	Member of an organized ensemble for semester (flute/clarinet choir, jazz band, brass quintet, other band)
6	Perform a solo at a concert/contest
5	Perform a duet at a concert/contest
4	Perform a trio at a concert/contest
3	Perform a small/large group other than band
5	Receive a superior (I) at contest (not full band)

- 4 Receive an excellent (II) at contest (not full band)
 - 3 Receive a good (III) at contest (not full band)
 - 10 Play in the "pit" for Musical
 - 5 Help with technical aspects of Musical/Madrigal Christmas Dinner
 - 1-5 Help set-up/tear-down and other – attend concert/honor band as audience member
 - 10 Section Leader / First Chair
- Total points needed determined by the director upon review of total performances, usually 56 points.**

Speech:

- Attending 95% of required practices
- Attending 3 competitive speech meets during the season
- Demonstrate a high standard of devotion to the program
- Participation on the speech team for 4 years.

One-Act:

- Attending 95% of their (cast or crew) required practices
- Attending all scheduled competitions, tournaments, and performances
- Demonstrate a high standard of devotion to the program
- Participation in One-Act for 4 years as a cast or crew member

Mascot

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

Practices

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

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

1. Submit to the coach or sponsor a signed physical form, NSAA Parent Consent Form and Activities Code that verifies that a physical examination has been completed and that the student and parent(s)

understand the school's position regarding the use or possession of alcohol, tobacco, and other related drugs.

2. Furnish the high school principal with proof of insurance.

Secret Organizations

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

Student Manager, Helpers, or Activity Aids

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

Sunday Night Activities

In order to provide students sufficient time away from school for family-related activities, the school will endeavor not to schedule activities on Sundays.

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

Transportation

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

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

Weight Room

The weight room has been developed to help each athlete, student, or adult in the community maintain a level of physical fitness. No one may use the weight room or equipment without proper supervision. The school will

develop a schedule for use of the weight room by athletes during the school year and during the summer months.

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

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

SECTION TWO: AVAILABLE ACTIVITIES

Athletic Teams

Basketball (boys and girls)
Bowling (boys and girls)
Cross Country (boys and girls)
Football
Golf (boys and girls)
Track (boys and girls)
Soccer Co-Op (boys and girls)
Unified Bowling
Unified Track
Volleyball
Wrestling (boys and girls)

Art Club

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

Band

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

Cheer Squad

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

Drama Club

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

Future Business Leaders of America (FBLA)

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

Future Farmers of America (FFA)

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

HOSA (Health Occupations Students of America)

HOSA's goal is to promote career opportunities in the health industry and to enhance the delivery of quality health care to all people

Letter Club

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

National Honor Society

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

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

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

Student Council

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

Speech

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

STRIV

The purpose of STRIV is to engage students in broadcasting and media production.

Student Publications

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

SECTION THREE: CODE OF CONDUCT

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

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

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

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

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

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

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

8. Bullying which shall include cyber-bullying, defined as the use of the internet, including but not limited to social networking sites such as Facebook, cell phones or other devices to send, post, or text message images and material intended to hurt or embarrass another person. This may include, but is not limited to; continuing to send email to someone who has said they want no further contact with the sender; sending or posting threats, sexual remarks, or pejorative labels (i.e., hate speech); ganging up on victims by making them the subject of ridicule in forums; posting false statements as fact intended to humiliate the victim; disclosure of personal data, such as the victim's real name, address, or school at websites or forums; posing as the identity of the victim for the purpose of publishing material in their name that defames or ridicules them; sending threatening and harassing text, instant messages, or emails to the victims; and posting or sending rumors or gossip to instigate others to dislike and gang up on the target.
9. Using any Internet or social networking websites to make statements, post pictures, or take any other actions that are indecent, vulgar, lewd, slanderous, abusive, threatening, harassing, or terrorizing.
10. Violating any school policy, handbook provision, or a coach's or activity sponsor's training rules or rules of conduct.
11. Dressing or grooming in a manner which is (A) dangerous to the student's health and safety or a danger to the health and safety of others, (B) lewd, indecent, vulgar, or plainly offensive, (C) materially and substantially disruptive to the work and discipline of the school or an extracurricular activity, (D) interpreted to advocate the use of illegal drugs or other substances by a reasonable observer.
12. Failing to report for an activity at the beginning of a season unless excused by the coach or activity sponsor.
13. Failing to attend scheduled practices and meetings unless excused by the coach or activity sponsor.

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

Discipline. Students who violate any provision of these Activity Participation Rules may be subject to discipline up to and including expulsion from extracurricular activities and school sponsored events. (including but not limited to graduation ceremonies and related activities). These disciplinary consequences and this Activity Code of Conduct are in addition to and do not prejudice, diminish, impede, or reduce any discipline that is

authorized by the Nebraska Student Discipline Act, Neb. Rev. Stat. §§ 79-254 to 79-294, Board Policy, or the Student Handbook. Disciplinary action may include a probationary period and conditions that must be satisfied prior to or following reinstatement. Administrators and coaches will take the following into consideration when making disciplinary decisions:

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

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

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

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

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

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

1. The Investigator shall make an investigation of alleged violation and provide an opportunity for the student to present his or her version of the facts surrounding the alleged violation.

2. The Investigator shall consider all information obtained as a result of the investigation, including information obtained from the student, and shall render a decision regarding disciplinary action. Within a reasonable period of time of the Investigator's decision, the student and his/her parent or guardian shall be given written notice of the disciplinary action taken by the Investigator.

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

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

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

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

Extracurricular Drug Testing Program

The school district supports and values student participation in extracurricular activities and school functions, but such participation in such activities and functions is a privilege and not a right. Students in all

extracurricular activities in grades 9-12 shall be subject to mandatory random drug testing for the presence of alcohol, illegal drugs and/or tobacco products. The purpose of this policy is as follow:

- 1) The school district recognizes that students who use illegal drugs, alcohol and/or tobacco products pose a threat to the health and safety of themselves, other students, teachers, administrators, and other persons;
- 2) To undermine the effects of peer pressure by providing legitimate reason for students to refuse use of illegal drugs, alcohol and/or tobacco products;
- 3) The school district seeks to deter the use of illegal and prohibited drugs, alcohol and/or tobacco products among students;
- 4) To encourage students who use illegal drugs, alcohol and/or tobacco products to participate in appropriate treatment programs.

Drug Testing Coordinator: The Drug Testing Coordinator shall be the superintendent of schools or his or her designee unless otherwise indicated.

Drugs: Any substance considered illegal by Nebraska Statute, i.e., Uniform Controlled Substances Act, section 28-401 et seq., or which is controlled by the Food and Drug Administration unless prescribed to the student by any licensed medical practitioner authorized to prescribe controlled substances. For purposes of this policy, drugs shall include the illegal use of alcohol and tobacco products.

Extracurricular Activities: Any activity that meets the guidelines of an extracurricular activity at Johnson County Central Public Schools, which shall include the following:

Basketball	Jazz Band	Cheerleading	Cross Country
Speech	Football	Quiz Bowl	Academic Decathlon
Wrestling	One Act Plays	School Plays	Musical Plays
Track	Band	Choir	Volleyball
Soccer	Golf	Bowling	Dances
FFA	FBLA	Student Council	Art Club
Unified Bowling	Unified Track		

And any other activity not specifically mentioned and governed under the guidelines set by the Nebraska Schools Activities Association.

School Calendar Year: Is the first scheduled practice of our fall sport as established by the NSAA calendar through the completion of our last NSAA activity at the end of the school year.

Participants: Any student and his/her parents/guardians must sign a consent form to participate in extracurricular activities at the beginning of

each school year. The consent form is attached to this policy. Fall student athletes and students not participating in a fall activity and their parents must submit a signed copy of the policy to the high school office within 5 school days of the first day of school. Failure to do so will result in the student not being able to participate in activities for the entire school year. Students new to Johnson County Central must sign and submit within five school days before participating in extracurricular activities. Students shall remain in the selection pool for an entire school year.

Withdrawal: Students who have a consent form on file remain eligible for drug tests by the school district and throughout the remainder of the school year or until the student files a "Withdrawal of Student from Activity" form signed by the student and his/her parents/guardians. Upon withdrawal, the student shall not be eligible to participate in any activity or attend any non-academic school functions for 1 calendar year. A student who files a "Withdrawal of Student from Activity" form after selected for a random drug test but before submitting to the test or after testing positive shall be ineligible to participate in any extracurricular activities or attend any non-academic school function for one calendar year from the date the "Withdrawal of Student from Activity" form is received by the Drug Testing Coordinator.

Testing Procedures – Student Selection: All students who participate in extracurricular activities that submit a consent form will be included in a master list and will be subject to random drug/alcohol/tobacco screening. The master list shall be submitted to the company employed by the district or to the person trained and certified to conduct the testing. Using an unbiased electronic selection system, students will be randomly chosen to take a test. Testing will be unannounced and randomly spread throughout the year. Random drug testing for drugs/alcohol/tobacco products may be performed at any time.

Reasonable Suspicion Testing: In addition to random drug/alcohol/tobacco testing, a student is subject to drug/alcohol/tobacco testing once a month, for the rest of the school year, when the Drug Testing Coordinator determines there is individualized reasonable suspicion based upon articulable facts to believe that the student has used drugs, alcohol and/or tobacco products.

Type of Test: The school district reserves the right to utilize either breath, saliva or urine tests for drug/alcohol/tobacco testing procedures.

Collection Site: The Drug Testing Coordinator will designate the collection site(s) at Johnson County Central high school where individuals may provide specimens.

Collection Procedures: The superintendent will select a Drug Program Administrator (DPA). The DPA shall randomly select the students subject to drug/alcohol/tobacco testing from the master list. The DPA will maintain and follow generally accepted industry standards for collecting, maintaining, shipping, and accessing all specimens. The DPA will seek to obtain the sample in a manner designed to insure accurate testing protocols while minimizing intrusion into a student's privacy. The DPA and the school district will provide a copy of the collection procedures upon request.

Notification of Test Results: Johnson County Central High School will utilize a Medical Review Officer (MRO) to review all laboratory-reported positive tests. The role of the MRO is critical to protecting the interest of the students. The MRO serves a critical role in determining whether the use of a substance identified by the sample analysis is from illicit use or a legitimate medical use. The MRO will demonstrate his/her knowledge by being certified by an MRO Accreditation body. The parent or the guardian will be contacted by the MRO or his/her assistant. The MRO will report results of verified positives and/or warrant health and safety issues to the student and to the designated school representative through the DPA.

In the case of a positive result because of prescription medication, the MRO will confirm that a prescription was written for the student, which matches the metabolite found to be positive. If the prescription is used legitimately, the MRO will deem the student medically qualified.

Any student who is alleged to have violated this section, shall have available as an affirmative defense, through clear and convincing evidence, that their use of a controlled substance was prescribed by a licensed medical practitioner who is familiar with the individual's medical history and assigned duties.

After the final review, the Medical Review Officer will advise Johnson County Central Public Schools of the final results of the drug screen test.

Request for a Retest: A split specimen will be collected for all testing methods, with the exception of alcohol testing. A positive alcohol test will be confirmed with an EBT device. A student's parent/guardian may request that the split specimen be tested at a second nationally certified laboratory from a list provided by the MRO. The request for the test must be submitted in writing to the MRO (with a copy sent to the Drug Testing Coordinator)

within 72 hours of being notified of the final testing result. The student and his or her parent/guardian must pay the associated costs for an additional test in advance. The cost will be reimbursed if the result of the split sample test is negative. The student will remain subject to the consequences of this policy during the retesting procedure.

Consequences for Testing Positive: Whenever the test results indicate the presence of drugs, alcohol and/or tobacco, the Drug Testing Coordinator and/or administration will notify the student, parent/guardians, sponsor/coach and other appropriate school personnel. The consequences shall follow the Johnson County Central Activity Handbook under the Activity Code of Conduct. The students will also be required to have a follow-up drug testing, a minimum of once a month, for the remainder of the school year.

Refusal to Test: A student who refuses to submit to a drug test authorized under this policy, or fails or refuses to comply with any other provision of this policy, shall not be eligible to participate in any activities covered under this policy including all meetings, practices, performances and competitions for one calendar year.

Tampering: Tampering is the use of any agent or technique which is designed to avoid detection of a drug and/or compromise the integrity of a drug test and is prohibited. This includes providing false urine samples (for example, urine substitution), contaminating the urine sample with chemicals or chemical products, the use of diuretics to dilute urine samples, and the use of masking. If it has been determined that a student tampered with a drug test, the student shall be deemed to have refused to test.

The use of any such agent or technique shall be treated as a refusal to test for drugs, alcohol and/or tobacco prohibited by the Policy and shall be subject to the penalties set forth in this policy.

Maintenance of Records: All results of drug testing shall be confidential. Procedures for maintaining confidentiality will be developed by the school district and the testing organization. The Drug Testing Coordinator shall maintain records of positive tests in a secure location. This information will not be available to anyone other than appropriate school personnel and parents. This information will be destroyed upon the student's graduation. Under no circumstances will this information become a part of the student's permanent file, nor will it be sent to another school when the student moves to another district or transfers to another school.

Severability: If any portion of this policy is deemed to be contrary to the law of the state of Nebraska or the United States by judicial decision or an act of Congress, then only such portion or provision directly deemed to be unconstitutional shall be stricken, and the remainder of the policy shall remain in full force.

**JOHNSON COUNTY CENTRAL PUBLIC SCHOOLS
CONSENT TO PERFORM RANDOM DRUG TESTING**

Student Name _____ Grade _____

As a student and parent/guardian:

- 1) We understand and agree that participation in extracurricular activities is a privilege that may be withdrawn for violations of the Extracurricular Drug Testing Policy.
- 2) We have read the Extracurricular Drug Testing Policy and understand the responsibilities and consequences as an activity participant if the student violates the policy.
- 3) We understand that when students participate in any extracurricular activity they will be subjected to random drug testing, and if they refuse, will not be allowed to practice or participate in any extracurricular activity or attend non-academic school functions. We have read this consent statement and agree to its terms.
- 4) We understand this is binding while a student is enrolled in Johnson County Central Public Schools.

CONSENT TO PERFORM DRUG TESTING

We hereby consent to allow the student named on this form to undergo drug testing for the presence of drugs, alcohol and/or tobacco products in accordance with the extracurricular Drug Testing Program adopted by the Board of Education. We understand that any samples will be sent only to a qualified laboratory for actual testing. We hereby give our consent to the medical vendor selected by the school board, their Medical Review Office (MRO), laboratory, doctors, employees, or agents, together with any clinic, hospital, or laboratory designated by the selected medical vendor to perform testing for the detection of drugs and to release the results of those tests as provided in the policy. We understand these results will be forwarded to school district officials and will also be made available to us. We agree to sign any necessary releases if requested to do so.

We understand that consent pursuant to this Consent to Perform Random Drug Testing will be effective for all extracurricular activities in which this student might participate in the school year.

We hereby release the Johnson County Central Public Schools Board of Education and its employees from any legal responsibility or liability for the release of such information and records, pursuant to the policy.

Student Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

**JOHNSON COUNTY CENTRAL PUBLIC SCHOOLS
WITHDRAWAL OF STUDENT FROM ACTIVITY**

I understand that by signing this form I am rescinding my permission for random drug screening and no longer wish to participate in any extracurricular activity. I further understand that I am forfeiting my privilege to participate in athletics and/or extracurricular activities for one calendar year.

I hereby rescind my consent to the administration of the drug screening and forfeit all participation in extracurricular activities for one calendar year.

Student's Printed Name: _____

Signature: _____ Date: _____

Parent/Guardian's Printed Name: _____

Signature: _____ Date: _____

A Parent's Guide to Concussions

WHAT IS A CONCUSSION?

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

CONCUSSION FACTS

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

WHAT ARE THE SIGNS AND SYMPTOMS OF A CONCUSSION?

Signs Observed by Parents or Guardians

- Appears dazed or stunned
- Is confused about assignment or position
- Forgets an instruction
- Is unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows behavior or personality changes
- Can't recall events prior to hit or fall
- Can't recall events after hit or fall

Symptoms Reported by Athlete

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

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

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

WHEN IN DOUBT – SIT THEM OUT!

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

WHEN MAY AN ATHLETE RETURN TO PLAY FOLLOWING A CONCUSSION?

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

Concerns about athletes who return to play too quickly have led state lawmakers in Oregon and Washington to pass laws stating that **no athlete shall return to play on the day he or she suffered a concussion and**

the athlete must be cleared by an appropriate health care professional before he or she are allowed to return to play in games or practices. The laws also mandate that coaches receive education on recognizing the signs and symptoms of concussion.

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

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

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

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

Step 4: Full contact practice or training.

Step 5: Game play.

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

HOW CAN A CONCUSSION AFFECT SCHOOLWORK?

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

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

WHAT CAN YOU DO?

- Both you and your child should learn to recognize the "Signs and Symptoms" of a concussion as listed above.
- Emphasize to administrators, coaches, teachers, and other parents your concerns and expectations about concussion and safe play.
- Teach your child to tell the coaching staff if he or she experiences such symptoms.

- Teach your child to tell the coaching staff if he or she suspects that a teammate has a concussion.
- Monitor sports equipment for safety, fit, and maintenance.
- Ask teachers to monitor any decrease in grades or changes in behavior that could indicate concussion.
- Report concussions that occurred during the school year to appropriate school staff. This will help in monitoring injured athletes as they move to the next season's sports.

OTHER FREQUENTLY ASKED QUESTIONS:

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

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

Is a "CT scan" or MRI needed to diagnose a concussion?

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

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

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

How long do the symptoms of a concussion usually last?

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

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

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

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

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

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

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

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

AUTHORIZATION AND ACKNOWLEDGEMENT

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

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

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

Signature of Parent

Printed Name of Parent

Date

ACKNOWLEDGEMENT OF CONDUCT CODE

I understand that as a student representing the school district in activities, I am obligated to comply with the athletic handbook, including the code of conduct. **This means that I may not possess, use, or be at parties in the presence of alcohol, illicit drugs, or controlled substances at any time during the school term.** I understand that if I violate the code of conduct or other rules in this handbook, I may be suspended from participation in all co-curricular activities and/or school sponsored activities or events.

Signature of Student

Printed Name of Student

Date

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

Signature of Parent

Printed Name of Parent

Date

Johnson County Central Public School Staff Handbook

2024-2025



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INTRODUCTION

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

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

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

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

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

Notice of Nondiscrimination

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

Individuals who believe that they have been the subject of unlawful discrimination or harassment due to their disability, or that have other related concerns or questions, should contact the ADA/Title II Coordinator: Jon H. Rother at (402) 921-0187, jon.rother@jccentral.org or in person at school.

Individuals who believe that they have been the subject of unlawful discrimination or harassment due to their sex, or that have other related concerns or questions, should contact the Title IX Coordinator: Rick Lester at (402) 335-3328 , rick.lester@jccentral.org, 358 N 6th St. PO Box 338, Tecumseh, NE 68450 or in person at school. The School District's specific Notice of Nondiscrimination on the Basis of Sex may be accessed at the following link:

<https://www.jccentral.org/vimages/shared/vnews/stories/60537fc4030f1/Title-IX-Policy.pdf>

Individuals who believe that they have been the subject of unlawful discrimination or harassment due to their race, color, or national origin, or that have other related concerns or questions, should contact the Title VI Coordinator: Jon H. Rother at (402) 921-0187, jon.rother@jccentral.org, 358 N 6th St. PO Box 338, Tecumseh, NE 68450 or in person at school.

Individuals who believe that they have been the subject of any other unlawful discrimination or harassment should contact the Superintendent at (402) 335-3320, jon.rother@jccentral.org or in person at school. Students may report discrimination or harassment to any staff member who will then forward it on to the appropriate coordinator or administrator. The staff member will follow school district policies to respond to the report.

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

DRUG-FREE WORKPLACE REQUIREMENTS

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

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

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

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

POLICIES AND PROCEDURES REGARDING ALL STAFF

Accidents and Injuries

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

Activity Accounts and Fundraising

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

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

Activity Tickets

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

Agents, Salesmen and Other Business Representatives

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

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

Announcements and Circulars

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

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

Bell Schedule – High School

	Begin	End
First Period	8:00	8:50
Second Period	8:53	9:43
Third Period	9:46	10:36
Fourth Period	10:39	11:29
1 st Lunch	11:29	11:54
Fifth Period	11:32	12:47
2 nd Lunch	12:22	12:47
Sixth Period	12:50	1:40
Seventh Period	1:43	2:33
Eighth Period	2:36	3:26
Study Session	3:29	4:00

Bell Schedule – Middle School

	Begin	End
First Period	8:00	8:49
Second Period	8:52	9:41
Third Period	9:44	10:33
Fourth Period	10:36	11:25
Fifth Period	11:28	12:17
Lunch	12:17	12:47
Sixth Period	12:50	1:39
Seventh Period	1:42	2:31
Eighth Period	2:34	3:23
STAR	3:26	3:55

Board Policies, Rules, and Directives

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

Child Abuse

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

1. Any school employee who has reasonable cause to believe that a child has been abused or neglected shall report the suspicion to the building principal immediately. Employees shall also personally report or cause a report to be made to local law enforcement or to the Department of Health and Human Services.
2. When the principal makes a report of suspected child abuse or neglect, he/she shall inform the employee(s) who made the initial report.
3. Nothing in the paragraph above shall hinder a school employee from fulfilling his/her/their obligation to report suspected abuse or neglect if he, she or they have reasonable cause to believe that a child has been abused or neglected.
4. Any doubt or question in reporting such cases shall be resolved in the favor of reporting the suspected abuse or neglect. Consultation between the administrator and school employee is encouraged, keeping in mind that prompt reporting is essential.

Complaint Procedure

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

References to "coordinator" in this policy refer to the board-designated coordinator for the applicable area, such as the Section 504 Coordinator for

allegations of disability-based discrimination.

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

Complaint and Appeal Process.

1. The first step is for the complainant to speak directly to the person(s) with whom the complainant has a concern. For example, a parent who is unhappy with a classroom teacher should initially discuss the matter with the teacher. However, the complainant should skip the first step if complainant reasonably believes speaking directly to the person would subject complainant or complainant's student to discrimination or harassment.
2. The second step is for the complainant to speak to the building principal, coordinator, superintendent of schools, or president of the board of education, as set forth below. Anyone with questions about the appropriate person to speak with may request clarification from the superintendent.
 - a) Complaints about the operation, decisions, or personnel within a building should be submitted to the principal of the building.
 - b) Complaints about the operations of the school district or a building principal should be submitted in writing to the superintendent of schools.
 - c) Complaints about the superintendent of schools should be submitted in writing to the president of the board of education.
 - d) Complaints involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age may also be submitted at any time during the complaint procedure to the applicable coordinator. Complaints involving discrimination or harassment may also be submitted at any time to the Office for Civil Rights, U.S. Department of Education: by email at OCR.KansasCity@ed.gov; by telephone at (816) 268-0550; or by fax at (816) 268-0599.
3. When a complainant submits a complaint to an administrator or coordinator, the administrator or coordinator shall first determine whether another applicable procedure is required by policy or law and

if so, direct the complaint to the appropriate person to follow that procedure. If not, the administrator or coordinator will promptly and thoroughly investigate the complaint, and shall:

- a) Determine whether the complainant has discussed the matter with the respondent.
 - 1) If the complainant has not, urge the complainant to discuss the matter directly with the respondent, if appropriate.
 - 2) If the complainant refuses to discuss the matter with the respondent, the administrator or coordinator shall, in his or her sole discretion, determine whether the complaint should or must be pursued further.
 - b) Strongly encourage the complainant to reduce his or her concerns to writing.
 - c) Interview the complainant and, if necessary, the respondent against whom the complaint is filed, to determine:
 - 1) All relevant details of the complaint;
 - 2) All witnesses and documents which the complainant believes support the complaint;
 - 3) The action or solution which the complainant seeks.
 - d) Respond to the complainant. If the complaint involves discrimination or harassment, the response shall be in writing and shall be submitted within 180 calendar days after the administrator or coordinator receives the complaint.
4. If either the complainant or the respondent is not satisfied with the decision he or she may appeal the decision to the superintendent. The superintendent may assign a qualified designee to hear any appeal. This provision applies to appeals under the board's policies governing complaints of discrimination or harassment, including Title IX and any other policy with a separate grievance or complaint procedure, unless that other procedure includes its own appeal process. All requirements for appeals within any other policy apply, and in addition to those requirements, the following also apply.

- a) The appeal must be in writing.
 - b) This appeal must be received by the superintendent no later than three (3) calendar days from the date of the decision.
 - c) For complaints addressed through other applicable procedures that do not include a separate investigatory process, the superintendent will investigate as he or she deems appropriate..
 - d) The superintendent will prepare a written decision and provide it to the complainant and any other person entitled by law to receive the appeal decision. For complaints involving discrimination or harassment, the superintendent shall submit the decision within 180 calendar days after the superintendent received complainant's written appeal. Appeals to the superintendent from complaints involving discrimination or harassment are final once the superintendent delivers the written decision, as are all other appeals/complaints to the superintendent unless the complaint can be appealed on the limited grounds to appeal to the board below.
5. The board's role is to set policy, establish and implement a budget, and evaluate the superintendent. The board does not manage the daily operations of the school district entrusted to its administration unless required by law or policy. Because of the board's statutory roles, it does not hear complaints or appeals that may involve oversight or discipline of students, staff, or others, unless those involve the superintendent as discussed below. The board does not hear complaints or appeals based on allegations of discrimination or harassment unless otherwise required by law. The board will hear appeals only in the following circumstances:
- a) When the complaint is about a board policy, not implementation of the policy;
 - b) When the complaint involves the budget or school expenditures that have been or must be approved by the board; or
 - c) When the board is required by law, policy, or contract to hear a complaint or appeal.

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

- d) This appeal must be in writing.
 - e) This appeal must be received by the board president no later than ten (10) calendar days from the date the superintendent communicated his/her decision to the complainant.
 - f) This policy allows, but does not require the board to receive statements from interested parties and witnesses relevant to the complaint appeal. However, all matters involving discrimination or harassment allegations against the superintendent shall be promptly and thoroughly investigated by the board president or a designee.
 - g) The board president will notify the complainant and any other person legally required to receive the decision in writing of its decision. If the complaint involves discrimination or harassment allegations against the Superintendent, the board president shall submit the decision within 180 calendar days after receiving the written appeal.
 - h) There is no appeal from any decision of the board unless authorized by law.
6. Formal complaints about the superintendent shall be filed with the president of the board. However, complaints about the superintendent do not include disagreement with the superintendent's decision on appeal based on a complaint of discrimination, harassment, or action of any other employee who is not the superintendent. Upon receipt of a complaint, the board president or his or her designee shall promptly and thoroughly investigate the complaint, and shall:
- a) Coordinate with school district staff, other than the superintendent, to determine if another procedure in policy or law requires the complaint against the superintendent to follow another procedure. If so, the board president will coordinate handling the complaint through that procedure. If another procedure applies, such as in the case of allegations of sex discrimination against the superintendent, the board president or, at his or her discretion, the full board will serve only to hear any appeal by a party to the complaint.
 - b) Determine whether the complainant has discussed the matter with the superintendent.

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

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

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

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

Nebraska Department of Education.

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

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

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

Computers and the Internet: Acceptable Use by Staff

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

Conflict of Interest

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

Contact Information

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

Copyright and Fair Use

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

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

Corporal Punishment

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

Crisis Response Team

Any staff member appointed by the district administration will serve on the Crisis Response Team as outlined in the board policies. The Crisis Response Team serves a vital role in supporting the district's staff and students. It is the responsibility of the appointed staff member to discuss with the district

administration any circumstances that may affect the staff member's ability to perform the tasks required by board policy.

Disability Leave (Short-Term)

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

Discrimination and Harassment

The school district prohibits discrimination and harassment based upon or related to race, color, national origin, sex, religion, marital status, disability, age or any other unlawful basis that (1) has the purpose or effect of creating an intimidating, hostile, or offensive school environment, (2) has the purpose or effect of substantially or unreasonably interfering with an employee's school performance, or (3) otherwise adversely affects an employee's employment opportunities. Employees who believe that they have been the subject of unlawful discrimination or harassment due to their disability should contact the building principal. Employees who believe that they have been the subject of unlawful discrimination or harassment due to their sex should contact the following Title IX Coordinator: Rick Lester at 402-335-3328, rick.lester@jccentral.org, PO Box 338, Tecumseh, NE 68450, or in person at school. Employees who believe that they have been the subject of any other unlawful discrimination or harassment should contact the Superintendent at 402-335-3320, jon.rother@jccentral.org or in person at school. Employees may report discrimination or harassment to any staff member who will then forward it on to the appropriate coordinator or administrator. The staff member will follow school district policies to respond to the report.

Driving (both school and personal vehicles)

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

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

Dress Code

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

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

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

- For men: shirts without collars, unless the shirt can be deemed professional by other standards.
- Athletic wear, including sweat, jogging and wind suits, except when teaching a physical education activity in the gymnasium, on a playing field, or at athletic or other activity practices.
- Shorts, except when teaching physical education class or at athletic or other activity practices.
- Blue jeans, except at athletic or other activity practices, or on days considered to be "dress down" days.
- Hats, except when worn outside for sun coverage.
- Rubber soled 'flip flop' thong sandals.
- Any attire which is excessively wrinkled or torn, so that it is no longer neat and professional.
- Any attire which is immodest or may distract other employees or students in the learning environment.

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

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

Drug and Alcohol Testing

School district administrators who suspect that drugs or alcohol may be present in a staff member's system may require the staff member to provide a body fluid or breath sample as provided in Nebraska law. Staff members

who refuse a lawful directive to provide a body fluid or breath sample may be subject to disciplinary or administrative action by the employer, including denial of continued employment.

Duty to Report

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

- Any criminal citation if the alleged offense is a misdemeanor or felony under federal or Nebraska law or in the state in which the alleged offense occurred;
- Any arrest for any reason;
- Any criminal conviction;
- Any sentence of incarceration;
- Any criminal or civil filing or Department of Health and Human Services or law enforcement investigation for child abuse and/or neglect;
- Any complaint or other administrative that could impact any certificate or professional license held by the employee;
- Any action or threat of action by any entity against the employee's driver's license or ability or authority to operate a motor vehicle if the employee's job duties may require the operation of a motor vehicle.

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

Electronic Communication While Driving

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

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

Expenses

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

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

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

Family and Medical Leave (FMLA)

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

In-School Communication

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

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

Intellectual Property

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

Jury and Witness Duty Leave

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

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

Keys

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

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

Locker Room Supervision

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

Maintenance & Cleaning Requests

Staff members should email maintenance just as soon as they need or see a maintenance problem. Administration will be included in email requests.

Meals Program

Staff may take advantage of meals offered through the district's foods program. Staff may purchase lunches from the school cafeteria for \$4.25 per day. The lunch price includes one carton of milk. Extra cartons cost 50 cents. Staff members must deposit funds in their lunch accounts before purchasing meals. Staff members will not be allowed to run a deficit in their lunch accounts.

Military Leaves of Absence

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

to provide certification from the proper military authority to verify the employee's eligibility for the leave requested.

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

Milk Expression

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

News and Press Releases

Only individuals who have prior administrative approval may issue press releases or other official communications regarding school activities and events in furtherance of the individual's official responsibilities. The superintendent may delegate responsibility for communicating with the media to building principals, the activities director, event sponsors, and other staff on an ad hoc basis.

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

Newsletters

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

Obligations Related to American Civics Instruction

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

Outside Employment

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

Political Activities

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

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

Pregnant or Parenting Students

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

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

Professional Boundaries Between Staff and Students

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

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

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

A violation of board policies for professionalism will form the basis for employee discipline up to and including termination or cancellation of employment, filing a report with law enforcement officials, and filing a report with the Commissioner of Education.

Professional Growth

All tenured, certified employees must complete 60 professional growth points over the course of a 6-year period and shall be provided opportunities for the development of increased competence beyond that which they may attain through the performance of their assigned duties.

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

Purchasing

All requisitions for books and school supplies must be filed with the building principal. The requisition must include the name of the article being requested, where it may be purchased, how many articles are required and their cost. Requisition forms are available from the office. Orders should not be placed until the district office has issued a printed purchase order. Once an order has been received, the staff member must notify the building

secretary so payment can be processed. Failure to follow the procedure for requisitions may prevent the staff member from receiving the items requisitioned. All orders or supplies must be authorized by the administration. Staff may be personally liable for any orders placed without such authorization.

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

Records and Reports

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

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

Recordings of Students and Classrooms

Staff members may make audio and video recordings of classroom instruction and school activities upon authorization of the superintendent or supervising administrator. Staff should refer to Board Policy 5063 for information on recording by students.

School Calendar

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

School Property

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

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

Staff must inform the building principal of any school property that needs

repair or that is lost, stolen, or damaged beyond repair. Matters regarding custodial service in the building should be handled through the principal's office.

School Vehicle Use

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

Security

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

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

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

Smoking on School Premises or at School Activities

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

Sniffer (Drug) Dogs

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

1. Lockers and backpacks may be sniffed by sniffer dogs at any time.
2. Vehicles parked on school property may be sniffed by sniffer dogs at any time.
3. Classrooms and other common areas may be sniffed by sniffer dogs at any time students and staff are not present.

4. If contraband of any kind is found, the student or staff member shall be subject to appropriate disciplinary action.

Social Media Usage by Staff

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

Solicitation and Distribution of Merchandise

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

Staff Room

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

Student Interviews

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

Telephones

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

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

Threat Assessment and Response

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

1. Definitions

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

the Individuals with Disabilities in Education Act *solely* as part of a threat assessment.

2. Obligation to Report Threatening Statements or Behaviors.

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

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

3. Threat Assessment Team

The threat assessment team (team) shall consist of the superintendent, principals, school counselors, activity director and local law enforcement. Not every team member needs to participate in every threat assessment. If the threat has been made by or is directed towards, a student with a disability, the threat assessment team must include a staff member who is knowledgeable about special education services or Section 504 of the Rehabilitation Act, as appropriate. Neither the student nor their student's family members are part of the threat assessment team.

The team is responsible for investigating all reported threats to school safety, evaluating the significance of each threat, and devising an appropriate response. The threat assessment team shall work closely with the crisis team in planning for crisis situations. The threat assessment team shall be familiar with mental health resources available to students, staff and patrons and shall collaborate with local mental health service providers as appropriate.

4. Threat Assessment Investigation and Response

When a threat is reported, the school administrator shall initiate an initial inquiry/triage and, in consultation with members of the threat assessment team, make a determination of the seriousness of the threat as expeditiously as possible. The school administrator must contact law enforcement if the administrator believes that an individual poses a clear and immediate threat of serious violence.

If there is no reasonably apparent imminent threat present or once such an imminent threat is contained, the threat assessment team will meet to evaluate and respond to the threatening behavior. The team may, but is not required to, review the following types of information:

- Review of the threatening behavior and/or communication;
- Interviews with the individuals involved including students, staff members, and family members as necessary and/or appropriate;
- Review of school and other records for any prior history or interventions with the students involved;
- Any other investigatory methods that the team determines to be reasonable and useful.

At the conclusion of the investigation, the team will determine what, if any, response to the threat is appropriate. The team is authorized to disclose the results of its investigation to law enforcement and to the target(s) of any threatened acts. The team may refer the individual of concern to the appropriate school administrator for consequences under the school's student discipline policy or, if appropriate, report the results of its investigation to the student's individualized education plan team.

Regardless of threat assessment activities, disciplinary action and referral to law enforcement will occur consistent with board policy and Nebraska law.

5. Communication with the Public about Reported Threats

The team will keep members of the school community appropriately informed about substantive threats and about the team's response to those threats. This communication may include oral announcements, written communication sent home with students, or communication through print or broadcast media. However, the team will not reveal the identity of the individual of concern or of any target(s) of threatened violence unless permitted by law.

6. Coordination with the Crisis Team After Resolution of Threat

The threat assessment team will confer with the district's crisis team after a threat has been investigated to provide the crisis team with information that the crisis team may use in assessing or revising the district's All-Hazard School Safety Plan.

Ticket Taking

All staff will be expected to take tickets at one time or another at home events. Staff members who coach a sport may take tickets at an event they

do not coach. Staff members who are unavailable to take tickets at the event they are assigned to work must find their own replacements and notify the athletic director of who will be taking their place.

Transportation Request Forms

Staff members must complete transportation request forms as soon as they know they need school-provided transportation to allow the activities director adequate time to schedule drivers and vehicles.

Visitors

Staff should welcome members of the public who wish to visit school, but should ensure that visitors follow the district's requirements.

All visitors must report to the building office before visiting any classroom or other areas of the building.

Visitors must comply with the following guidelines:

- if a visitor wishes to observe a specific skill or subject, he or she will be asked to observe during a specified time period
- children under the age of 10 years must be accompanied by a parent or guardian
- all visitors must have the prior approval of the principal or superintendent
- salespeople and other such agents will not be allowed to solicit staff members during school hours
- visitors must wear the visitor's badge supplied by the building office
-

Wage and Salary Payments

Staff members are paid on the 20th of each month. The district provides direct deposit of paychecks to designated financial institutions. Otherwise, paychecks will be delivered personally at school or mailed to the address on file in the district office. Staff who wish to activate or modify their direct deposits or who wish to have paychecks mailed to a different address must contact the district office. The school district will mail staff paychecks to the last address on file for each employee during months when school is not in session. Employees shall not be paid in advance under any circumstances.

All required deductions, such as for federal, state, and local taxes, retirement contributions, and all authorized voluntary deductions, such as for insurance or union dues, will be withheld automatically from your paychecks. Garnishments are legal proceedings imposed by a court of law upon the school district requiring payment to a third party of monies earned by district employees. The school district will accept all legal garnishments and tax levies against wages in compliance with state and federal law. An employee's pay will be held upon receipt of a garnishment until a court order is issued indicating satisfaction of the indebtedness or until ordered to

surrender the monies to the court or its agent. The school district prohibits improper pay deductions, and employees shall be reimbursed for any improper pay deductions. If you believe that an improper deduction has been made to your pay, you should immediately report this information to your direct supervisor, payroll personnel, or the Superintendent.

Staff members, by their signature on the acknowledgement page of this handbook, authorize the school district to withhold such sums from their paychecks as necessary to cover property damage, cash shortages or other amounts owed to the school district by the employee.

Weather-Related Closings

If school is called off because of bad weather or for any other reason, it will be announced on radio stations KOLN/KGIN, KNCY/KLKN and television stations KETV, WOWT and **Facebook and Twitter**.

Parents may decide to keep their children at home in inclement weather because of personal circumstances. Students absent because of severe weather when school is in session will be marked excused absence. Staff members should treat the absence like any other absence for legitimate causes provided parents properly notify the school of their decision. Parents may pick up their children in inclement weather (except in case of a tornado) at any time during the school day. Students will not normally be dismissed from school during severe weather on the basis of a telephone request.

Workplace Searches

To safeguard the property and interests of our students, employees, and patrons; to help prevent the possession, sale, and use of illegal drugs on school grounds, and in keeping with the spirit and intent of the district's drug-free workplace policy and other policies, the school district reserves the right to question employees and all other persons entering and leaving our premises, and to inspect any packages, parcels, purses, handbags, briefcases, lunch boxes, or any other possessions or articles carried to and from school when it has reasonable grounds to do so. The school also reserves the right to search any employee's office, desk, files, locker, or any other area or article on school grounds. All offices, desks, files, lockers, and so forth, are school district property and are issued or provided for the use of employees only during their employment with the district. Inspections may be conducted at any time at the discretion of the administration. Employees who refuse to cooperate with this provision will be subject to disciplinary action up to and including discharge.

POLICIES AND PROCEDURES REGARDING CERTIFIED STAFF

Absences

The accumulation of leave for teaching staff is governed by the Negotiated Agreement between the Board of Education and the Education Association. This handbook sets forth the process for using that leave.

1. Sick Leave

Certified staff members who are too ill to perform their teaching duties should contact their building principal by 6:00 a.m.

2. Personal Leave

Certified staff who wish to take personal leave should submit a leave request to their building principal at least three days in advance of the proposed leave. Building principals may deny personal leave requests if the school district is unable to secure the services of a qualified substitute teacher on the day of the proposed leave.

3. Professional Leave

The board and administration recognize the value of continuing education and encourage certified staff to participate in seminars, workshops and other activities which will continue their professional growth. Certified staff members who wish to take professional leave must submit a leave request to their building principal, along with a description of the proposed event and any written materials about the event. Building principals may deny requests for professional leave if they are unable to secure the services of a qualified substitute or if the principal determines that the activity will not enhance the certified staff member's effectiveness as an employee of the district. Certified staff members who feel they have been unfairly denied professional leave may grieve the principal's decision, pursuant to the grievance procedure contained in the district's Negotiated Agreement.

4. Substitute Folders

Each teacher must prepare a substitute folder and keep the completed folder in the upper right-hand drawer of his/her desk. The folder must contain:

- a.) the current seating chart for each class;
- b.) the daily routine followed by each class;
- c.) all schedules (fire drill procedures, lunch schedule, etc.);
- d.) a copy of this handbook; and
- e.) plans for the day if the teacher's absence was anticipated. (These plans are in addition to the teacher's regular lesson plan book.)

Assemblies

Classroom teachers must attend assemblies and pep rallies and sit with students to help maintain order.

All certified staff members should attend school assemblies and should try to attend as many of the school functions as possible regardless of whether they have specific assigned duties or not.

Assignment of Teachers

The administration will assign certified staff to individual duties. Certified staff will also be assigned for various forms of hall, extracurricular, recess, traffic, lunch period and other noontime duties, and athletic events.

Certificates, Teacher Contracts, Salary Information

Teaching certificates must be registered with the Superintendent before they may legally be paid. It is the certified staff member's responsibility to make sure this is done.

Each certified staff member must provide the superintendent's office with the following information:

- a. social security number,
- b. retirement number,
- c. withholding form W-4, and
- d. authorization to withhold for insurance benefits.

Each new certified staff member must fill out forms for retirement benefits before the first pay day as well as the family coverage of the district hospital/medical insurance program.

It is the sole responsibility of the certified staff member to inform the superintendent of any changes, including but not limited to changes in certification, endorsements, benefits plans, and salary payment information.

Cheating

Students caught cheating (including plagiarizing) may be sent to the building principal for administrative discipline. The classroom teacher may also give the cheating student a zero grade for the test or assignment.

Check-out Forms

All certified staff must complete a check-out form and obtain the building principal's signature on the form prior to departing for the summer. Classrooms must be tidy to allow the custodial staff to clean classrooms and work areas. Certified staff members who do not clean their work area before departing for the summer will not receive their paychecks until the

work is completed.

Class Record Books

A class record book is the school's official record of matters relating to each student in each teacher's class. It may be maintained in paper or electronic form and must be complete in scope and accurately maintained. All classroom teachers are required to keep class record books which list students in each class in alphabetical order and show the attendance and all grades earned by each student. At the end of each school year, classroom teachers must turn their record books into the building office. Record books are subject to examination by the building principal or superintendent at any time.

Classroom Management and Student Discipline

Classroom discipline is first and foremost the responsibility of the classroom teacher. Individual teachers are expected to assume responsibility for good discipline throughout the school system. However, if a certified staff member needs assistance with student discipline, they should seek the advice and counsel of the principal or superintendent.

Classroom teachers may not leave their classrooms unless the students are supervised by a competent adult.

Classroom teachers should have a well-defined discipline plan that is known to the students. Rules and consequences should be stated clearly and posted where appropriate.

Each building has its own specific procedures concerning student discipline. Classroom teachers should consult with their building principal for more information.

Teachers may remove a student from the classroom for failure to comply with established rules of conduct. Only an administrator can suspend or expel students from class or school and due process must be followed.

Students may be kept after school for matters relating to discipline or to assist in their academic progress. Certified staff should allow all elementary students and junior/senior high students who ride the bus to arrange parental transportation for the next day with their parents. Students who do not have transportation concerns may be kept without delay. Students may not avoid being kept after school because they have an after school practice or other school activity.

Both elementary and secondary certified staff are responsible for assisting with hallway discipline between classes and in the school lunchroom.

Classes should begin on time and end promptly. Work should continue throughout the period assigned for it. Classroom teachers have no right to waste the pupils' time. Classroom teachers may not dismiss classes early except by permission of the building principal.

Staff members may never send a student off school grounds without the authorization of the building principal.

Classroom teachers may not admit tardy students to class without an admit slip from the principal's office or the student's teacher from the previous period.

Classroom Sanitation

1. Handling of Body Fluids

All body fluids of all persons should be considered to potentially contain infectious agents (germs). Hand washing after contact with a school child is recommended if physical contact has been made with any child's blood or body fluids. The term "body fluids" includes: blood, semen, drainage from scrapes and cuts, tears, feces, urine, vomit, respiratory secretions, and saliva.

2. Infectious Diseases

Certified staff should promptly report any indication of an infectious or contagious disease to the school nurse or building principal. Certified staff should report to the school nurse or the student's parents any pupil whom they suspect of having been exposed to any infectious or contagious disease.

Coaching Supplies

Coaching supplies will be distributed by the athletic director. Such items include tape, pre-wrap, heel pads, band aids, ankle braces, game balls, etc. Coaches should request additional supplies from the activities directory only when they have run out of supplies.

Coaches must fill out and submit inventory forms to the activities director immediately after the season is complete.

Collection of Student Money

Staff members must comply with the school district's student fee policy before collecting any funds from students.

Money collected from students should be turned into the office on the day it is collected for deposit in the proper activity or school district fund. Any checks written by students or parents for various payments should be made out to Johnson County Central Public Schools, unless otherwise instructed.

Certified staff must submit a financial accountability form when they turn funds into the office.

When students purchase items such as coats, rings, etc., through the school district, they must pay for these and other major items before the order is sent. The sponsor of any school organization is not to give merchandise to students; items will be distributed by the office after proper payment.

Community Involvement

Certified staff are encouraged to take part in civic affairs in the community and must do so when required by state law and board policy.

Computer Lab

Students and staff who use computers owned by the district must abide by the district's acceptable use policies. Students may use the computer lab during lunch and after school. Classroom teachers may not send students to the computer lab during study sessions or class unless they have made prior arrangements for student supervision.

Classroom teachers who wish to bring classes to the computer lab must sign up as far in advance as possible with the lab coordinator. Absolutely no food or drink is allowed in the computer lab.

Display of Classroom Work in the School and the Community

Classroom teachers are encouraged to display student work for public viewing. Students and parents enjoy viewing the display and may be even more supportive of their school because the display shows them many of the things the students do. Classroom teachers may use the window area of the central office or the commons area to display students. Certified staff must contact the principal before displaying student work at an evening activity.

Down Slips

Down Slips are due by 8:30 AM on the first day of the week for the reporting period.

Duties of Certified Staff

The duties of certified staff include, but are not limited to, the following:

- a) Becoming acquainted with board policies, district rules and regulations, and the state laws concerning teachers and pupils.
- b) Attending such education conferences as are required by law or administrative directives.
- c) Attending school assemblies unless excused by the principal.
- d) Instructing pupils in the proper use of equipment and instructional supplies.

- e) Reporting in writing to the principal any injury to any child while under the jurisdiction of the school, including athletic injuries.
- f) Complying with the Teachers Professional Code of Ethics which has been promulgated by the Nebraska Department of Education (92 Neb. Admin. Code § 27) and adopted by the Board of Education of the district.
- g) Discussing a student only with the child's parents and the superintendent, principal, guidance counselor or classroom teachers who may know the circumstances and have a need to know. It is unprofessional and inappropriate to discuss student or other staff members in the staff lounge.
- h) Being responsible for students whom they keep in school at times other than during regular school time. Certified staff will be responsible for any special work done by their students, including field trips, joint assemblies, school programs, etc.
- i) Refraining from joining book clubs or film clubs using the school name.
- j) Turning in all monies collected to the main office by the end of the school day.
- k) Clearing all class meetings or trips through the principal's office.
- l) Participating in Student Assistance Teams pursuant to board policy.
- m) Assisting with the administration of standardized testing as assigned by the administration.
- n) Provide homebound instruction as assigned by the administration.
- o) Performing additional duties as assigned by the administration.

Eligibility Grades 7-12

Student academic eligibility for participation in extracurricular activities will be determined on a bi-weekly basis. A student will become ineligible by maintaining an average of less than sixty percent (60%) in one or more classes bi-weekly. However, each failing grade will be re-evaluated at the end of the first week and if the student's grades are all sixty percent (60%) or higher, the student will become eligible the following week to participate in extracurricular activities. The grading period will end at the conclusion of school on Monday of the following week. At the discretion of the sponsor, ineligible students will be allowed to participate in practice. Activities affected by the eligibility rule are:

1. All interscholastic contests, including but not limited to, athletics, FFA, FBLA, speech contests, and similar organizations or events.
2. Cheerleading.
3. Music competition (unless the competition is part of a student grade),

- performances (except Christmas and Spring concerts), and clinics.
4. All school dances.
 5. Other activities deemed appropriate by the principal.

Extracurricular Activities

Staff must schedule all events and other extracurricular activities at the office with the use of an activity request form to avoid conflicts. Activities must be put on the school calendar at least one week before the activity. Staff should avoid or shorten practices and activities on Wednesday evenings and Sundays, in order to give students sufficient time away from school for family-related activities.

Certain activities require time to be scheduled outside regular school hours. Any school sponsored activity involving students must have approval of the principal prior to the activity, including all fund raising activities.

Regular classroom work in all grades will have precedence over any other activity. Students will not be dismissed from classes to participate in extracurricular activities without permission from the principal. All evening activities, except practices, must have at least one school sponsor. Non-school sponsors must be approved by the administration. If vehicles are used for transportation, the drivers must be adults who have been approved by the school.

The activities director has the responsibility for all activities. Therefore, any ruling or handbook decision he/she makes will be school regulation in lieu of further board action.

No student may participate in a field trip off school property without written permission of his or her parent or guardian.

Evacuations

Early in the semester, classroom teachers should review instructions for leaving the classroom with all of their students. Classroom teachers should also periodically review with each class what to do in case of fire, tornado or other emergency. Instructions for evacuations must be posted in each room by the door.

1. Fire Drills

Fire drills will be held on a regular basis. Certified staff may or may not be notified in advance. These drills are important exercises that help ensure the safety of students in case of an emergency.

When the fire alarm is sounded, all students and staff immediately must

cease the activity in which they are engaged and leave the building at once, following these regulations:

- a) Students nearest the windows will close them before leaving.
- b) The classroom teacher will be the last to leave the room. He or she will turn out all the lights and close the door as he or she leaves.
- c) Classroom teachers will take their fire drill packets and class grade books with them when they leave their classrooms.
- d) The first two students reaching the exit doors will hold the doors wide open until everyone has filed out.
- e) Staff and students will move far enough away from the building to avoid possible injury from fire and falling embers, and also, to remain clear of emergency vehicle traffic.
- f) Once outside, each teacher must account for every student in the class. Classroom teachers will take roll for their class and;
 - 1) hold up a Green Card (all students accounted for)
 - 2) hold up a Red Card (missing student (s) listed)
 - 3) hold up a Yellow Card (extra students listed)

Administration, or their designee, will signal the return to the school building. Students will return in an orderly manner.

2. Tornado Drills

When a tornado warning has been issued, the school will evacuate classrooms and move students to the designated tornado shelters. Tornado alerts will be given via the intercom system. When a tornado alert is given, all students and staff immediately must cease the activity in which they are engaged immediately and seek shelter, following these regulations:

- a) All students and staff should proceed to the designated tornado shelter.
- b) Once in the designated shelter, each teacher must account for every student in the class.
- c) Classroom teachers should be sure that each student is sitting with his or her back to the wall, their knees up and their heads should be between their legs.

3. Protocol for all Evacuations

Upon evacuation signals, all students and staff must exit each building. Classroom teachers should do the following:

- 1) Take the class roster;
- 2) Lock the classroom door after all occupants have exited the room;
- 3) Keep the class together and move promptly in an orderly fashion; and

- 4) Upon arriving at the evacuation point, take roll, maintain order, and supervise students.

Evaluations

The appropriate district administrator will evaluate tenured and probationary teachers as required by law and district policy. Additional evaluations, both formal and informal, may be conducted as the district administration deems appropriate. Copies of the district's evaluation forms are contained at the end of this handbook.

Examinations

Semester examinations will be given in all core curriculum classes at the senior high level. All other teachers have the discretion of issuing semester examinations. Tests and final exams will not be given ahead of time. Students are not to type tests or grade any major tests.

Faculty Meetings

The superintendent and principals will call meetings as needed. Certified staff are required to be present at all faculty meetings unless excused by the administration.

Field Trip Request Forms

Certified staff who wish to take students off school property must submit a request to the superintendent at least ten calendar days prior to the date of the requested activity.

Elementary grades will be limited to one field trip per year. Additional requests may be granted on a case by case basis.

Grading Policy

Failing reports for Jr.-Sr. High School students must be turned into the office on or before 8:30 a.m. on each Monday of the grading period.

Grades are given as a letter or percentage as requested by the building principal. No incomplete or condition grades will be given, but grades may be changed by request of the classroom teacher to the principal. If a student fails the first semester and passes the second semester, a classroom teacher may pass a student for the full year.

A student is to be graded on academic performance. A student's grade is not to be reduced for discipline. Prejudice or favoritism has no place in grading a student. All grading should be explained in simple, understandable terms to the student.

Classroom teachers should provide students and parents with frequent updates regarding the student’s progress during the quarter. At the conclusion of each quarter, students will receive an end-of-quarter report card. Classroom teachers should use the following symbols for each subject area:

<u>MS/HS Grading Scale</u>		
A+	98-100	4.0
A	93-97	4.0
A-	90-92	3.667
B+	87-89	3.333
B	83-86	3.0
B-	80-82	2.667
C+	77-79	2.333
C	73-76	2.0
C-	70-72	1.667
D+	67-69	1.333
D	63-66	1.0
D-	60-62	0.667
F	59 and Below	0

In the elementary grades, students will receive letter grades only in designated “core” curricular subjects. Elementary teachers should report student progress on grade reports using the following system:

<u>1st Grade – 3rd Grade</u>	<u>4th-5th Grade</u>
<u>A, B, C, D, F</u>	<u>A, B, C, D, F</u>
Reading	Reading
Math	Math
Spelling	Spelling
Language	Language
Science	Science
	Social Studies
<u>S/U</u>	<u>S/U</u>
Social Studies	Physical Education
Music	Music
Penmanship	
Physical Education	

Guest Lecturers

Guest lecturers must be approved by the administration before they are asked to address a class. The guest lecturer must have a specific, relatable objective in his/her lecture.

Hall Duty

Every classroom teacher is on hall duty before school in the morning and between classes. Classroom teachers are responsible especially for the part of the hall adjacent to their classrooms.

Homework Policy

Homework is an important part of student learning. When parents, teachers, and students work together, out-of-class assignments are a valuable part of the instructional program. Homework should provide opportunities for students to practice acquired skills, develop initiative, form independent study habits, and use community resources.

Instructional Materials

Instructional materials are made available through the Education Service Unit. A catalog and order forms will be made available to all members. Films should be used as instructional materials. All media must be previewed for suitability by the classroom teacher and the principal before being shown to students.

Lesson Plans

Each teacher will prepare and complete a proper lesson plan on Friday for the following week. These plans must be written so that they are clear to any substitute teacher and readily available to any teacher. An up-to-date seating chart of the class or classes shall be part of the lesson plan book. Other regulations relative to lesson plans will be made by individual building principals. The lesson plans of all classroom teachers are subject to review of the building principal or other members of the school district's administration at any time.

Lesson plans must identify major instructional objectives and show page assignments and general direction that might be followed by anyone who might be called upon to teach the classes.

Lesson plans for the upcoming week must be completed by 4:00 p.m. on Friday of each week or the last day of the week if it ends earlier and made available to administration upon request.

Media Center

The media center is set up to serve the needs of certified staff and students. Certified staff who need assistance with textbooks, literature sets, magazines and other reference materials should consult with the media specialist assigned to their building.

Students may use the media center during study sessions, at lunch, after

school and in the evenings. Classroom teachers may send individual students to use the media center during class time, but should contact the media staff before sending a group of students during class. The media staff may send disruptive students back to class or study session, or may exclude unruly students from the media center for a specified period of time. Classroom teachers who send their entire class to the media center must accompany and supervise the students, unless prior arrangements have been made with the media specialist.

Paraeducators

Paraeducators provide valuable assistance in the educational process and allow teachers to carry out their responsibilities in a more efficient and effective manner. A paraeducator must not, however, assume teaching responsibilities. The classroom teacher must maintain the role of leadership and responsibility for the students, with the teacher aide in a supportive role. Paraeducators may be used to assist the classroom teacher by, among other tasks, assisting with instructional activities under the direction of the teacher, helping to supervise students, copying tests and other written material, organizing class materials, preparing bulletin boards. Paraeducators are to work only on and within their assigned work days. If the classroom teacher desires the paraeducator to work hours other than the assigned work hours or assigned work day, he or she must contact the administration for approval.

Parent-Teacher Communication

Students' academic success has been closely linked to parental involvement in school. Certified staff should strive to develop open and supportive relationships with parents and guardians. Each classroom teacher is responsible for keeping a student's parents informed about the student's progress. This may be done by letter, telephone, e-mail, or personal conference. Certified staff must attend parent teacher conferences, promptly return phone calls, participate in teacher events for students and parents, and where necessary utilize a planner as a communication tool. Certified staff who need additional support in communicating with parents should contact their building principal or guidance counselor.

Parking

Parking is available for all staff in designated parking lots at both sites.

Parties

1. No activities or picnics shall be held by an organization of the school without the presence of the sponsor or sponsors.
2. The number of activities and the closing hour for activities will be determined by the building principal and organization sponsor.

3. In making arrangements for activities and picnics, staff must avoid disturbing the routine of the school.
4. Cleaning up after the activity is the responsibility of the sponsor.

Planning Time

Each classroom teacher is provided with duty-free time for planning, preparation of school-related materials, and a brief respite from the duties of the day.

The Board defines planning time as time for educational planning and other task-related functions that cannot normally be accomplished during instructional periods. Planning time should not be confused with personal time. Planning time is not to be used for running personal errands, conducting personal business, or pursuing non-school hobbies and/or interests.

PowerSchool and PowerGrade

All teachers/classroom aides will be required to use PowerSchool and PowerGrade. Attendance will be taken as follows: Elementary – at the beginning of the morning, and right after lunch; and Secondary – at the beginning of every period. Attendance must be taken within the first five minutes of each period / beginning session. Lunch count will also be taken with PowerGrade.

Classroom teachers will be required to synchronize the PowerGrade application weekly with the main PowerSchool server.

A "comment bank" will be developed for comments on progress reports, report cards, and discipline reports at a later date. You may use the "comment bank" or enter your own free-form comment.

Classroom teachers are not permitted to install PowerGrade on their home computer.

Certified staff who have trouble/problems with PowerSchool/PowerGrade, should contact the Technology Coordinator.

Private Tutoring

Classroom teachers must provide individual assistance to students as a part of their duties. Any certified staff member who engages in private tutoring for pay (compensation of any kind from a source other than the District) is subject to the following rules:

- Certified staff may not arrange to provide private tutoring for any child enrolled in the staff member's class.

- Certified staff are not to provide private tutoring in a school building.
- Certified staff are not to provide private tutoring during duty time.
- Certified staff are prohibited from advertising or promoting the private tutoring services in the school or in the school's communications systems except with the express permission of the Superintendent or designee.

Projection Maps

The school district will only use the Gall-Peters projection map or a similar cylindrical equal-area projection map or the AuthaGraph projection map for display or use in the classroom. Use of the Mercator projection map is prohibited unless:

1. The Mercator projection map is used in conjunction with other projection maps in a teaching exercise to demonstrate that all maps are flawed in some way and different map projections serve different functions and may affect how individuals view the world; or
2. The Mercator projection map is part of any:
 - a. book or material obtained prior to July 19, 2024; or geographic information system; or computer program that renders a three-dimensional representation of Earth based primarily on satellite imagery, such as Google Earth or similar software; and
 - b. a Gall-Peters projection map or similar cylindrical equal-area projection map or an AuthaGraph projection map is displayed in the classroom or shown to students during the lesson in which a Mercator projection map is used.

Pupils' Records

1. Each classroom teacher must keep a set of records in the daily class record book of the class recitations, tests, exams, daily work, notebook, etc. This serves as a justification of the final grade in case of dispute between teacher and pupil, or teacher and parent, and assists in making out the final grades. This book must be turned into the principal at the end of each school year.
2. Report cards will be issued within one week following the end of the quarter unless otherwise announced.
 - a) Reports should be conscientiously and accurately made because they are a serious estimate of the degree of success of the pupil.
 - b) Each classroom teacher should be adequately prepared to defend all decisions given on the report card.

- c) Each classroom teacher is responsible for distribution of class cards on time.
- d) Classroom teachers must confer with the principal before recording any incomplete, failing, or conditional grades on report cards.

Rights of Certified and Probationary Teachers

Certified and probationary teachers are entitled to the legal and procedural rights outlined in the board policies and state and federal law with regard to the amendment, cancellation, or termination of the teacher's employment contract. For specific questions relating to those procedural or legal rights, please refer to the district's board policies.

School Day

All certified staff must be at school or on duty between the hours of 7:45 a.m. and 4:15 p.m., Monday through Friday. On Fridays and days preceding certain holidays or vacation periods, certified staff are permitted to leave after the students are dismissed. Under special circumstances, certified staff may seek permission from their building principal to vary these duty hours. In addition, certified staff may be assigned responsibilities at other hours by the principal or superintendent for supervising or directing school activities or affairs or for participation in affairs under the direct sponsorship of the school.

Each teacher will be in his or her classroom and ready to teach at 7:55 a.m. each day. Classroom teachers will stand at their doors when class is dismissed and must be outside their classroom doors before each class period. Classroom teachers must be physically present in their classrooms at all times during class periods and conference periods.

Personal work may not be done on school time.

Sponsors

Certified staff members are assigned by the superintendent as class and club sponsors. Sponsors must be present at all meetings and activities of the sponsored group. The procedure for activity accounts and meetings can be found in the student manual. Purchasing of supplies must be approved by the Superintendent.

Student Activities

Staff members who sponsor extracurricular activities such as athletics, class plays, and class activities may leave the school building only after making sure that all students and other individuals have left the building. No student is to be left unattended in the school building at any time.

School-owned clothing or equipment that is checked out to students remains the property of the school. The clothing or equipment is not to be used or worn by the student except for its intended use. Each piece of equipment or clothing is to be returned to the instructor or coach when the season or the use for such clothing or equipment is over. Certified staff will be held responsible for clothing and equipment that is not returned.

Student Aides

Student aides are to be directly supervised by the certified staff member and are not to leave the building or be in the halls or anywhere they are not being supervised. Student aides are not to be used to assist the certified staff member by helping supervise another student, grade tests or class work, calculate student grades, or record grades. Keys are NEVER to be given to students, whether they are student aides or not. A student aide should not be present and assisting a certified staff member without another adult present after the end of regular teacher duty hours.

Student Attendance

Students are expected to arrive at each class, be seated and ready for instruction prior to the beginning of the class day or class period, as appropriate. Student tardiness is the classroom teacher's professional responsibility. Classroom teachers must insist that students be on time.

Each teacher must maintain an accurate record of student attendance each day. Classroom teachers must carefully check and record attendance information at the beginning of each school day and, in upper grades, at the beginning of each period. Students and student assistants are not permitted to check attendance. Excessive absenteeism should be reported to the building principal or guidance counselor.

Students returning from an absence must report to the office prior to going to class. A returning absentee must show each classroom teacher the admittance pass that was issued by the school office. No student should be accepted back into class after an absence without this pass.

A student who departs school during the school day must report to the office and sign out before leaving the building. A student who returns during the school day must sign in at the building office before returning to class.

Student Attire

The responsibility for proper daily grooming and dress is primarily the responsibility of students and parents/guardians. However, certified staff members must insist that students do not remain in school while wearing attire that violates the dress code set forth in the Student Handbook.

Classroom teachers must report students who are not in compliance with the dress code to the building principal. The final decision on what is considered proper grooming and appearance is the responsibility of the building principal.

Student Illness

In the event of student illness or injury, classroom teachers should notify the building principal or superintendent immediately. Staff should never send a pupil home without notifying school officials and checking to see if his/her parents are home.

Student Medication

Student medications should not be dispensed by staff members unless they follow the following procedures.

No staff members other than the school nurse may dispense medications (prescription or over-the-counter) to students at any time. Students may, with written parental or guardian permission, self-administer medications such as aspirin and cough syrup or cough drops.

Staff members are not authorized to dispense prescription medicine without an agreement with a parent or guardian to provide a prescription container for the medicine that includes a pharmaceutical label, the physician's name, a child guard cap and directions for administering the medication.

After receiving the medication, the school employee should lock the medication in a cabinet or place it in an area where access is restricted to school employees only.

Student Searches

Certified staff members may not search students or their belongings. If a staff member suspects that a student is in possession of contraband, he/she should immediately contact a member of the administration and supervise the student until the administrator arrives. Students who are suspected of having an item in violation of school rules may be directed to wait with a staff member.

Substitute Teaching During Planning Period

Certified staff may be required to substitute during their planning period. Certified staff will be paid for substitute teaching during their planning period as outlined in the negotiated agreement.

Teaching Controversial Issues

Teachers may teach or lead discussions about controversial issues if they comply with the following criteria:

- The issues discussed must be relevant to the curriculum and be part of a planned educational program.
- Students must have free access to appropriate materials and information for analysis and evaluation of the issues.
- The teacher must encourage students to consider and discuss a variety of viewpoints.
- The topic and materials used must be within the range, knowledge, maturity, and competence of the students.
- The teacher must inform parents and the building principal before discussing sensitive or controversial issues.
- The teacher must keep detailed, documentary evidence to prove that both sides and/or all facts available were presented.
- Teachers must refrain from advocating partisan causes, sectarian religious views, or selfish propaganda through any classroom or a school device; however, a teacher shall not be prohibited from expressing a personal opinion as long as the student is encouraged to reach his/her own decision independently.

Textbooks

Classroom teachers may issue textbooks to the pupils, keeping a record of the number and condition of the book assigned to each pupil. If the books are new, classroom teachers must make sure the books are stamped and numbered before distribution.

Textbooks are to be stored in the classroom or storeroom. Textbooks are to be checked out to the students with teachers keeping an accurate record of each book by number in the place provided in grade books. Pupils are to pay for lost or damaged books. Student textbooks are encouraged to be covered with a book cover.

Workbooks do not become the property of the students and in most cases should be retained by the school.

POLICIES AND PROCEDURES REGARDING CLASSIFIED STAFF

At-Will Employment

Classified staff members are employed "at-will." Either you or the school district may terminate your employment at any time, for any reason, with or without cause or notice. This handbook is not a contract, express or implied, guaranteeing employment for any specific duration.

Bereavement Leave

Classified employees will be granted bereavement through the use of personal, vacation or sick leave. All requests for bereavement leave should be submitted to the Superintendent.

Holidays

Eligible employees will receive paid time off on the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Good Friday, Thanksgiving and the day after Thanksgiving, and Christmas (3 days).

Holidays falling on a Saturday are normally observed on the preceding Friday. Holidays falling on a Sunday are normally observed on the following Monday.

Classified employees will generally be required to work their regularly scheduled hours the workday preceding and workday following the holiday in order to be eligible to receive holiday pay.

Hours

Work hours vary with the classified staff member's department and position. Meetings will occasionally be scheduled before or after normal working hours.

It is vital that the district's employees arrive at work punctually and consistently. Staff members who are chronically late or excessively absent will be disciplined, up to and including discharge.

Overtime and Compensatory Time

All classified staff members must keep an accurate record of all hours worked for the district. The only exceptions are those who have been notified in writing that they are exempt from this time-keeping requirement. Classified staff should not work more than forty hours in a given week without the express permission of their immediate supervisor. Those who accrue more than forty hours in a given workweek will receive overtime or compensatory time, pursuant to board policy.

Personal Leave

Ten month classified employees will receive up to 3 days of paid personal leave each school year for personal business that cannot be taken care of outside regular business hours and other events of personal significance. Personal leave must be approved in advance by the employee's immediate supervisor or the Superintendent. There shall be no carryover of personal days from year to year.

Reporting When School is Closed

Unless the superintendent directs otherwise, staff shall not be required to report when school is canceled due to inclement weather.

Sick Leave

Twelve month classified employees will receive 7 days of sick leave cumulative up to 60 days. Ten month classified employees will receive 5 days of sick leave cumulative up to 30 days. A staff member who is too ill to come to work, or who has a qualifying family member who is too ill to be left alone, must notify his or her immediate supervisor at least three hours prior to the time he/she regularly reports to work. Classified employees shall not be paid for accrued unused sick days at the end of the school year or in the event of termination of employment.

Vacation

Eligible classified employees will receive paid vacation each school year. Employees should consult with their immediate supervisor for vacation information.

New employees will not be entitled to any vacation leave for the first six months of employment. After the completion of the last day of the sixth month of employment, new employees will be awarded one-half of the total vacation days provided for their job assignment. After the completion of the last day of the ninth month of employment, new employees will receive the remaining days of vacation provided for their job assignment.

Employees may not accrue vacation days.

STAFF DIRECTORY

Members of the Board of Education:

Kim Wellensiek..... President
Arlin Beethe..... Vice-President
Gail Hutt..... Treasurer
Justin Beethe.....Member
Bob Hutt..... Member
Rebecca Plager..... Member

Administrative Staff:

Jon H. Rother..... Superintendent/PK-3 Principal
Rick Lester..... High School Principal
Rich Bacon..... Middle School/4-5 Principal
Garrett Collin..... Activities Director

Teaching Staff:

Marsha Bacon..... 2-5/MS Counselor
Maggie Badertscher.....Kindergarten
Amber Baehr..... HS Special Education/Life Skills
Connor Bartels.....Middle School and High School Agriculture Science
Michelle Barrenpohl..... Kindergarten
Neil Bowman..... HS Health/Physical Education
Garrett Collin..... PK-3 Physical Education/Activities Director
Tanya Crotty..... 5th Grade
Justin Damme..... Middle School Social Studies
Matt Dierking..... 4-5/MS Special Education
Kayleen Doeden..... 2nd Grade
Kelli Dorsey..... 4th Grade
Kirk Faris..... High School Mathematics
Robyn Faris..... 1st Grade
Cody Franklin..... Middle School Mathematics
Emily Fricke.....MS/HS Vocal Music
Brad Gabriel..... High School Industrial Arts
Reid Genuchi..... MS Special Education
Emily Gist.....5th Grade
Mandy Goodrich..... Middle School Mathematics/Science
Ryan Haughton..... MS Health/Physical Education
Braden Hawley.....MS/HS Instrumental Music
Robin Heidemann..... 3rd Grade
Tim Hedger..... High School English
Elizabeth Herbert..... Jobs for America's Graduates (JAG)
Christy Hodges..... High School Agriculture Science
Karen Hunzeker..... Technology Integration Specialist
Angie Huskey..... High School Business
Ashley Juilfs..... K-3 Special Education

Rebecca Kling..... K-3 Special Education/Special Education Director
 Anna Koehler.....3rd Grade
 Amy Little..... High School English/Journalism
 Linsey Meints.....Media Specialist
 Lisa Othmer..... Early Childhood Coordinator
 Cheryl Panko..... Preschool
 Madi Panko.....2nd Grade
 Leah Phillips.....MS Science
 Jacy Pollard..... Tecumseh Site Preschool Teacher
 Olivia Reuter..... PK-1/High School Counselor
 Tina Richardson..... HS Mathematics/Academic Decathlon
 Beckie Robeson.....Cook Site Reading
 Mary Robison..... 4th Grade
 Maggie Rother.....High School Science
 Lisa Schuster..... HS Special Education
 Eryn Snethen.....1st Grade
 Jennifer Straka..... Middle School Language Arts
 Ben Swanson..... High School Mathematics
 Brittney Teeman.....MS/HS Art
 Ashley Twohig.....EL/MS Title I Reading/Math
 Nick Weber..... High School Social Science
 Lisa Weber..... K-12 English as a Second Language (ESL)
 Mikki Wright..... High School Spanish

Support Staff:

Carolyn Badberg..... Paraprofessional
 Nicole Beck.....Paraprofessional
 Ann Britt.....Paraprofessional
 Cortney Brown.....Paraprofessional
 Ciera Bryant..... Paraprofessional
 Tiffany deJonge..... Paraprofessional
 Lavinia Doeden..... Paraprofessional
 Brenda Frank..... Paraprofessional
 Kim Guenther..... Paraprofessional
 Kim Jansen..... Paraprofessional
 Andrea Jaquez..... Paraprofessional
 Elizabeth Jett.....Paraprofessional
 Candy Laue..... Paraprofessional
 Jackie Parrish.....Paraprofessional
 Shirley Schwartzkopf..... Paraprofessional
 Vanessa Sell.....Paraprofessional
 Linda Stone..... Paraprofessional
 Mikaela Thomas..... Paraprofessional

Office Staff

Laurie Badertscher..... Bookkeeper/Superintendent’s Secretary
Jennifer Moss.....High School Office Manager/Asst. Business Manager
Sandra Orozco..... Tecumseh Site EL Office Manager
Kendra Gottula.....Tecumseh Site EL Office Manager/Nurse
Diane Wilken.....Cook Site EL Secretary/Health Aid/Newsletter Manager

Child Nutrition Program

Lynsey Graham..... Cafeteria Manager
Emily Lubben..... Assistant Cook
Melybeth Rumery..... Cook Site Cook
Katerine Reyes-Bernard.....Assistant Cook
Lori Parrish.....Assistant Cook

Maintenance

Russ Waring..... Director of Operations

Custodians

Casey Fricke..... Director of Janitorial Services
Kyle Laue..... Custodian
Mike Melson..... Custodian
Martha Moreno.....Custodian
Sergio Valles.....Custodian

Technology Department

Marcus Scheer..... Director of Technology

Transportation Department

Jon Rother..... Director of Transportation
Kristine Loeck.....Driver
Maggie Nixon.....Asst. Director of Transportation/Driver
Dennis Gottula..... Driver
Bob Lueders..... Driver
Ken Mandl.....Asst. Director of Transportation /Driver

SCHOOL INTERNET USAGE

Internet access is an important tool for communicating, keeping up-to-date with current developments in education, and for conducting research to enhance management, teaching and learning skills. The following procedures and guidelines are intended to ensure appropriate use of the Internet at the school by the district's faculty and staff. Staff should also refer to the district's policy on Staff and District Social Media Use.

I. Staff Expectations in Use of the Internet

A. Acceptable Use While on Duty or on School Property

1. Staff shall be restricted to use the Internet to conduct research for instructional purposes.
2. Staff may use the Internet for school-related e-mail communication with fellow educators, students, parents, and patrons.
3. Staff may use the Internet in any other way which serves a legitimate educational purpose and that is consistent with district policy and good professional judgment.
4. Teachers should integrate the use of electronic resources into the classroom. As the quality and integrity of content on the Internet is not guaranteed, teachers must examine the source of the information and provide guidance to students on evaluating the quality of information they may encounter on the Internet.

B. Unacceptable Use While on Duty or on School Property

1. Staff shall not access obscene or pornographic material.
2. Staff shall not engage in any illegal activities on school computers, including the downloading and reproduction of copyrighted materials.
3. Staff shall not use school computers or district internet access to use peer-to-peer sharing systems such as BitTorrent, or participate in any activity which interferes with the staff member's ability to perform their assigned duties.

4. The only political advocacy allowed by staff on school computers or district internet access is that which is permitted by the Political Accountability and Disclosure Act and complies with district policy.
5. Staff shall not share their passwords with anyone, including students, volunteers or fellow employees.

II. School Affiliated Websites

Staff must obtain the permission of the administration prior to creating or publishing any school-affiliated web page which represents itself to be school-related, or which could be reasonably understood to be school-related. This includes any website which identifies the school district by name or which uses the school's mascot name or image.

Staff must provide administrators with the username and password for all school-affiliated web pages and must only publish content appropriate for the school setting. Staff must also comply with all board policies in their school-affiliated websites and must comply with the board's policy on professional boundaries between staff and students at all times and in all contexts.

Publication of student work or personality-identifiable student information on the Internet may violate the Federal Education Records Privacy Act. Staff must obtain the consent of their building principal or the superintendent prior to posting any student-related information on the Internet.

III. Enforcement

A. Methods of Enforcement

The district owns the computer system and monitors e-mail and Internet communications, Internet usage, and patterns of Internet usage. Staff members have no right of privacy in any electronic communications or files, which are stored or accessed on or using school property and these are subject to search and inspection at any time.

1. The district uses a technology protection measure that blocks access to some sites that are not in accordance with the district's policy. Standard use of the Internet utilizes a

proxy server-based filter that screens for non-curriculum related pages.

2. Due to the nature of technology, the filter may sometimes block pages that are appropriate for staff research. The system administrator may override the technology protection measures that block or filter Internet access for staff access to a site with legitimate educational value that is wrongly blocked.
3. The district will monitor staff use of the Internet by monitoring Internet use history to ensure enforcement of this policy.

B. Any violation of school policy and rules may result in that staff member facing:

1. Discharge from employment or such other discipline as the administration and/or the board deem appropriate;
2. The filing of a complaint with the Commissioner of Education alleging unprofessional conduct by a certified staff member;
3. When appropriate, the involvement of law enforcement agencies in investigating and prosecuting wrongdoing.

IV. Off-Duty Personal Use

School employees may use the internet, school computers, and other school technology while not on duty for personal use as long as such use is (1) consistent with other district policies, (2) consistent with the provisions of Title 92, Nebraska Administrative Code, Chapter 27 (Nebraska Department of Education "Rule 27"), and (3) is reported as compensation in accordance with the Internal Revenue Code of 1986, as amended, and taxes, if any, are paid. All of the provisions of Rule 27 will apply to non-certificated staff for the purposes of this policy. In addition, employees may not use the school's internet, computers, or other technology to access obscene or pornographic material, sext, or engage in any illegal activities.

2024-2025 School Calendar

July 2024						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 2024						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2024						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2024						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2024						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2024						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

2024-25 JCC SCHOOL CALENDAR	
1st Q — Student Days = 36	Teacher Days = 44
2nd Q — Student Days = 38	Teacher Days = 43
1st Sem — Student Days = 74	Teacher Days = 87
3rd Q — Student Days = 36	Teacher Days = 41
4th Q — Student Days = 44	Teacher Days = 49
2nd Sem — Student Days = 80	Teacher Days = 90

August	
7-9	Teacher In-Service
12	First Day For Students - 1:00 PM Dismissal
16	Teacher In-Service - NO SCHOOL
19	NO SCHOOL
20	First Day For Preschool
26	Teacher In-Service - NO SCHOOL
Student Days = 12 Teacher Days = 17	

September	
2	Labor Day - NO SCHOOL
9	Teacher In-Service - NO SCHOOL
16	NO SCHOOL
23	Teacher In-Service - NO SCHOOL
30	NO SCHOOL
Student Days = 16 Teacher Days = 18	

October	
7	NO SCHOOL Parent-Teacher Conferences 11 AM - 7 PM
11	End 1st Quarter
14	NO SCHOOL
21	Teacher In-Service - NO SCHOOL
28	NO SCHOOL
Student Days = 19 Teacher Days = 21	

November	
4	Teacher In-Service - NO SCHOOL
11	NO SCHOOL
18	Teacher In-Service - NO SCHOOL
27-29	NO SCHOOL - Thanksgiving Break
Student Days = 15 Teacher Days = 17	

December	
2	Teacher In-Service - NO SCHOOL
9	NO SCHOOL
16	Teacher In-Service - NO SCHOOL
20	End 2nd Quarter/1st Semester
23-31	NO SCHOOL - Winter Break
22-26	NSAA Winter Moratorium
Student Days = 12 Teacher Days = 14	

January 2025						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February 2025						
Su	M	Tu	W	Th	F	Sa
					1	
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March 2025						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April 2025						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May 2025						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June 2025						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

January	
1-3	NO SCHOOL - Winter Break
6	Teacher In-Service - NO SCHOOL
13	NO SCHOOL
20	Teacher In-Service - NO SCHOOL
27	NO SCHOOL
Student Days = 16 Teacher Days = 18	

February	
7	NO SCHOOL - ESU4 Engaging Educators Conf
10	NO SCHOOL
17	NO SCHOOL Parent-Teacher Conferences
24	NO SCHOOL
Student Days = 16 Teacher Days = 18	

March	
3	Teacher In-Service - NO SCHOOL
7	End 3rd Quarter
14-17	NO SCHOOL - Spring Break
24	Teacher In-Service - NO SCHOOL
31	NO SCHOOL
Student Days = 16 Teacher Days = 18	

April	
7	Teacher In-Service - NO SCHOOL
18	NO SCHOOL - Easter Break
25	NO SCHOOL - District Music Competition
28	NO SCHOOL
Student Days = 18 Teacher Days = 20	

May	
5	NO SCHOOL
10	JCC High School Graduation
14	Last Day For 3-year-old Preschool
15	NO SCHOOL - District Track & Field
22	Last Day for Students - 11 AM Dismissal
23	End 4th Quarter/2nd Semester
23	Teacher In-Service
Student Days = 14 Teacher Days = 16	

2024-2025 TOTAL STUDENT DAYS = 154
2024-2025 TOTAL TEACHER DAYS = 177

Make-Up Dates:
April 7, April 28, May 5

**Johnson County Central Teacher Evaluation
Formal**

Teacher:

Date:

Subject/Grade Level:

Administrator:

Performance Levels/Code

- 1. Does Not meet school district expectations. (Unsatisfactory)**
- 2. Needs improvement: Deficient but close to meeting minimum standards of school district. (Basic)**
- 3. Meets the standards of the school district. (Proficient)**
- 4. Exceeds the standards of the school district. (Exemplary)**

****A rating of 1 or 2 will receive corrective feedback.**

INSTRUCTIONAL PERFORMANCE

1 2 3 4 **A. Teaches to standards and objectives.**

1 2 3 4 **B. Displays knowledge of subject material.**

1 2 3 4 **C. Utilizes a variety of teaching techniques.**

1 2 3 4 **D. Motivates students.**

1 2 3 4 **E. Demonstrates effective planning skills.**

1 2 3 4 **F. Adapts plans, materials and techniques to meet individual student needs.**

1 2 3 4 **G. Demonstrates effective communication skills.**

1 2 3 4 **H. Encourages student participation.**

1 2 3 4 **I. Provides students with specific evaluative feedback.**

1 2 3 4 **J. Assesses student performance and makes that information available to administrators, students and parents.**

Comments:

ORGANIZATION AND CLASSROOM MANAGEMENT

1 2 3 4 **A. Establishes and clearly communicates parameters for student behavior.**

1 2 3 4 **B. Manages disruptive behavior constructively and effectively.**

1 2 3 4 **C. Helps students develop efficient learning skills and work habits.**

- 1 2 3 4 D. Begins class work promptly and minimizes transition time.
- 1 2 3 4 E. Reinforces students who are spending time on task.
- 1 2 3 4 F. Develops a positive working relationship with students.
- 1 2 3 4 G. Uses various grouping techniques for effective instruction.

Comments:

PROFESSIONAL CONDUCT

- 1 2 3 4 A. Works well with other teachers and the administration.
- 1 2 3 4 B. Shares ideas, materials and methods with other teachers.
- 1 2 3 4 C. Provides a climate which opens up communications between the teacher and the parent and responds appropriately to parental concerns.
- 1 2 3 4 D. Demonstrates sensitivity in relating to students.
- 1 2 3 4 E. Promotes a positive self-concept for all students.
- Acknowledges student ideas.
 - Praises and encourages all students.
 - Provides opportunity for all students to achieve recognition.
 - Provides opportunity for each student to meet success regularly.
 - Promotes student self-control.
- 1 2 3 4 F. Promptness.
- 1 2 3 4 G. Promotes school morale and is supportive of school district.
- 1 2 3 4 H. Accepts criticism and seeks suggestions.
- 1 2 3 4 I. Selects appropriate channels for resolving concerns/problems.
- 1 2 3 4 J. Engages in professional growth activities.
- 1 2 3 4 K. Provides administration with materials and information as requested.

Comments:

PERSONAL CONDUCT

- | | | | | |
|----------------------------|----------------------------|----------------------------|----------------------------|--------------------------------------------------------------------------------------|
| <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 | A. Displays enthusiasm. |
| <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 | B. Demonstrates emotional control and poise. |
| <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 | C. Accepts student feelings. |
| <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 | D. Shows interest in school activities outside the classroom. |
| <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 | E. Exhibits characteristics to be a positive role model in and out of school. |
| <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 | F. Exercises discretion when speaking of colleagues in and out of school. |

Comments:

Staff member's comments (optional):

I have read this evaluation and have had an opportunity to discuss it with the principal (a signature only indicates receipt of this evaluation summary).

Teacher Signature **Date**

Principal Signature **Date**

ACKNOWLEDGMENT OF RECEIPT

I acknowledge that I have received a copy of the Johnson County Central School District Staff Handbook which includes the district’s drug-free workplace policy statement. I understand that, as a condition of my employment, I am required to read and abide by the provisions of the handbook and by all board policies governing my employment. Further, if I have any questions about any provision of this handbook or any board policy, I should confer with my supervisor or building principal.

Signature

Date

Johnson County Central PUBLIC SCHOOLS

STUDENT HANDBOOK



2024-25 Edition

Johnson County Central Public Schools
358 N 6th St. PO Box 338
Tecumseh, NE 68450

Phone: (402) 335-3320
Fax: (402) 864-2074

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WELCOME

Dear Students and Parents:

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

Please read this handbook carefully. Students and their parents are responsible for knowing the rules, regulations, and procedures covered in this handbook. The student handbook is an extension of school policies and has the force and effect of board policy when approved by the board of education.

There are several forms at the end of this handbook that you must read, sign, and return no later than September 3, 2024.

This handbook contains information of value to every student and parent. It contains explanations of school regulations and procedures necessary for our school to run smoothly and efficiently. If you are ever in doubt about what is the right thing to do, ask a classroom teacher, speak with the building principal, or contact my office.

Sincerely,

Jon H. Rother
Superintendent

Intent of Handbook

This handbook is intended to be used by students, parents, and staff as a guide to the rules, procedures, and general information about this school district. Students and their parents must become familiar with the handbook, and parents should use it as a resource and assist their children in following the rules contained in it. The use of the word "parents" refers to any adult who has the responsibility for making education-related decisions about a child, including, but not limited to biological parents, adoptive parents, legal guardians, and adults acting in loco parentis.

Although the information in this handbook is detailed and specific on many topics, it is not intended to be all-encompassing or to cover every situation and circumstance that may arise during a school day or school year. This handbook does not create a "contract" with parents, students, or staff, and the administration may make decisions and rule revisions at any time to implement the educational program and to assure the well-being of all students. The administration is responsible for interpreting the rules contained in the handbook. If a situation or circumstance arises that is not specifically covered in this handbook, the administration will make a decision based on applicable school district policies, and state and federal statutes and regulations.

Notice of Nondiscrimination

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

Students who believe that they have been the subject of unlawful discrimination or harassment due to their disability, or that have other related concerns or questions, should contact the following Section 504 Coordinator: Rick Lester at (402) 335-3328, rick.lester@jccentral.org or in person at school.

Students who believe that they have been the subject of unlawful discrimination or harassment due to their sex, or that have other related concerns or questions, should contact the following Title IX Coordinator: Rick Lester at (402) 335-3328, rick.lester@jccentral.org, 358 N 6th St. PO Box 338, Tecumseh, NE 68450 or in person at school. The School District's specific Notice of Nondiscrimination on the Basis of Sex may be accessed at the following link:

<https://www.jccentral.org/vimages/shared/vnews/stories/60537fc4030f1/Title-IX-Policy.pdf>

Students who believe that they have been the subject of unlawful discrimination or harassment due to their race, color, or national origin, or that have other related concerns or questions, should contact the following Title VI Coordinator: Jon H. Rother at (402) 921-0187, jon.rother@jccentral.org, 358 N 6th St. PO Box 338, Tecumseh, NE 68450 or in person at school.

Students who believe that they have been the subject of any other unlawful discrimination or harassment should contact the Superintendent at (402) 921-0187, jon.rother@jccentral.org or in person at school. Students may report discrimination or harassment to any staff member who will then forward it on to the appropriate coordinator or administrator. The staff member will follow school district policies to respond to the report.

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

MISSION STATEMENT



**Journey Together...
Creating Opportunities...
Committed to Excellence...**

**Viajar Juntos...
Creando Oportunidades...
Comprometidos a la Excelencia...**

SECTION ONE

BASIC SCHOOL RULES AND GENERAL PRACTICES

Artificial Intelligence

As used in this policy, artificial intelligence tools ("AI Tools") mean machine-based resources that use computer science, algorithms, large language models, and/or machine learning to perform tasks, answer questions, collect information, and respond to human-directed tasks, queries, and objectives. AI Tools include, but are not necessarily limited to, commercially-available resources like ChaptGPT, Google Bard, and other chatbots.

The board recognizes that among other resources, when properly used, AI Tools may provide valuable source information to students and teachers in relation to the district's academic curriculum and assignments. Student use of AI Tools should focus on using such tools as a resource and for background material, rather than using the AI Tools to complete the assignment. Therefore, AI Tools may only be used by students in accordance with the following requirements:

1. Unless an individual teacher affirmatively communicates to students that AI Tools may be used for a specific assignment, then AI Tools may not be used. Individual teachers will decide for each individual assignment the extent to which students may use AI Tools for such assignment. Teachers are encouraged to make such a decision in advance of students being given the individual assignment in question.
2. Teachers will communicate to all students responsible for completing an assignment the extent to which such students may use AI Tools in connection with such assignment. Teachers will endeavor to include in such communications examples of permissible and impermissible uses of AI Tools.
3. If a student uses any AI Tools in connection with a school assignment, the student must comply with the following:
 - a. The student must explicitly disclose to the teacher in writing that the student used an AI Tool and the specific AI Tool used.
 - b. In any student work (whether hard copy, electronic, digital, or otherwise), the student shall give proper attribution to the AI Tool(s) used to the same extent that students are expected to give proper attribution to other sources of information such as books, texts, encyclopedias, secondary sources, and other traditional media. Such attribution may include, but is not

necessarily limited to, accurate quotations, citations, footnotes, endnotes, and/or bibliography entries.

- c. In no instance may the output from one or more AI Tools be copied and placed within a student's work as if the student wrote such a section himself or herself. For example and not limitation, students may not outsource the organization or the writing of any written work to any AI Tool.

4. A student's failure to meet the requirements stated in this policy will constitute a violation of the district's prohibitions against cheating plagiarism and/or academic dishonesty, including but not necessarily limited to such prohibitions stated in the Student Handbook, which violation will subject the student to discipline up to and including expulsion.

5. The student requirements stated above are the minimum requirements for any student assignment. An individual teacher may impose more stringent requirements for any specific academic assignment or coursework.

Attendance

Required Attendance

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

Mandatory Attendance Age

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

Exceptions

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

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

Discontinuing Enrollment – 5 Year Old Students

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

Discontinuing Enrollment – 16 and 17 Year Old Students

Only children who are at least 16 years of age may be disenrolled from the district. The person seeking to discontinue the child's enrollment shall submit a signed, written request that demonstrates that the student meets the district's legal criteria allowing for disenrollment to the superintendent using the applicable district form. The district will follow the procedures outlined on the attached form in considering requests to disenroll.

Only children disenrolling to attend a non-accredited school may be exempt from this policy. The person with legal or actual charge or control of the child must provide the superintendent with a copy of the signed request submitted to the State Department of Education for attending non-accredited schools. The superintendent may confirm the validity of the submission with the State Department of Education.

Attendance Officer

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

Excused Absences

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

1. Physical or mental illness of the student or of a child whom the student is parenting (a physician's verification is required after four (4) consecutive days of absence for illness)

2. Severe weather
3. Medical appointments for the student or for a child whom the student is parenting
4. Death or serious illness of the student's family member
5. Attending a funeral, wedding or graduation
6. Appearance at court or for other legal matters
7. Observance of religious holidays of the student's own faith
8. College planning visits
9. Personal or family vacations
10. Other absences which have received prior approval from the principal

Excessive Absenteeism

When a student receives 5 unexcused absences or the hourly equivalent in any quarter, the Attendance Officer will follow the district's policy to address barriers to the student's attendance.

When a student is absent more than 20 days per year or the hourly equivalent and any portion of the absences is unexcused, the Attendance Officer may file a report with the county attorney of the county in which the student resides. For example, if the student accumulates 23 days of excused absences due to documented illness and is tardy one time, the Attendance Officer may file a report with the appropriate county attorney.

Absences due to illness

The school district will contact parents if a student becomes ill at school. A student who is absent due to illness has two days for every day of absence to complete missed assignments.

Planned absences

Parents who know in advance that a student will be absent must call the school or send a written note at the earliest possible date. Students who will be absent for reasons that can be anticipated, such as routine medical appointments and school activities, must complete any work required by the teacher before the absence. Parents should make every attempt to schedule medical and other appointments after school hours when possible.

Students are obligated to:

- 1) Complete all class work in advance for any absence that can be anticipated.
- 2) Attend school a full day before attending practice or participating in a scheduled student activity except in cases of family emergencies or pre arranged absences.
- 3) Check out of school at the office if leaving school during the school day.
- 4) Make up any and all work that is assigned by teachers as make-up work for the instructional time that has been missed.

Parents are obligated to:

- 1) Call the appropriate building office to inform the school of the reason for each absence.
- 2) Submit a doctor's statement, if requested, for each period of absence due to illness that exceeds five days.

Pregnant and Parenting Students

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

Band

Students may participate in the elementary band and begin taking band lessons in the 5th grade. Students in grades 7-8 may participate in the junior high school band; grades 9-12 may participate in the high school band. Instruments will be provided by students or the school as provided by school policy. Fees may be charged as allowed or provided in the Public Elementary and Secondary Student Fee Authorization Act and the school's student fee policy or other applicable policy.

Bills

Students should pay bills for supplies, fines, shop materials, clothing orders, etc. in the school bookkeeper's office. Any check for these payments should be made out to Johnson County Central Public Schools unless otherwise instructed. Pursuant to board policy, the district will assess an additional penalty of \$30 for any check returned from the bank for insufficient funds.

When students purchase items of significant value, such as class rings and letter jackets, they must make payment at the time of purchase or when the order is placed.

Books and Supplies

Students must take care of books and other supplies provided by the district. The school will assess fines for damage to books and school property.

Students must supply their own consumable items such as pens, pencils, tablets, notebooks, erasers, and crayons. Each classroom teacher will prepare a supply list for students at the beginning of the school year.

Breastfeeding and Lactation

In order to accommodate lactating and breastfeeding students, the district will provide reasonable opportunities to express breast milk or breastfeed in a place, other than a bathroom, which is shielded from view and free from intrusion from district students, employees, and the public. The district will also provide a location for students to store expressed breast milk in or near the location designated for students to express milk to create the least amount of disruption to the student's participation in class or activities.

Students who wish or need to express breast milk on a regular schedule must work with school administrators to create a schedule that accommodates the student's needs while facilitating education to the maximum extent possible.

In order to prevent interference with the educational process, no student shall express breast milk within school classrooms or buses. Nothing in this policy limits the authority of the administration to impose consequences consistent with the Student Discipline Act and other state and federal law.

Bulletin Boards

Bulletin boards are maintained throughout the building to communicate general information, material, and school announcements. Students should check the bulletin boards carefully each school day. A written copy of daily announcements will be posted on the main bulletin board by the offices.

Bulletin board or electronic publishing space may be provided for the use of students and student organizations for notices relating to matters of general interest to students. The following general limitations apply to all posting or publishing:

1. All postings must be approved by the appropriate building principal or designee. Students may not post any material containing any statement or expression that is libelous, obscene, or vulgar; that would violate board of education policies, including the student code of conduct; or that is otherwise inappropriate for the school environment.
2. All postings must identify the student or the student organization posting or publishing the notice.
3. Material shall be removed after a reasonable time to assure full access to the bulletin boards or electronic publishing media.

Bullying

Students are prohibited from engaging in any form of bullying. The Centers for Disease Control and Prevention defines bullying as “any unwanted aggressive behavior(s) by another youth or group of youths who are not siblings or current dating partners that involves an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated.” Nebraska statute defines bullying as “an ongoing pattern of physical, verbal or electronic abuse.” The District’s administrators will consider these definitions when determining whether any specific situation constitutes bullying. Both of these definitions include both in-person and cyberbullying behaviors.

The disciplinary consequences for bullying will depend on the severity, frequency, duration, and effect of the behavior and may result in sanctions up to and including suspension or expulsion. Students who believe they are being bullied should immediately inform a teacher or the building principal.

Reporting Bullying

Students who experience or observe bullying behavior must immediately report what happened to a teacher or administrator. Students may always confer with their parents or guardians about bullying they experience or witness, but the students must also ultimately report the situation to a teacher or administrator.

Bullying Investigations

School district staff will investigate allegations of bullying using the same practices and procedures that the district observes for student disciplinary matters. In no circumstance will school district staff be deliberately indifferent to allegations of bullying.

Cafeteria Rules

1. All food must be consumed in the areas designated by the school.
2. After students have eaten, they must return trays to the kitchen. All straws, papers, milk cartons should be deposited in the trash cans. All leftover food should be scraped off the tray onto the correct container. Forks and spoons should be placed in the pan with water, NOT THROWN AWAY!
3. Students are to use proper manners including eating quietly.
4. Students may not throw food or other items.
5. Second servings may be available to those who have made an effort to clean their trays and have requisite funds as required by board policy.
6. Students should remain at their tables until they are dismissed.
7. Students must treat lunch personnel with respect.
8. Students who violate the above rules will be disciplined.

Candy and Gum

Students may not bring candy or gum to school unless they have prior permission from their classroom teacher or the administration.

Cell Phones, Earbuds and Other Electronic Devices

Students may not use cell phones, earbuds or other electronic devices while at school, except as permitted in this handbook.

Students may use cell phones, earbuds or other electronic devices on the school sidewalks and in the common areas of the school before and after school, so long as they do not create a distraction or a disruption. Students may not use cell phones or other electronic devices while they are in locker rooms, restrooms or any place where there is an expectation of personal privacy. When students enter the classroom, gym or shop all cell phones and earbuds or other electronic devices must be powered off and placed in the designated storage location during the instructional period. Smartwatches may be worn, but cannot be used for communication purposes. Students who need to have electronic devices in order to monitor health conditions will continue to follow their individualized plans.

Students may use cell phones, earbuds or other electronic devices while riding in a school vehicle unless the vehicle's driver has explicitly prohibited use for safety or disciplinary reasons.

Students are personally and solely responsible for the security of their cell phones, earbuds and other electronic devices. The school district is not responsible for theft, loss, or damage of a cell phone or earbuds or any calls made on a cell phone.

If a student uses a cell phone, earbuds or other electronic devices during the instructional period the following sequence of consequences will be applied. (Compliance at any step will prevent movement to the next step.)

Step 1: Staff will ask the student to put their cell phone, earbuds or other electronic devices in the designated storage location in the classroom. (Does not count as an electronic device infraction if the student complies with the teacher's request). If the student does not comply, move to Step 2.

Step 2: The teacher will contact the office and the cell phone, earbuds or electronic device will be collected and held in the main office for the remainder of the day. The incident will be logged as an electronic infraction. If the student does not comply, move to Step 3.

Step 3: If the student refuses to turn over the cell phone, earbuds or electronic device, they will be removed from the classroom and escorted to the office and placed in ISS (In-School Suspension) for the remainder of the day. The cell phone, earbuds or electronic device have to be picked up by a parent or guardian.

Students who need to contact parents/guardians for emergency reasons may request to use their cell phone at the school office with their teacher and office personal approval. Parents/guardians who need to communicate immediate information with their students during instructional period may contact the school office and a message will be shared with the student.

Students who violate this policy may, at the discretion of the school's administration, be subject to additional discipline, up to and including suspension or expulsion.

The taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise may constitute a crime under state and/or federal law. Any person engaged in these activities while on school grounds, in a school vehicle or at a school activity will be subject to the disciplinary procedures of the student code of conduct. Any student found to be in possession of obscene, pornographic, lewd, or otherwise illegal images or photographs will be promptly referred to law enforcement and/or other state or federal agencies, which may result in arrest, criminal prosecution, and possible inclusion on sex offender registries.

Cheating, Plagiarism, and Academic Dishonesty

Students may not cheat, plagiarize, or otherwise participate in any academic dishonesty in any form. Prohibited behavior includes:

- Obtaining, attempting to obtain, or aiding another person to obtain credit for work by any dishonest or deceptive means.
- Lying.
- Copying another person's work or answers.
- Discussing the answers or questions on a test or assignment unless specifically authorized by the teacher.
- Taking or receiving copies of a test without the permission of the teacher.
- Using or displaying notes, "cheat sheets," or other sources of unauthorized information.
- Using the ideas or work of another person as if they were your own without giving proper credit to the source.
- Submitting work or any portion of work completed by another person.
- Failing to give credit for ideas, statements, facts, or conclusions which rightfully belong to another person.
- Failing to use quotation marks or other appropriate means of attribution when quoting directly from another person or source.

A student who cheats, plagiarizes, or otherwise participates in any academic dishonesty is subject to discipline, up to and including expulsion.

Child Abuse and Neglect

School employees will report suspected abuse or neglect of a child as required by state law and school policy. Nebraska law defines abuse or neglect as knowingly, intentionally, or negligently causing or permitting a minor child or an incompetent or disabled person to be (1) placed in a situation that endangers his or her life or physical or mental health; (2) cruelly confined or cruelly punished; (3) deprived of necessary food, clothing, shelter or care; (4) left unattended in a motor vehicle, if such child is six years of age or younger; (5) sexually abused; (6) placed in a situation to be sexually exploited through sex trafficking of a minor as defined in state law or by allowing, encouraging, or forcing such person to engage in debauchery, public indecency, or obscene or pornographic photography, films, or depictions; or (7) placed in a situation to be a trafficking victim as defined in state law.

Class Dismissal

Classes are in session from the ringing of the tardy bell until the teacher dismisses the class. The bell at the end of the period is not a dismissal bell, and students may not leave their classrooms until they have been excused by their classroom teacher.

Classroom Behavior

Student behavior and attitude in the classroom must be cooperative and serious. All students must:

- arrive to class on time;
- prepare for class with all necessary materials;
- be considerate of others;
- respond promptly to all directions of the teacher; and
- take care of school property and the property of others.

Teachers will establish classroom conduct rules that students must obey.

Closed Campus

Students may not leave the building without permission from the administration.

Coats and Boots

Elementary students must wear coats outdoors when the weather makes it advisable. The staff will decide when coats are required for recess.

Elementary students may choose to wear over shoes or boots when the playground is wet or muddy. Waterproof boots worn to school should be taken off and regular shoes worn during the day. Boots worn to school must be marked with the student's name.

Communicable Diseases

Any student who has contracted a contagious disease may be restricted from attendance at school until the student is no longer contagious. The school district uses the Title 173- Nebraska Health and Human Services/Control of Communicable Disease, Chapter 3 of the Nebraska Administrative Code as a "best practice" guideline for contagious and infectious diseases. If there are questions regarding the communicability of your child's health condition or if you know your child has contracted a contagious or communicable disease or condition not otherwise specified in board policy or this handbook, please call Mrs. Lisa Kuhl, JCC School Nurse.

Communicating with Parents

Parents shall be kept informed of student progress, grades, and attendance through report cards, progress reports, and parent/teacher conferences. The school district will notify parents if their students are failing or close to failing. The school district will endeavor to notify parents of failing students prior to entry of the failing grade on the student's report card. Parents will also be notified of their student's possible failure to meet graduation requirements. Other pertinent information will be communicated to parents by mail or by personal contact. Official transcripts of student progress,

grades, and attendance will be sent to other school systems upon the student's transfer when the district receives a written request signed by the student's parent or guardian or upon being notified that the student has enrolled in another school.

Complaint Procedure

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

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

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

Complaint and Appeal Process.

1. The first step is for the complainant to speak directly to the person(s) with whom the complainant has a concern. For example, a parent who is unhappy with a classroom teacher should initially discuss the matter with the teacher. However, the complainant should skip the first step if the complainant reasonably believes speaking directly to the person would subject the complainant or the complainant's student to discrimination or harassment.

2. The second step is for the complainant to speak to the building principal, coordinator, superintendent of schools, or president of the board of education, as set forth below. Anyone with questions about the appropriate person to speak with may request clarification from the superintendent.

- a) Complaints about the operation, decisions, or personnel within a building should be submitted to the principal of the building.
- b) Complaints about the operations of the school district or a building principal should be submitted in writing to the superintendent of schools.
- c) Complaints about the superintendent of schools should be submitted in writing to the president of the board of education.
- d) Complaints involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age may also be submitted at any time during the complaint procedure to the applicable coordinator. Complaints involving discrimination or harassment may also be submitted at any time to the Office for Civil Rights, U.S. Department of Education: by email at OCR.KansasCity@ed.gov; by telephone at (816) 268-0550; or by fax at (816) 268-0599.

3. When a complainant submits a complaint to an administrator or coordinator, the administrator or coordinator shall first determine whether another applicable procedure is required by policy or law and if so, direct the complaint to the appropriate person to follow that procedure. If not, the administrator or coordinator will promptly and thoroughly investigate the complaint, and shall:

a) Determine whether the complainant has discussed the matter with the respondent.

1) If the complainant has not, urge the complainant to discuss the matter directly with the respondent, if appropriate.

2) If the complainant refuses to discuss the matter with the respondent, the administrator or coordinator shall, in his or her sole discretion, determine whether the complaint should or must be pursued further.

b) Strongly encourage the complainant to reduce his or her concerns to writing.

c) Interview the complainant and, if necessary, the respondent against whom the complaint is filed, to determine:

1) All relevant details of the complaint;

2) All witnesses and documents which the complainant believes support the complaint;

3) The action or solution which the complainant seeks.

d) Respond to the complainant. If the complaint involves discrimination or harassment, the response shall be in writing and shall be submitted within 180 calendar days after the administrator or coordinator receives the complaint.

4. If either the complainant or the respondent is not satisfied with the decision he or she may appeal the decision to the superintendent. The superintendent may assign a qualified designee to hear any appeal. This provision applies to appeals under the board's policies governing complaints of discrimination or harassment, including Title IX and any other policy with a separate grievance or complaint procedure, unless that other procedure includes its own appeal process. All requirements for appeals within any other policy apply, and in addition to those requirements, the following also apply.

a) The appeal must be in writing.

b) This appeal must be received by the superintendent no later than three (3) calendar days from the date of the decision.

c) For complaints addressed through other applicable procedures that do not include a separate investigatory process, the superintendent will investigate as he or she deems appropriate.

d) The superintendent will prepare a written decision and provide it to the complainant and any other person entitled by law to receive the appeal decision. For complaints involving discrimination or harassment, the superintendent shall submit the decision within 180 calendar days after the superintendent received complainant's written appeal. Appeals to the superintendent from complaints involving discrimination or harassment are final once the superintendent delivers the written decision, as are all other appeals/complaints to the superintendent unless the complaint can be appealed on the limited grounds to appeal to the board below.

5. The board's role is to set policy, establish and implement a budget, and evaluate the superintendent. The board does not manage the daily operations of the school district entrusted to its administration unless required by law or policy. Because of the board's statutory roles, it does not hear complaints or appeals that may involve oversight or discipline of students, staff, or others, unless those involve the superintendent as discussed below. The board does not hear complaints or appeals based on

allegations of discrimination or harassment unless otherwise required by law. The board will hear appeals only in the following circumstances:

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

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

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

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

a) Coordinate with school district staff, other than the superintendent, to determine if another procedure in policy or law requires the complaint against the superintendent to follow another procedure. If so, the board president will coordinate handling the complaint through that procedure. If another procedure applies, such as in the case of allegations of sex discrimination against the superintendent, the board president or, at his or her discretion, the full board will serve only to hear any appeal by a party to the complaint.

b) Determine whether the complainant has discussed the matter with the superintendent.

1) If the complainant has not, the board president or designee will urge or require the complainant to discuss the matter directly with the superintendent, if appropriate or required.

2) If the complainant refuses to discuss the matter with the superintendent, the board president shall, in his or her sole discretion, determine whether the complaint should or must be pursued further.

c) Determine, in his or her sole discretion, whether to place the matter on the board agenda for consideration at a regular or special meeting by the full board.

d) Respond to the complainant or appeal. If the complaint or appeal involves discrimination or harassment, the response shall be in writing and shall be submitted within 180 calendar days after the president received the complaint.

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

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

Special Rules Regarding Educational Services and Related Services to Students with Disabilities. Students with disabilities and their families have specific rights outlined in state and federal law, including administrative processes by which they may challenge the educational services being provided by the school district. Therefore, the appeal process contained in

this policy may not be used to challenge decisions made by a student's individualized education plan (IEP) team or 504 team.

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

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

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

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

Computer Network Use by Students

Students are expected to use computers and the Internet as an educational resource. The following procedures and guidelines govern the use of computers and the Internet at school.

I. Student Expectations in the Use of the Internet

A. Acceptable Use

1. Students may use the Internet to conduct research

- assigned by teachers.
2. Students may use the Internet to conduct research for classroom projects.
 3. Students may use the Internet to gain access to information about current events.
 4. Students may use the Internet to conduct research for school-related activities.
 5. Students may use the Internet for appropriate educational purposes.

B. Unacceptable Use

1. Students shall not use school computers to gain access to material that is obscene, pornographic, harmful to minors, or otherwise inappropriate for educational uses.
2. Students shall not engage in any illegal or inappropriate activities on school computers, including the downloading and copying of copyrighted material.
3. Students shall not use email, chat rooms, instant messaging, or other forms of direct electronic communications on school computers for any unauthorized or unlawful purpose or in violation of any school policy or directive.
4. Students shall not use school computers to participate in on-line auctions, on-line gaming or mp3 sharing systems including, but not limited to Aimster or Freenet and the like.
5. Students shall not disclose personal information, such as their names, school, addresses, or telephone numbers outside the school network.
6. Students shall not use school computers for commercial advertising or political advocacy of any kind without the express written permission of the system administrator.
7. Students shall not publish web pages that purport to represent the school district or the work of students at the school district without the express written permission of the system administrator.
8. Students shall not erase, rename, or make unusable anyone else's computer files, programs or disks.
9. Students shall not share their passwords with fellow students, school volunteers or any other individuals, and shall not use, or try to discover, another user's password.
10. Students shall not copy, change or transfer any software or documentation provided by the school district, teachers or another student without permission from the system

- administrator.
11. Students shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called, but is not limited to, a bug, virus, worm, or Trojan Horse.
 12. Students shall not configure or troubleshoot computers, networks, printers or other associated equipment, except as directed by a teacher or the system administrator.
 13. Students shall not take home technology equipment (hardware or software) without permission of the system administrator.
 14. Students shall not falsify electronic mail messages or web pages.

II. Enforcement

A. Methods of Enforcement

1. The district monitors all Internet communications, Internet usage, and patterns of Internet usage. Students have no right of privacy to any Internet communications or other electronic files. The computer system is owned by the school district. As with any school property, any electronic files on the system are subject to search and inspection at any time.
2. The school district uses a technology protection measure that blocks access to some Internet sites that are not in accordance with the policy of the school district. Standard use of the Internet utilizes a proxy server-based filter that screens for non-curriculum related pages.
3. Due to the nature of filtering technology, the filter may at times filter pages that are appropriate for student research. The system administrator may override the technology protection measure for the student to access a site with legitimate educational value that is wrongly blocked.
4. The school district staff will monitor students' use of the Internet through direct supervision and by monitoring Internet use history to ensure enforcement of the policy.

B. Consequences for Violation of this Policy

1. Access to the school's computer system and to the Internet is a privilege, not a right. Any violation of school policy and rules may result in:
 - a. Loss of computer privileges;
 - b. Short-term suspension;

- c. Long-term suspension or expulsion in accordance with the Nebraska Student Discipline Act; and
 - d. Other disciplines as school administration and the school board deem appropriate.
2. Students who use school computer systems without permission and for non-school purposes may be guilty of a criminal violation and will be prosecuted.

III. **Protection of Students**

A. **Children’s Online Privacy Protection Act (COPPA)**

1. The school will not allow companies to collect personal information from children under 13 for commercial purposes. The school will make reasonable efforts to disable advertising in educational computer applications.
2. This policy allows the school to act as an agent for parents in the collection of information within the school context. The school’s use of student information is solely for education purposes.

B. **Education About Appropriate On-Line Behavior**

1. School district staff will educate students about appropriate online behavior, both in specific computer usage units and in the general curriculum.
2. Staff will specifically educate students on
 - a. Appropriate interactions with other individuals on social networking websites and in chat rooms.
 - b. Cyberbullying awareness and response.
3. The School District’s administration in cooperation with the technology coordinator shall inform staff of this educational obligation and shall keep records of the instruction which occurs in compliance with this policy

Conferences

Students’ academic success has been closely linked to parental involvement in school. The school district has formal parent-teacher conferences during the first quarter and during the third quarter.

In addition to formal conferences, classroom teachers will communicate with parents as necessary. Parents are encouraged to communicate with their student’s teacher or the building principal to discuss parental concerns, student needs or any other issue.

Copyright and Fair Use

The school district complies with federal copyright laws. Students must comply with copyright laws when using school equipment or working on school projects and assignments. Federal law prohibits the unauthorized

reproduction of works of authorship, regardless of the medium in which they were created.

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

Damage to School Property

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

Dating Violence

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

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

Discrimination and Harassment

Students who believe that they have been the subject of unlawful discrimination or harassment due to their disability should contact the building. Students who believe that they have been the subject of unlawful discrimination or harassment due to their sex should contact the following Title IX Coordinator: Rick Lester at 402-335-3328, rick.lester@jccentral.org, 358 N 6th St. PO Box 338, Tecumseh, NE 68450 or in person at school. Students who believe that they have been the subject of any other unlawful discrimination or harassment should contact the Superintendent at 402-335-3320, jon.rother@jccentral.org or in person at school. Students may report discrimination or harassment to any staff member who will then

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

Dress Code

Students must come to school dressed in clean, neat, and appropriate clothing to conform to educational standards.

Students are prohibited from wearing the following attire:

1. Clothing displaying indecent, suggestive or profane writing, pictures or slogans
2. Clothing that advertises or displays alcohol, tobacco or any illegal substance
3. Caps, hats and bandannas during the school day
4. Bare feet (some type of footwear must be worn)
5. Short-shorts, biker shorts, or cutoffs
6. Hairstyles which distract from the learning process or the health and safety for either the student or others
7. Any clothing that could cause damage to others or school property
8. Clothing that is excessively torn, ripped, or cut
9. Shirts, blouses, or other clothing worn unbuttoned, unzipped, or otherwise purposely unfastened
10. "Grubby clothes," those which are purposely torn or bedraggled or threadbare, dirty or disheveled
11. Costumes and/or those clothes intended only for leisure, entertaining or special occasions
12. Bare "midriff" (belly button) styles, see-through and low cut blouses, halters, thin-strapped tops (spaghetti straps)
13. Pants and shorts worn below the waist so as to expose undergarments
14. Pants that drag on the floor
15. Chains hanging or attached to pants or shorts
16. Coats during school hours unless the student has permission from a faculty member
17. Clothing with tears or holes that expose flesh or underclothes

Students who violate dress code guidelines will be required to correct the violation by changing into something appropriate at school or returning home to change. A detention or suspension may be given to make up the time away from school. Students will also receive zeros for any class time they miss while correcting the violation. Repeated dress code violations may result in more severe consequences.

Driving and Parking Personal Vehicles

Students who drive privately owned motor vehicles to school must obey the following rules:

1. Students may not move their vehicles during the school day without the permission of the building principal or superintendent. Students will not be allowed to sit in or be around their vehicles during the school day, without administrative permission.
2. Students must drive with care to ensure the safety of the pedestrians. Students may not drive carelessly or with excessive speed.
3. By driving personal vehicles to school and parking on school grounds, students consent to having that vehicle searched by school officials when they have reasonable suspicion that such a search will reveal a violation of school rules.

Drug Free Schools

The board of education has adopted policies to comply with the Federal Drug-Free Schools and Communities Act. Students are prohibited from using, possessing, or selling any drug, alcohol, or tobacco while on school grounds, at a school activity or in a school vehicle. In addition, students who participate in the school's activities program should refer to the Activities Handbook which prohibits the use or possession of alcohol, controlled substances and tobacco at all times.

Any student who violates any school policy regarding drug, alcohol, and tobacco use will be disciplined, up to and including short-term suspension, long-term suspension, or expulsion from school and/or referral to appropriate authorities for criminal prosecution.

Emergency Contact Information

Parents must complete an emergency information card for each child enrolled in the district. The card should list the family physician's name, where parents or a responsible adult can be located, and any necessary emergency instructions. Parents must promptly inform the school if this contact information changes during the school year.

Evacuations

The school district will hold routine evacuation drills throughout the school year. Classroom teachers will provide students with detailed instructions on building evacuations.

Eye Exams

All students enrolling in kindergarten or transferring into the school district from out of state must undergo a visual examination by a physician, a physician assistant, an advanced practice registered nurse, or an optometrist

, which consists of testing for amblyopia, strabismus, and internal and external eye health, with testing sufficient to determine visual acuity, except that no such physical examination or visual evaluation shall be required of any child whose parent or guardian objects in writing. They must provide evidence of the vision examination within six months prior to entrance. The cost of such physical examination and visual evaluation shall be borne by the parent or guardian of each child who is examined.

Food Service Program

The school district provides a food service program that is designed to provide adequate nutrition and an educational experience for students.

Breakfast

The school will serve breakfast daily from 7:30 a.m. until 7:50 a.m. Students who qualify for free or reduced-price lunch also qualify for free or reduced-price breakfast. The school district charges students \$2.20 and adults \$2.85 for breakfast.

Lunch

Lunch prices depend on the federal funding that the program receives. Lunch for K-5 is \$3.15. Lunch for 6-12 lunch is \$3.25 for students and \$4.70 for adults. A la carte is \$1.50.

Milk break

The school will offer a milk program to students in grades K-3. All milk served to a student (except the initial carton served with lunch) will cost \$0.50 per half pint. The price for milk may change during the school year. Milk will be served at the morning recess. Teachers will record the number of cartons of milk each child consumes and give the information to the office at the end of the month where it will be added to the family account.

Payment for Meals

Students are encouraged to pay for meals several weeks in advance. Payment should be made to the bookkeeper in the office.

If a student has no funds available to pay for a meal, the student will be permitted to charge up to five meals. Thereafter, if a student has no funds available to pay for a meal, no food will be provided.

Students who qualify for free meals will not be denied a reimbursable meal, even if they have accrued a negative balance from other food purchases. School staff may prohibit any students from charging a la carte or extra items if they do not have cash in hand or their account has a negative balance.

If a student repeatedly lacks funds to purchase a meal, has not brought a meal from home, and is not enrolled in a free meal program, the district will use its resources and contacts to protect the health and safety of the student. Failure or refusal of parents or guardians to provide meals for students may require mandatory reporting to child protection agencies as required by law.

Collection of Delinquent Meal Charge Debt

The school district is required to make reasonable efforts to collect unpaid meal charges. The building principal or his or her designee will contact households about unpaid meal charges and notify them again of the availability of the free and reduced meal program and/or establish payment plans and due dates by telephone, e-mail, or other written or oral communication. If these collection efforts are unsuccessful, the school district may pursue any other methods to collect delinquent debt as allowed by law. Collection efforts may continue into a new school year.

Notice of Non-discrimination

In accordance with federal law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age, disability, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410
- (2) Fax: (202) 690-7442; or
- (3) Email: program.intake@usda.gov

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the school district. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

Field Trips

Classes occasionally take field trips off school property for educational enrichment. A student's parent, or "caregiver" as that term is defined in the Nebraska Strengthening Families Act, must authorize a student to participate in a field trip by signing a permission slip and providing it to the school before the field trip. Students who have not completed classroom work on time may not be allowed to attend field trips. Students must comply with the student code of conduct, any applicable extracurricular conduct codes, and all directives by trip chaperones.

First-Aid

First-aid items may only be used by school staff. Students who need first aid should ask for assistance from their classroom teacher or the nearest staff member.

Head Lice

Students found to have live head lice or louse eggs will not be permitted at school and will be sent home. Upon discovering the presence of any indication of lice or louse eggs the student's parent(s) or guardian(s) will be notified, and if appropriate will be asked to pick up the student from school immediately.

Students will not be permitted to return to school until the district finds that no live lice or eggs can be detected. The parent(s) or guardian(s) will be required to treat the student and accompany the student to school to be examined.

The student cannot ride the school bus until the district has cleared the student to return to school.

Health Problems Limiting Activities

Parents who do not want their children to play outdoors or participate in physical education for health reasons must send a written request to school. If a student persistently requests to be excused from these activities, the building principal or classroom teacher may require a doctor's verification.

Parents should notify the principal or superintendent if their student has any special health problems such as diabetes, asthma, or the like.

Homebound Instruction

The school district may provide a student with instruction in his or her home and under parental supervision if the student is physically or mentally ill or injured and unable to attend regular classes for an extended period of time. Homebound instruction shall be provided when the student's physical and

mental condition are such that the student can benefit from instruction and no other provision will meet the student's educational needs. If you believe that homebound instruction is appropriate for your child, please contact the building principal to initiate the appropriate process to determine eligibility.

Homeless Children and Youth

Homeless students generally include children who lack a fixed, regular, and adequate nighttime residence, as further defined by applicable state and federal law.

It is the school's policy not to stigmatize or segregate homeless students on the basis of their status of being homeless. Transportation for homeless students who enroll in the district shall be furnished by the district under the same guidelines applying to other students or if such transportation is necessary for compliance with federal law.

Each homeless child shall be provided services for which the child is eligible comparable to services provided to other students in the school selected regardless of residency. Homeless children shall be provided access to education and other services that such children need to ensure that they have an opportunity to meet the same student performance standards to which all students are held.

If a homeless child registered to attend school in the district is receiving family reconciliation services pursuant to state law, the district will work in cooperation with any county or department of social services in the district to jointly develop an educational program for the child. The district's homeless coordinator is the district superintendent, who may be contacted at 402-335-3320.

Illness or Injury at School

Students who feel ill or are hurt while at school should seek immediate assistance from their classroom teacher or the nearest staff member. The school will contact parents to pick students up from school whenever necessary. When school officials determine that a student needs immediate medical attention but the parents cannot be reached by phone, emergency services will be summoned or the student will be taken directly to the doctor and/or hospital. Parents must complete an emergency information document for each child enrolled in the district. The document should list the family physician's name, where parents or a responsible adult can be located, and any necessary emergency instructions.

Immunizations

All students must furnish one of the following to school officials:

- proof of adequate immunizations for mumps, measles, rubella; diphtheria, pertussis, tetanus; polio; and hepatitis B series; or
- a signed parental statement of refusal to provide the immunization history. Homeless students who are in need of immunizations will be referred to the homeless coordinator, who shall assist in obtaining necessary immunizations or medical records.

Provisional Enrollment. Students who meet the statutory requirements for provisional enrollment shall be allowed to attend school for sixty days without the necessary immunizations.

Students who are excepted from the immunization requirement may be excluded from school in the event of an outbreak of any contagious disease in the school population.

Initiations and Hazing

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

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

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

Lockers and Other School Property

The school district owns and exercises exclusive control over student lockers, desks, computer equipment, and other such property. Students should not expect privacy regarding usage of or items placed in or on school property, because school property is subject to search at any time by school officials. Periodic, random searches of lockers, desks, computers, and other such property may be conducted at the discretion of the administration. The assignment of a locker is on a temporary basis and may be revoked at any time. School officials may inspect student lockers without any particularized suspicion or reasonable cause.

Lost and Found

All lost and found articles are to be taken to the school building office. Students may claim lost articles there. Unclaimed articles will be donated to a local charity or otherwise disposed of at the conclusion of each semester.

Medications

Whenever possible, parents should arrange medication schedules to eliminate the need for giving medication during school hours. When it is necessary for school personnel to administer medication to students, the school district will comply with the Nebraska Medication Aide Act, the requirements of Title 92, Nebraska Administrative Code, Chapter 59, (promulgated by the Nebraska Department of Education and entitled *Methods of Competency Assessment of School Staff Who Administer Medication*), and all state and federal regulations. Parents and guardians who wish to have their child receive medication from school personnel must comply with the following procedures:

Prescription medication. (1) Parents/guardians must provide a physician's written authorization for the administration of the medication. (2) Parents/guardians must provide their own written permission for the administration of the medication. (3) The medication must be brought to school in the prescription container and must be properly labeled with the student's name, the physician's name, and directions for administering the medication.

Non-prescription medication. (1) Parents/guardians must provide written permission for the administration of the medication. (2) The medication must be brought to the school in the manufacturer's container. (3) The container must be labeled with the child's name and with directions for provision or administration of the medication

The district reserves the right to review and decline requests to administer or provide medications that are not consistent with standard

pharmacological references, are prescribed in doses that exceed those recommended in standard pharmacological references, or that could be taken in a manner that would eliminate the need for giving them during school hours. The district may request parental authorization to consult with the student's physician regarding any medication prescribed by such physician.

Media Center

Students must check out materials from the librarian on duty. Each borrower is responsible for all books checked out in his/her name. Each student is responsible for any fine that accumulated on a book charged to him/her. If a book is lost and not found by the end of the semester, the student must pay for it. Students must also pay for any damage they cause to library books.

Memorials

Memorials or plaques honoring deceased students are generally not allowed in or on the school grounds unless authorized by board policy. Dedications to students will not be allowed.

Scholarships in the deceased person's name will not be set up by the school. Scholarships set up by outside organizations or individuals, such as a foundation, will be allowed.

Opting Out of Assessments

The Board of Education has adopted a policy on approval and denial of state and federal assessment opt-out requests, which is based on requirements in law. The policy can be requested by contacting the Superintendent of Schools at 402-335-3320.

Parental Involvement

The school district recognizes the unique needs of students who are being served in its Title I program, and the importance of parent and family engagement in the Title I program. Parent and family engagement in the Title I Program shall include, but is not limited to:

1. An annual meeting to which all parents of participating children will be invited to inform parents of their school's participation under this part, to explain the requirements of this part, and the right of the parents to be involved. Invitations may take the form of notes sent with students or announcements in the school newsletter. Additional meetings may be scheduled, based upon need and interest for such meetings.

2. An explanation of the details for the child's and parents' participation, including but not limited to: curriculum objectives, the forms of academic assessment used to measure student progress and the achievement levels of the challenging State academic standards, type and extent of participation, parental input in educational decisions, coordination, and integration with other Federal, State, and district programs, and evaluations of progress.
3. Opportunities for participation in parent involvement activities, such as training to help parents work with their children to improve achievement. A goal of these parent activities is to provide parents with opportunities to participate in decisions relating to the education of their students, where appropriate.
4. The district will, to the extent practicable, provide parents of limited English proficiency, parents with disabilities, parents with limited literacy, are economically disadvantaged, are of a racial or minority background or parents of migratory children with opportunities for involvement in the Title I Program. Communication to parents about student progress and the district's other Title I Program communications will be provided in the language used in the home to the extent practicable. Responses to parent concerns will be provided in a timely manner.
5. Opportunities for parent-teacher conferences, in addition to those regularly scheduled by the school district, if requested by the parents or as deemed necessary by school district staff.
6. The district will coordinate and integrate parental involvement programs and activities with other programs in the community. These may include cooperation with other community programs such as Head Start and preschools and other community services such as the public library.
7. The district will educate teachers, specialized instructional support personnel, principals, and other school leaders, with the assistance of parents in the value and utility of contributions of parents, how to reach out to, communicate with and work with parents as equal partners.

Parties

Elementary classes may have seasonal parties during the year. Parents shall communicate with their student's classroom teacher for the teacher's rules

regarding birthday and holiday parties. Invitations for private parties and non-school-sponsored events may not be distributed at school.

Personal Items

The school provides the necessary equipment for classroom and school day activities. Students should not bring items such as athletic equipment, electronic devices, toys, or other similar personal items to school unless they have the prior permission of their classroom teacher or a school administrator. The school is not responsible for damaged or lost personal items or equipment.

Physical Education

The school district requires students to receive physical education to assist them in developing gross and fine motor skills. Students are not required to wear P.E. uniforms, but are encouraged to wear tennis shoes for P.E.

Physical Exam

Students entering kindergarten and the seventh grade, and those entering school from another state, are statutorily required to show evidence that they have had a physical examination within six months prior to the date of entering school.

Pictures

The school district arranges for a photographer to be present at school in the fall to take class pictures. Parents will be notified of the date. Included in the individual packet is a class composite. Parents who want pictures of their students or of their student's class composite may purchase them directly from the photographer.

Playground Rules

Students must follow these rules to keep the playground safe when they are using the playground as part of the school day:

1. Students must obey the playground supervisor at all times.
2. Students may not enter the street/highway to retrieve a ball unless given permission by the playground supervisor.
3. Students must play away from the school windows.
4. Touch and flag football are permitted, but tackle football is prohibited. Students may only play football on grassy areas.
5. Students may throw balls and other authorized play equipment. They may not throw rocks, gravel, snowballs, and clothing.
6. Students must use the playground equipment properly and in a safe manner.
7. Students may not leave the playground after they have arrived at school for the day.

Students who violate these rules will be disciplined with the loss of recess or other privileges, detention, and/or other consequences.

The school's playgrounds, equipment, and surrounding areas are generally not supervised. Staff will supervise students when the students are using these areas as part of the school day or as part of a school activity. At all other times and in all other circumstances, the school district does not provide supervision of its playgrounds, equipment, and surrounding areas.

Police Questioning and Apprehension

Police or other law enforcement officers may be called to the school at the request of school administration, or may initiate contact with the school in connection with a criminal investigation. The school district shall inform parents when law enforcement officers seek access to their student prior to the student being questioned unless the officers are investigating charges that the student has been the victim of abuse or neglect. Members of the school district staff will comply with board policy regarding police questioning of students.

Protection of Student Rights

The Board of Education respects the rights of parents and their children and has adopted a Protection of Pupil Rights policy in consultation with parents to comply with the Protection of Pupil Rights Amendment (PPRA). The policy is available on the district's website or upon request from the district's administrative office. Parents may opt their child out of participation in activities identified by the Protection of Pupil Rights policy by submitting a written request to the superintendent. Parents may have access to any survey or other material described in the Protection of Pupil Rights policy by submitting a written request to the superintendent.

ACT Exam

Students taking the ACT Exam will be prompted to complete a short, optional questionnaire addressing a number of topics. If you wish to review this questionnaire prior to the administration of the exam, please submit a written request to the superintendent.

Public Displays of Affection

Students may not engage in public displays of affection that are disruptive to the school environment or distracting to others. Prohibited conduct includes hugging, kissing, touching or any other display of affection that a staff member determines to be inappropriate.

Reasonable Suspicion Testing

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

Rights of Custodial and Non-Custodial Parents

The school district will honor the parental rights of natural and adoptive parents unless those rights have been altered by a court.

The term "custodial parent" refers to a biological or adoptive parent to whom a court has given primary physical and legal custody of a child, and a person such as a caseworker or foster parent to whom a court has given legal custody of a child.

The district will not restrict the access of custodial and non-custodial parents to their students and their students' records, unless the district has been provided a copy of a court order that limits those rights. If the district is provided such a court order, school officials will follow the directives set forth in the order.

The district will provide the custodial parent with routine information about his or her child, including notification of conferences. The district will not provide the non-custodial parent with such information on a routine basis, but will provide it upon the non-custodial parent's request unless it has been denied by the courts.

A non-custodial parent who wishes to attend conferences regarding his or her child will be provided information about conference times so both parents may attend a single conference. The district is not required to schedule separate conferences if both parents have been previously informed of scheduled conference times.

If either or both parents' behavior is disruptive, staff members may terminate a conference and reschedule it with appropriate modifications or expectations.

Secret Organizations

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

School Day

The PK-5 school day typically begins at 8:00 a.m. and ends at 3:50 p.m. The 6-8 school day typically begins at 8:00 a.m. and ends at 3:55 p.m. The

9-12 school day typically begins at 8:00 a.m. and ends at 4:00 p.m. Students are to leave the school grounds after dismissal. School staff will provide supervision for students on school grounds 45 minutes before the school day begins and 30 minutes after the school day ends. There will be no supervision provided by the school before or after these times. Parents must arrange for their children to leave school promptly at the end of the day.

Self Management of Diabetes or Asthma/Anaphylaxis

Subject to school policy, the school district will work with the parent or guardian in consultation with appropriate medical professionals to develop a medical management plan for a student with diabetes, asthma, or anaphylaxis. Parents desiring to develop such a plan should contact the school nurse.

Smoking and Tobacco

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

Sniffer (Drug) Dogs

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

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

Standardized Testing

MAP (Measures of Academic Progress) is administered in grades K-2 and grades 9-11. Tests are administered in the fall and the spring for grades K-2 and grades 9-11 Mathematics, in the fall and spring for grades 9-11 English-Language Arts and in the fall, winter and spring for grades K-2 English-Language Arts. NSCAS Growth is administered annually in grades 3-8 as scheduled by the Nebraska Department of Education to determine the students' achievement probability for individual success. Tests are administered in the fall, winter and spring. All standardized testing results are sent home.

Student Assistance

Parents who believe their students have any learning, behavior, or emotional needs that they believe are not being addressed by the school district should contact the student's teacher. If appropriate, the teacher may convene the Student Assistance Team (SAT). The SAT can explore possibilities and strategies that will best meet the educational needs of the student.

Student Fee Policy

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

Definitions.

1. "Students" means students, their parents, guardians or other legal representatives.
2. "Extracurricular activities" means student activities or organizations that (1) are supervised or administered by the district; (2) do not count toward graduation or advancement between grades; and (3) are not otherwise required by the district.
3. "Post-secondary education costs" means tuition and other fees associated with obtaining credit from a post-secondary educational institution.

Listing of Fees Charged by this District.

1. **Clothing Required for Specified Courses and Activities.** Students are responsible for complying with the district's grooming and attire guidelines and for furnishing all clothing required for any special programs, courses, or activities in which they participate. The teacher, coach, or sponsor of the activity will provide students with written guidelines that detail any special clothing requirements and explain why the special clothing is required for the specific program, course, or activity.
2. **Safety Equipment and Attire.** The district will provide students with all safety equipment and attire that is required by law. Building

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

3. **Personal or Consumable Items.** The district does not provide students with personal or consumable items for participation in courses and activities including, but not limited to, pencils, paper, pens, erasers, and notebooks. Students who wish to supply their own personal or consumable items may do so, as long as those items comply with the requirements of the district. The district will provide students with facilities, equipment, materials, and supplies, including books. Students are responsible for the careful and appropriate use of such property. Students will be charged for damage to school property caused by the student and will be held responsible for the reasonable replacement cost of any school property that they lose.
4. **Materials Required for Course Projects.** The school district will provide students with the materials necessary to complete all basic curricular projects. In courses where students choose to produce a project that requires materials beyond the basic materials provided by the district, the students will either furnish the materials, purchase the materials from the school, or purchase the materials from an outside vendor with an order form provided by the school.
5. **Technological Devices.** The district will provide students with the technological devices necessary to complete all basic curricular projects.

As with all school property, students may be charged for damage to such devices. To protect against such potential losses, students and parents may, but are not required, to purchase insurance coverage for the devices. The maximum dollar amount of this insurance coverage facilitated by the district will be \$50.

Additionally, the district may allow students to purchase technological devices by arranging for the students to purchase these devices through a single, or series of, payments.

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

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

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

- Student Activity Card: \$25 (7th-12th grade), \$15 (PK-6th)
 - Covers admission to all extracurricular events
- Student Participation Fee: \$25
 - Required of all students who participate in athletics and/or other extracurricular activities
- Future Business Leaders of America: \$1,500
- Cheerleading, Drill Team, Flag Corps: \$500
 - Students must purchase uniforms and shoes selected by the sponsor and/or student group. The maximum dollar amount charged by the school district for these items will be: \$500
- Football: \$150
 - Students must provide their own football shoes, undergarments, and mouthguards
- Golf: \$1,000
 - Students must provide their own golf shoes, undergarments, and clubs
- Track, Volleyball, and Wrestling: \$150
 - Students must provide their own shoes and undergarments
- Future Farmers of America: \$1,500
 - Students must purchase their own jackets and pay dues
- HOSA: \$1,500

7. **Post-Secondary Education Costs.** Some students enroll in post-secondary courses while still enrolled in high school. As a general rule, students must pay all costs associated with such post-secondary courses. However, for a course in which students receive high school credit or a course being taken as part of an approved accelerated or differentiated curriculum program, the district shall offer the course without charge for tuition, transportation, books, or other fees. Students who chose to apply for post-secondary education credit for these courses must pay tuition and all other fees associated with obtaining credits from a post-secondary educational institution. The costs of these items will

naturally vary, but the maximum dollar amount of the fee is anticipated to be \$1,000 per course.

8. **Copies of Student Files or Records.** The school district will charge a fee for making copies of a student's files or records for the student's parents or guardians. The Superintendent or the Superintendent's designee shall establish a schedule of student record fees. Students' parents have the right to inspect and review the students' files or records without the payment of a fee, and the district shall not charge a fee to search for or retrieve any student's files or records. The district will charge a fee of 0.10 per page after the first two documents for reproduction of student records.
9. **Participation in Before-School, After-School or Pre-Kindergarten Services.** The district will charge reasonable fees for participation in before-school, after-school or pre-kindergarten services offered by the district pursuant to statute. The maximum dollar amount charged by the district for these services shall be \$25 per week for the first child and an additional \$15 per week for each additional sibling.
10. **Participation in Summer School or Night School.** The district will charge reasonable fees for participation in summer school or night school and may charge reasonable fees for correspondence courses. The maximum dollar amount for summer and night school shall be \$50 per class.
11. **Charges for Food Consumed by Students.** The district will charge for items that students purchase from the district's breakfast and lunch programs. The fees charged for these items will be set according to applicable federal and state statutes and regulations. The district will charge students for the cost of food, beverages, and the like that students purchase from a school store, vending machine, booster club or from similar sources. Students may be required to bring money or food for field trip lunches and similar activities.

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

- Breakfast Program – Grades PK-12
 - Regular Price \$2.10
 - Reduced Price \$0.30
- Lunch Program – Grades PK-5
 - Regular Price \$3.05
 - Reduced Price \$0.40
- Lunch Program – Grades 6-12
 - Regular Price \$3.35

Reduced Price \$0.40

- Second milk \$0.50/each or second entrée \$1.50/each

12. **Charges for Musical Extracurricular Activities.** Students who qualify for fee waivers under this policy will be provided, at no charge, the use of a musical instrument in optional music courses that are not extracurricular activities. For musical extracurricular activities, the school district will require students to provide the following equipment and/or attire:

- Band students must provide their own instruments.
- Swing choir students must purchase outfits and shoes selected by the sponsor and/or student group. The maximum dollar amount charged by the district for these materials will be \$3,000.

13. **Contributions for Class Extracurricular Activities.** Students are eligible to participate in a number of extracurricular activities during their years in Junior/ Senior High school, including prom, various senior recognitions, and graduation. In order to fund these extracurricular activities, the school district will ask each student to make a contribution to their class's fund beginning in seventh grade. This contribution is completely voluntary. Students who chose not to contribute to the class fund are still eligible to participate in the extra activities. The suggested donation to the class fund will be \$25 per year.

Waiver Policy.

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

Voluntary Contributions to Defray Costs.

When appropriate, the district will request donations of money, materials, equipment, or attire from parents, guardians and other members of the community to defray the costs of providing certain services and activities to students. These requests are not requirements, and staff members of the district are directed to communicate that fact clearly to students, parents, and patrons.

Fund-Raising Activities

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

Student Illness

Students who suffer from a significant illness which has an actual or expected duration of six months or more may be eligible for accommodations and support under Section 504 of the Rehabilitation Act or under the Individuals with Disabilities in Education Act. The school will provide accommodations to students who are returning to school after a prolonged absence due to illness, including pediatric cancer, through a 504 plan or an IEP, as appropriate. The student's plan will include informal or formal accommodations, modifications of curriculum and monitoring by medical or academic staff as determined by the student's IEP team or 504 committee. Parents and staff will engage in ongoing communication about the needs of a student who is facing these circumstances.

Students who become ill at school will be sent to the building office where the school nurse or other school employee will determine the appropriate response. When a child is too ill to remain at school, a school employee will contact the child's parent(s) and arrange for the child to be picked up or sent home. If an illness or injury requires immediate medical attention, school officials shall attempt to contact the child's parent(s) regarding treatment for the child. If the parents cannot be contacted, school officials may have the child treated by an available physician. Students who show symptoms of a contagious disease may be sent home, and the district may require a physician's statement before allowing such students to return to school.

Student Government

Students are encouraged to formulate and participate in elective and representative student government activities. The organization, operation, and scope of the student government shall be administered by the superintendent or designee.

Student Records

The Family Education Rights and Privacy Act ("FERPA") provides parents certain rights with respect to their student's education records. These rights include the right to inspect and review the student's education records within 45 days of the date the school receives a request for access; and the right to request the amendment of the student's education records that you believe to be inaccurate.

If parents believe one of their student's records is inaccurate, they should write to the school principal, clearly identify the part of the record they want changed, and specify why they believe it is inaccurate. If the school decides not to amend the record as requested, it will notify the parents of the decision and advise them of their right to a hearing regarding the request for amendment.

Directory Information. FERPA and the Nebraska Public Records Law authorize school districts to make "directory information" available for review at the request of non-school individuals. These laws also give parents and guardians a voice in the decision-making process regarding the disclosure of directory information regarding their children. The school district has designated the following as directory information:

name and grade, name of parent and/or guardian, address, telephone number, including the student's cell phone number, e-mail address, date and place of birth, dates of attendance, the image or likeness of students in pictures, videotape, film or other medium, major field of study, participation in activities and sports, degrees and awards received, social media usernames and handles, weight and height of members of athletic teams, most recent previous school attended, certain class work which may be published onto the Internet, classroom assignment and/or home room teacher, student ID number, user ID, or other unique personal identifier used by the student for purposes of accessing or communicating in electronic systems (but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a personal identification number (PIN), password, or other factor known or possessed only the authorized user). Directory information does not include a student's social security number.

Directory information about students may be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that market or manufacture class rings, sell student photographs or publish student yearbooks.

Federal law requires school districts to provide military recruiters and institutions of higher education with the names, addresses, and telephone listings of high school students unless parents have notified the school district in writing that they do not want this information disclosed without prior written parental consent. Military recruiters will be granted the same access to a student in a high school grade as is provided to postsecondary educational institutions or to prospective employers of such students.

Parents who **OBJECT** to the disclosure of any directory information about their student should write a letter to the principal. This letter should specify the particular categories of directory information that the parents do not wish to have released about their child or the particular types of outside organizations to which they do not wish directory information to be released. This letter must be received by the school district no later than 10 days after enrollment for the current school year.

Non-Directory Information

All of the other personally identifiable information about students that is maintained in the school district's education records will generally not be disclosed to anyone outside the school system except under one of two circumstances: (1) in accordance with the provisions of the FERPA statutes and related administrative regulations, or (2) in accordance with the parent's written instructions.

One FERPA exception permits disclosure to school officials with legitimate educational interests without consent. A school official includes, but is not necessarily limited to, a teacher or other educator, administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); school board member; volunteer; contractor or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, representative of the district's insurance providers, auditor, medical consultant, therapist, or a third-party website operator who has contracted with the school district or its agent to offer online programs for the benefit of students and/or the district; members of law enforcement acting on behalf of the school district; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a "legitimate educational interest" if the official needs to review an education record in order to fulfill a school-related professional, contractual, statutory, or regulatory responsibility.

The district will share information with the Department of Education necessary to comply with the requirement of state law that all third- year high school students take a college entrance exam. Any redisclosure of information related to the administration of this exam shall be governed by the agreement between the Nebraska Department of Education and the third-party testing company.

Transfer of Records Upon Student Enrollment

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

Complaints

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

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

Student Schedule Changes

Student schedule changes may be made without penalty during the first five days of each semester. Drop and Add slips are to be obtained from the office of the Guidance Counselor and must be signed by the guidance counselor, classroom teacher and parent/guardian, and returned to the office before the class is to be added or dropped.

After the first week of the semester, students who insist on dropping a class, except for instances of an extended illness, will receive a "0" on their permanent records, and that grade will be averaged into the student's cumulative grade point average. If an extended illness makes it impossible or impracticable for a student to successfully complete a class or classes, the student may be allowed to withdraw from a class or classes as (WP)-Withdraw Passing or (WF)-Withdraw Failing. If permission to withdraw as WP or WF is given by the building principal and guidance counselor, the grade(s) will not be averaged into the cumulative grade point average of the student.

Before students are allowed to withdraw from a class as WP or WF, the student, the parents of the student, the guidance counselor, and the building principal must meet and review the circumstances of the situation. All

available means that could be utilized to allow the student to successfully complete the course(s) must be reviewed before permission to withdraw as WP or WF is given by the building principal and guidance counselor.

Tardiness

A student who does not have a valid excuse for being tardy to any class may be required to serve detention. After four tardies to school, parents will be notified and the student and parents may be required to meet with the principal to discuss the situation.

Telephone Calls

The school's telephone may be used only with permission of staff.

Threat Assessment and Response

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

1. Definitions

- a. A **threat** is an expression of a willful intent to physically or sexually harm someone or to damage property in a way that indicates that an individual poses a danger to the safety of school staff, students or other members of the school community.
 - i. The threat may be expressed/communicated behaviorally, orally, visually, in writing, electronically, or through any other means.
 - ii. A **transient threat** is an expression of anger or frustration that can be quickly or easily resolved.
 - iii. A **substantive threat** is an expression of serious intent to harm others which includes, but is not limited to, any threat which involves a detailed plan and means.
- b. A **threat assessment** is a fact-based process emphasizing an appraisal of observed (or reasonably-observable) behaviors to identify potentially dangerous or violent situations, to assess them and to manage/address them. Threat assessment is the process of identifying and responding to serious threats in a systematic, data-informed way.

- i. The threat assessment process is distinct from student disciplinary procedures. The mere fact that the district is conducting a threat assessment does not by itself necessitate suspension, expulsion or emergency exclusion without complying with state law and board policy related governing those actions.
- ii. The threat assessment process is distinct from specialized instruction which a student with a disability may receive from the school district. The school district will not change a student's educational placement as that term is used in the Individuals with Disabilities in Education Act *solely* as part of a threat assessment.

2. Obligation to Report Threatening Statements or Behaviors.

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

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

3. Threat Assessment Team

The threat assessment team (team) shall consist of the superintendent, principals, school counselors, activity director and local law enforcement. Not every team member needs to participate in every threat assessment. If the threat has been made by or is directed towards, a student with a disability, the threat assessment team must include a staff member who is knowledgeable about special education services or Section 504 of the Rehabilitation Act, as appropriate. Neither the student nor their student's family members are part of the threat assessment team.

The team is responsible for investigating all reported threats to school safety, evaluating the significance of each threat, and devising an appropriate response. The threat assessment team shall work closely with the crisis team in planning for crisis situations. The threat assessment team shall be familiar with mental health resources available to students, staff and

patrons and shall collaborate with local mental health service providers as appropriate.

4. Threat Assessment Investigation and Response

When a threat is reported, the school administrator shall initiate an initial inquiry/triage and, in consultation with members of the threat assessment team, make a determination of the seriousness of the threat as expeditiously as possible. The school administrator must contact law enforcement if the administrator believes that an individual poses a clear and immediate threat of serious violence.

If there is no reasonably apparent imminent threat present or once such an imminent threat is contained, the threat assessment team will meet to evaluate and respond to the threatening behavior. The team may, but is not required to, review the following types of information:

- Review of the threatening behavior and/or communication;
- Interviews with the individuals involved including students, staff members, and family members as necessary and/or appropriate;
- Review of school and other records for any prior history or interventions with the students involved;
- Any other investigatory methods that the team determines to be reasonable and useful.

At the conclusion of the investigation, the team will determine what, if any, response to the threat is appropriate. The team is authorized to disclose the results of its investigation to law enforcement and to the target(s) of any threatened acts. The team may refer the individual of concern to the appropriate school administrator for consequences under the school's student discipline policy or, if appropriate, report the results of its investigation to the student's individualized education plan team.

Regardless of threat assessment activities, disciplinary action and referral to law enforcement will occur consistent with board policy and Nebraska law.

5. Communication with the Public about Reported Threats

The team will keep members of the school community appropriately informed about substantive threats and about the team's response to those threats. This communication may include oral announcements, written communication sent home with students, or communication through print or broadcast media. However, the team will not reveal the identity of the individual of concern or of any target(s) of threatened violence unless permitted by law.

6. Coordination with the Crisis Team After Resolution of Threat

The threat assessment team will confer with the district's crisis team after a threat has been investigated to provide the crisis team with information that the crisis team may use in assessing or revising the district's All-Hazard School Safety Plan.

Transportation Services

The district operates school buses as a convenience for students and parents. They represent a substantial investment, and students are expected to care for and respect them.

Transportation to School

Students who ride the bus to school will arrive in time for them to eat breakfast at school. Parents must contact their bus driver if a student will not ride the bus on a given day. Bus drivers endeavor to adhere to their schedule, and will wait for riders only a short period of time so as not to jeopardize the time remaining for the rest of their schedule.

Non-resident or option enrollment students may ride the buses, but they may be charged a fee to be established by the board of education. The Superintendent will schedule bus routes, and questions concerning them should be directed to that office.

Bus Regulations

Riding school vehicles is a privilege, not a right. The bus drivers have the same authority as teachers while transporting students. Students must comply with the following rules and all school conduct rules and directives while riding in school vehicles. In addition, students must also comply with the student code of conduct while riding in school vehicles. If misconduct is recurring, the student will not be allowed to ride the bus.

a) Rules of Conduct on School Vehicles:

- 1) Students must obey the driver promptly.
- 2) Students must wait in a safe place for the bus to arrive, clear of traffic and away from where the vehicle stops.
- 3) Students are prohibited from fighting, engaging in bullying, harassment, or horseplay.
- 4) Students must enter the bus without crowding or disturbing others and go directly to their assigned seats.
- 5) Students must remain seated and keep aisles and exits clear while the vehicle is moving.
- 6) Students are prohibited from throwing or passing objects on, from, or into vehicles.

- 7) Students may not use profane language, obscene gestures, tobacco, alcohol, drugs, or any other controlled substance on the vehicles.
- 8) Students may not carry weapons, look-a-like weapons, hazardous materials, nuisance items, or animals onto the vehicle.
- 9) Students may carry on conversations in ordinary tones, but may not be loud or boisterous and should avoid talking to the driver while the vehicle is in motion. Students must be absolutely quiet when the vehicle approaches a railroad crossing and any time the driver calls for quiet.
- 10) Students may not open windows without permission from the driver. Students may not dangle any item (e.g. legs, arms, backpacks) out of the windows.
- 11) Student must secure any item or items that could break or produce injury if tossed about the inside of the vehicle if the vehicle were involved in an accident
- 12) Students must respect the rights and safety of others at all times.
- 13) Students must help keep the vehicle clean, sanitary, and orderly. Students must remove all personal items and trash upon exiting.
- 14) Students may not leave or board the vehicle at locations other than the assigned stops at home or school unless approved prior to departure by the superintendent or designee.
- 15) Video cameras may be placed on buses, at random, to monitor student behavior on the bus.

b) **Consequences**

Drivers must promptly report all student misconduct to the administration. These reports may be oral or written. Students who violate the Rules for Conduct will be referred to their building principal for discipline. Disciplinary consequences may include a note home to parents, suspension of bus riding privileges, exclusion from extracurricular activities, in-school suspension, short term or long term suspension from school, and/or expulsion.

These consequences are not progressive, and school officials have discretion to impose any listed punishment they deem appropriate, in accordance with state and federal law and board policy.

c) Records

Records of vehicle misconduct will be forwarded to the appropriate building principal and will be maintained in the same manner as other student discipline records. Reports of serious misconduct may be forwarded to law enforcement.

Requests to be dropped off at a point **not** on the regular route will not be accommodated, unless extenuating circumstances arise and the request is approved by the transportation director or administration.

Students who are not regular route riders may not ride the bus home with a friend, unless the parent of the non-route student presents written permission to the bus driver ahead of time. The written permission should include the date, the non-route rider's name, the signature of the non-rider's parent, and the place approved for drop off. Such requests may not be granted if they cause overcrowding of the vans or buses (Vans-10 riders only, plus driver).

Transportation to Activities

The school district provides transportation to students who are participating in school-sponsored events and they must ride to those events in a school vehicle. A student may ride home with an adult if the student's parent/guardian has personally contacted the principal prior to the activity and the adult personally contacts the sponsor at the event prior to leaving with the student. Parents are discouraged from requesting to take their children home after an event away contest or performance.

Video Surveillance, Recordings, and Photographs

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

Recordings Made by Parents/Guardians and Patrons

Parents/guardians and patrons may make recordings of school activities intended to be public in a non-disruptive manner including things like athletic contests and school board meetings to the extent permitted by law unless otherwise lawfully restricted by the administration. Parents/guardians or patrons may not make recordings if they are volunteering or visiting

school during the school day without permission of the administration or supervising staff member and subject to this policy, such as recording their child's classroom activities or recess. Parents may not record meetings with administrators or staff, including meetings related to a student's IEP or 504 Plan. Violation of this policy will result in immediate termination of any meeting that is being recorded and may be grounds for exclusion from school property, loss of volunteer privileges, or other restrictions deemed appropriate by the administration.

Recordings Made by Students

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

Students who violate this policy may be subject to discipline up to and including expulsion.

Weather-Related School Closing

The Superintendent will occasionally announce an emergency early school dismissal, late start, or cancellation of school due to extreme heat, snow, ice or other weather related emergencies. School closings will be announced on radio stations KOLN/KGIN, KNCY/KLKN and television stations KETV, WOWT and **Facebook and Twitter**. Parents should assume that school is open and a regular schedule is being followed if there is no announcement concerning the school district. Please do not call the school or individual staff members to find out whether school is being canceled. Parents who do not believe it is safe to transport their students to school may keep their students home after contacting the district office.

If schools are closed due to severe weather conditions, all after-school activities will be canceled.

Withdrawal From School

Students who are moving from the district must notify the school office.

Work Permits

The building principal or other authorized school official shall be responsible for the issuance of work permits for children in accordance with state law.

SECTION TWO

ACADEMIC INFORMATION

Class Rank

Student class rank shall be determined by using a numeric percentage, an average derived from all classes graded on a numeric basis. To be included in the class ranking, a student must have received a numeric grade for each class in which he/she was enrolled.

Students who transfer into the school district will be eligible to be included in class ranking after two semesters of attendance.

Students who transfer into the school district in the middle of their senior year will be eligible to be included in class ranking, although a mid-year transfer will not displace the ranking of a student who has not transferred mid-year. In those circumstances there will be two students holding the relevant class ranking. Mid-year transfer students will not be eligible to receive senior awards such as valedictorian and salutatorian unless the student has been enrolled in the district's high school for the last two semesters.

Credit for Non-Academic Work

Credit is not awarded for participation in extracurricular activities such as sports, speech, drama, etc. However, all such activities in which the student participates, as well as honors earned, are noted on the student's permanent record.

Correspondence and Online Courses

Under certain circumstances, the school district will reimburse students for the cost of tuition, textbooks, and other mandatory class materials for high school correspondence or online courses that are not part of the school district's regular curriculum. To receive reimbursement, the student must: 1) pay all initial course costs when he/she registers for the course; 2) select a course that is not available in the school curriculum, nor is any comparable course available; 3) register for the course during a specific school period; 4) have a faculty member designated as course monitor; and 5) complete the course during the regular school semester(s).

The district will not be liable for the costs of such courses until the student has successfully completed the course according to the established timelines. After the student has completed the course and the district has reimbursed the student for these costs, the textbooks and class materials shall become the property of the district.

Grades

Students will receive letter grades for their academic core classes. The middle and high school grading system is as follows:

A+	98-100	4.0
A	93-97	4.0
A-	90-92	3.667
B+	87-89	3.333
B	83-86	3.0
B-	80-82	2.667
C+	77-79	2.333
C	73-76	2.0
C-	70-72	1.667
D+	67-69	1.333
D	63-66	1.0
D-	60-62	0.667
F	59 and Below	0

A student may earn an incomplete when he or she fails to complete classroom assignments. Any student in grades 7-11 who receives an incomplete will have this grade recorded on his/her permanent record until the required work is completed to the teacher's satisfaction. If a student does not remove an incomplete by completing the minimum classroom assignments, the incomplete will be calculated as a failing grade in determining the student's grade point average.

If a student does not remove an incomplete by completing the necessary work within two weeks of the end of the grading period, the incomplete will become a failing grade that the student may make up only by taking the entire course again. The two-week period may be extended by mutual agreement of the teacher, principal, and student.

A student who receives an incomplete during his/her senior year must satisfactorily complete the classroom assignments to participate in the graduation ceremony. Seniors with incompletes will not be dismissed from school attendance until the classroom assignments are completed to the teacher's satisfaction.

In the elementary grades, students will receive letter grades only in designated "core" curricular subjects. Elementary teachers should report student progress on grade reports using the following system:

1st Grade – 3rd Grade

A, B, C, D, F

Reading

Math

Spelling

Language

Science

S/U

Social Studies

Music

Penmanship

Physical Education

4th-5th Grade

A, B, C, D, F

Reading

Math

Spelling

Language

Science

Social Studies

S/U

Physical Education

Music

Graduation Awards

Graduating seniors will be awarded for their academic achievements during the annual commencement activities. The winners of these awards will be determined on the basis of student academic achievement through a culmination of their high school courses of study.

The valedictorian and salutatorian of the graduating class shall be the students with the highest and second highest cumulative percentage grade point averages respectively in core curriculum course work completed in grades nine through twelve. These students will receive their awards during commencement exercises.

Students whose cumulative grade point average is 3.85 and above will be recognized at graduation with a cord.

Graduation Requirements

Students must earn 240 total credit hours in order to graduate from high school.

Required courses and credit hours that students must complete in order to qualify for the Johnson County Central High School Diploma are:

COURSE REQUIREMENTS	CREDIT HOURS
LANGUAGE ARTS Must complete 10 hours each of English I, English II, English III, and English IV.	40
MATHEMATICS Must take a math class during 9 th -10 th -11 th and 12 th grade year.	40
SOCIAL SCIENCES Must have 10 hours of either Geography or World History and 10 hours each of American History and American Government.	30
SCIENCE Must have 10 hours each of General Science and Biology I. Must take a science class during 11 th grade.	30
PHYSICAL EDUCATION 10 hours (must have Physical Education 9 and Applied Health 9).	10
CAREER AND TECHNICAL EDUCATION Must have 10 hours from one or more of the following areas: Agriculture, Business Education, Industrial Arts, or Education.	10
COMPUTER SCIENCE (Starting with the class of 2027) Must take Foundations of Computing	5
FINE ARTS Must have 10 hours from one or more of the following areas: Art, Band, or Vocal Music.	10
PERSONAL FINANCE Must have at least 5 hours from one of the following classes: Personal Finance I, Financial Literacy, or Business Math.	5
ELECTIVES (65 Hours for the classes of 2025 and 2026)	60
TOTAL CREDITS	240

Successful completion of a student's IEP goals and objectives will qualify that student for completion of the graduation requirements.

Transfer students must meet the minimum hour requirement for graduation both in terms of total number and specific subject areas. Substitutions may be made for deficiencies in required courses, provided that it was not

possible to include the courses on the student's schedule while enrolled at this school district.

Students who receive special education services are mainstreamed into the regular education curriculum when appropriate. The curriculum content of regular education classes may be modified to accommodate the individual needs and abilities of verified special education students. Each curriculum modification will be included on the student's Individual Education Plan by the Multidisciplinary Team and/or school staffing teams composed of special and regular education staff. Hours in special education will be counted toward a high school diploma.

Parents of students who may not qualify for their high school diploma because of academic deficiencies will be notified of this possibility by the beginning of the second semester of the student's senior year.

Homework

Classroom teachers will often assign homework. Parents who have questions about homework or concerns about class work should contact the teacher. Questions not resolved by the teacher should be referred to the administration.

Each student is expected to spend some time preparing for studies outside of school hours. The amount of time that is needed will depend upon each student.

Students who struggle to complete assignments or who must spend an inordinate amount of time completing an assignment should seek the help and advice of their teachers and consult with the principal and/or the guidance counselor.

Honor Roll

Students receiving all "A's" will be classified as students on Honor Roll with Distinction. Students receiving no class grade lower than a "B" will be classified as students on Honor Roll.

Mid-Term Graduation

Students are generally required to attend four years of high school (minimum of seven semesters) to be eligible to receive a diploma from the school district.

The Board of Education, upon receiving administrative recommendation, may grant midterm exit from high school to students who have completed the requirements for graduation. To be considered for mid-term exit from high school, the student and his/her parents or guardian should apply during the

first quarter of the student's senior year. The Board of Education will act on all requests. Any student who is granted midterm exit from high school forfeits all privileges of high school enrollment, except the right to participate in commencement exercises.

Report Cards

Report cards are sent home the week following the end of the nine-week reporting period. Mid-quarter reports may also be sent to parents of students who are having difficulty in an academic subject.

Promotion/Retention

Johnson County Central High School students will typically progress annually from grade to grade. A student may be retained at a grade level or be required to repeat a course when courses are not completed successfully. Students must meet these academic standards:

- Ninth grade: Any pupil with less than 50 hours credit
- Tenth grade: Any pupil starting the school year with at least 50 hours credit, but less than 110 hours and in his/her 3rd semester of high school
- Eleventh grade: Any pupil starting the school year with at least 110 hours credit and in his/her 5th semester of high school
- Twelfth grade: Any pupil starting the school year with at least 160 hours credit, and in his/her 7th semester of high school

SECTION THREE

STUDENT DISCIPLINE

General Discipline Philosophy

The school district has the authority to discipline students who behave inappropriately on the way to school, at school, during lunch, on the way home, and at all school activities (home and away or any time while on school or district property).

The school district's discipline is guided by the following principles:

1. The school district's discipline policy is intended to ensure that students take responsibility for their behavior.
2. Behavior expectations and the consequences for failing to meet those expectations will be clearly communicated to all students and their parents.
3. The severity of consequences for violating behavior expectations will generally be progressive in nature. That is, sanctions will increase with each instance of misconduct; however, each instance will be assessed on its own facts, and sanctions will be imposed based on the severity of the misconduct.
4. Parents play a vital role in supporting and reinforcing the school district's expectations of their students.
5. Behavior expectations apply to all students; consequences are enforced consistently without regard to a student's academic record or achievement.

Extracurricular activities including athletics, cheerleading, band, chorus, and club activities, are governed by the Student Activity Handbook. Students who are involved in extracurricular activities may face consequences related to the activity in addition to the consequences discussed in this handbook.

The school district reserves the right to refer to the appropriate non-school agency any act or conduct of its students which may constitute a crime under federal, state, county, or local law. The administration will cooperate with these agencies in their investigations.

Forms of School Discipline

Administrative and teaching personnel may take actions regarding student behavior that are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but need not be limited to, counseling of students, parent conferences, referral to restorative justice practices or services, rearrangement of schedules, requirements that a student remain in school

after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation. The actions may also include in-school suspensions during the day or mandatory attendance at Saturday school. When in-school suspensions, after-school assignments, Saturday School, or other disciplinary measures are assigned, the student is responsible for complying with such disciplinary measures; a failure to serve such assigned discipline as directed will serve as grounds for further discipline, up to expulsion from school. District administrators may develop building-specific protocols for the imposition of student discipline.

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

Any statement, notice, recommendation, determination, or similar action specified in this section shall be effectively given at the time written evidence thereof is delivered personally to or upon receipt of certified or registered mail or upon actual knowledge by a student or his or her parent or guardian.

Any student who is suspended or expelled from school pursuant to this section may not participate in any school activity during the duration of that exclusion including adjacent school holidays and weekends. The student activity eligibility of a student who is mandatorily reassigned shall be determined on a case-by-case basis by the principal of the building to which the student is reassigned.

After School Sessions and Detentions

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

Students who ride the bus home from school will be given a 24-hour notice of after-school time or a detention so that the parents may make plans to pick up the student the following day.

- After-school sessions will not exceed 30 minutes from the time of dismissal and are to be served in the teacher's room. A student who fails to attend an after school session may be given detention by the teacher or may face additional disciplinary consequences up to and including long-term suspension and/or expulsion. A student who has a conflict with an after-school session is responsible for working it out with the teacher.

- Detentions are 30 minutes, served in the central office or the detention room designated by the building principal.

Saturday School

The building administrator may require a student to attend Saturday School for four hours on Saturday morning. Saturday School is held from 8:30 AM to 12:30 PM in a classroom staffed by teachers. Students follow strict rules and must work on assignments the entire time, except for short breaks. Students who do not follow Saturday School rules will be removed from the classroom and will face further disciplinary action.

In-School Suspension

The building administrator may require a student to serve in-school suspension. Students may be required to attend up to six hours per day of school-sponsored suspension a day at a designated location where they will study and participate in campus clean up. There will be zero tolerance for behavior problems from students placed in in-school suspension. Students not completing their In-School Suspension will face further disciplinary action.

Emergency Exclusion

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

Short-Term Suspension

The Principal or the Principal's designee may exclude a student from school or any school function for a period of up to five school days (short-term suspension) on the following grounds:

1. Conduct constituting grounds for expulsion as hereinafter set forth; or
2. Other violations of rules and standards of behavior adopted by the board of education or the administrative or teaching staff of the school, which occur on or off school grounds, if such conduct interferes with school purposes or there is a nexus between such conduct and school.

The following process will apply to short-term suspensions:

1. The Principal shall make a reasonable investigation of the facts and circumstances. Short-term suspension shall be imposed only after a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.

2. Prior to commencement of the short-term suspension, the student will be given oral or written notice of the charges against the student. The student will be advised of what he/she is accused of having done, an explanation of the evidence the authorities have, and an opportunity to explain his/her version of the facts.
3. Within 24 hours or such additional time as is reasonably necessary following the suspension, the Principal will send a written statement to the student and the student's parent or guardian, describing the student's conduct, misconduct, or violation of the rule or standard and the reasons for the action taken. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal ordering the short-term suspension before or at the time the student returns to school. The Principal shall determine who, in addition to the parent or guardian, is to attend the conference.
4. Students who are short-term suspended will be given the opportunity to complete classwork, including but not limited to examinations, under the following conditions: examinations will be completed at school under staff supervision.

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

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

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

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

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

Long-Term Suspension

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

Pre-Kindergarten Through Second Grade Students

An elementary school shall not suspend a student in pre-kindergarten through second grade unless the student brings a deadly weapon as defined in section 29-109 on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or his or her designee, or at a school-sponsored activity or athletic event. As an alternative to suspension, the school district may take any action authorized by law, including those provided in section 79-258.

Expulsion

- 1. Meaning of Expulsion.** Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period.
- 2. Summer Review.** Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year. The review will be conducted by the hearing officer who conducted the initial expulsion hearing, or a hearing officer appointed by the Superintendent in the event no hearing was previously held or the initial hearing officer is no longer available or willing to serve, after the hearing officer has given notice of the review to the student and the student's parent or guardian. This review shall be limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original hearing. This review may lead to a recommendation by the hearing officer that the student be readmitted for the upcoming school year. If

the school board or board of education or a committee of such a board took the final action to expel the student, the student may be readmitted only by action of the board. Otherwise, the student may be readmitted by action of the Superintendent.

3. **Suspension of Enforcement of an Expulsion:** Enforcement of an expulsion action may be suspended (i.e., "stayed") for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect, and as a condition of such suspended action, the student may be assigned to a school, class, or program/plan and to such other consequences which the school district deems appropriate.
4. **Alternative School or Pre-expulsion Procedures.** The school shall provide either an alternative school, class or educational program for expelled students or shall follow the pre-expulsion procedures outlined in Neb. Rev. Stat. 79-266.

Grounds for Long-Term Suspension, Expulsion, or Mandatory Reassignment:

The following conduct constitutes grounds for long-term suspension, expulsion, or mandatory reassignment, subject to the procedural provisions of the Student Discipline Act, Neb. Rev. Stat. § 79-254 through 79-296, when such activity occurs on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event:

1. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes. The board has determined that the use of synthetic media such as deepfakes may constitute "similar conduct";
2. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property;
3. Causing or attempting to cause personal injury to a school employee, to a school volunteer, or to any student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision;
4. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student;
5. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon (*see also board policy on weapons and firearms*);

6. Engaging in the unlawful possession, selling, dispensing, or use of a controlled substance or an imitation controlled substance, as defined in section 28-401, a substance represented to be a controlled substance, or alcoholic liquor as defined in section 53-103.02 or being under the influence of a controlled substance or alcoholic liquor (*note: the term "under the influence" for school purposes has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant*);
7. Public indecency as defined in section 28-806, except that this prohibition shall apply only to students at least twelve years of age but less than nineteen years of age;
8. Engaging in bullying as defined in section 79-2,137 and in these policies;
9. Sexually assaulting or attempting to sexually assault any person if a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging that the student has sexually assaulted or attempted to sexually assault any person, including sexual assaults or attempted sexual assaults that occur off school grounds not at a school function, activity, or event. For purposes of this subdivision, sexual assault means sexual assault in the first degree as defined in section 28-319, sexual assault in the second degree as defined in section 28-320, sexual assault of a child in the second or third degree as defined in section 28-320.01, or sexual assault of a child in the first degree as defined in section 28-319.01, as such sections now provide or may hereafter from time to time be amended;
10. Engaging in any other activity forbidden by the laws of the State of Nebraska which activity constitutes a danger to other students or interferes with school purposes; or
11. A repeated violation of any of the following rules, or a single violation if the conduct amounts to a criminal act, if such violations constitute a substantial interference with school purposes:
 - a. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, sex, national origin, or religion;
 - b. Dressing or grooming in a manner which violates the school district's dress code and/or is dangerous to the student's health and safety, a danger to the health and safety of others, or which is disruptive, distracting or indecent to the extent that it interferes with the learning and educational process;

- c. Violating school bus rules as set by the school district or district staff;
- d. Possessing, using, selling, or dispensing tobacco, drug paraphernalia, an electronic nicotine delivery system, or a tobacco imitation substance or packaging, regardless of form, including cigars, cigarettes, chewing tobacco, and any other form of tobacco, tobacco derivative product or imitation, or electronic cigarettes, vapor pens, etc.;
- e. Possessing, using, selling, or dispensing any drug paraphernalia or imitation of a controlled substance regardless of whether the actual substance possessed is a controlled substance by Nebraska law;
- f. Possession of pornography, including creation, possession, dissemination, accessing, sale, or any other use of synthetic media, such as deepfakes;
- g. Sexting or the possession of sexting images (a combination of sex and texting - the act of sending sexually explicit messages or photos electronically), including creation, possession, dissemination, accessing, sale, or any other use of synthetic media, such as deepfakes;
- h. Engaging in initiations, defined as any ritualistic expectations, requirements, or activities placed upon new members of a school organization for the purpose of admission into the organization, even if those activities do not rise to the level of "hazing" as defined below. Initiations are prohibited except by permission of the superintendent;
- i. Engaging in hazing as defined by state law and this policy. Hazing is defined as any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership in any school organization. Under state criminal law, hazing activities include, but are not limited to, whipping, beating, branding, an act of sexual penetration, an exposure of the genitals of the body done with the intent to affront or alarm any person, a lewd fondling or caressing of the body of another person, forced and prolonged calisthenics, prolonged exposure to the elements, forced consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption, prolonged sleep deprivation, or any brutal treatment or the performance of any unlawful act that endangers the physical or mental health or safety of any person. For purposes of school rules, hazing also includes any activity expected of someone joining a group, team, or activity that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's

- willingness to participate; personal servitude; restrictions on personal hygiene; yelling, swearing and insulting new members/rookies; being forced to wear embarrassing or humiliating attire in public; consumption of vile substances or smearing of such on one's skin; binge drinking and drinking games; sexual simulation and sexual assault;
- j. Bullying which shall include cyber-bullying, defined as the use of the internet, including but not limited to social networking sites such as Facebook, cell phones or other devices to send, post or text message images and material intended to hurt or embarrass another person. This may include, but is not limited to; continuing to send email to someone who has said they want no further contact with the sender; sending or posting threats, sexual remarks or pejorative labels (i.e., hate speech); ganging up on victims by making them the subject of ridicule in forums, and posting false statements as fact intended to humiliate the victim; disclosure of personal data, such as the victim's real name, address, or school at websites or forums; posing as the identity of the victim for the purpose of publishing material in their name that defames or ridicules them; sending threatening and harassing text, instant messages or emails to the victims; and posting or sending rumors or gossip to instigate others to dislike and gang up on the target;
 - k. Violation of the district's computer acceptable computer use policy are subject to discipline, up to and including expulsion;
 - l. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a simulated or "look-a-like" weapon;
 - m. Using any object to simulate possession of a weapon;
 - n. Knowingly making a false statement or knowingly submitting false information during the Title IX grievance process or any other school investigation or making a materially false statement in bad faith in the course of a Title IX grievance proceeding or any other school investigation; and
 - o. Any other violation of a rule or regulation established by a school district staff member pursuant to authority delegated by the board.

The length of any suspension, expulsion, or mandatory reassignment shall be as provided or allowed by law.

Reporting Requirement to Law Enforcement

Violations of this section will result in a report to law enforcement if:

1. The violation includes possession of a firearm;
2. The violation results in child abuse;
3. It is a violation of the Nebraska Criminal Code that the administration believes cannot be adequately addressed by discipline from the school district;
4. It is a violation of the Nebraska Criminal Code that endangers the health and welfare of staff or students; or
5. It is a violation of the Nebraska Criminal Code that interferes with school purposes.

Due Process Afforded to Students Facing Long-term Suspension or Expulsion

The following procedures shall be followed regarding any long-term suspension, expulsion, or mandatory reassignment:

1. The decision to recommend discipline shall be made within two school days after learning of the alleged student misconduct. On the date of the decision to discipline, the principal shall file with the superintendent a written charge and a summary of the evidence supporting such charge.
2. The Principal shall serve the student and the student's parents or guardian with a written notice by registered or certified mail or personal service within two school days of the date of the decision to recommend long-term suspension or expulsion. The notice shall include the following:
 - a. The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension, expulsion, or mandatory reassignment, including a summary of the evidence to be presented against the student;
 - b. The penalty, if any, which the principal has recommended in the charge and any other penalty to which the student may be subject;
 - c. A statement that, before long-term suspension, expulsion, or mandatory reassignment can be invoked, the student has a right to a hearing, upon request, and that if the student is suspended pending the outcome of the hearing, the student may complete classwork and homework, including, but not limited to, examinations, missed during the period of suspension pursuant

to district guidelines which shall not require the student to attend the school district's alternative programs for expelled students in order to complete classwork or;

- d. A description of the hearing procedures provided by the act, along with procedures for appealing any decision rendered at the hearing;
 - e. A statement that the principal, legal counsel for the school, the student, the student's parent, or the student's representative or guardian has the right (i) to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct and (ii) to know the identity of the witnesses to appear at the hearing and the substance of their testimony; and
 - f. A form on which the student, the student's parent, or the student's guardian may request a hearing, to be signed by such parties and delivered to the principal or superintendent in person or by registered or certified mail to the address provided on the form.
3. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect, if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers.
4. Nothing in this policy shall preclude the student, student's parents, guardian, or representative from discussing and settling the matter with appropriate school personnel prior to the time the long-term suspension, expulsion, or mandatory reassignment takes effect.
5. If a hearing is requested within five days after receipt of the notice, the Superintendent shall recommend appointment of a hearing examiner within two school days after receipt of the hearing request. The student or the student's parent or guardian may request designation of a hearing examiner other than the hearing examiner recommended by the superintendent if notice of the request is given to the superintendent within two school days after receipt of the superintendent's recommended appointment. Upon receiving such

request, the superintendent must provide one alternative hearing examiner who is not an employee of the school district or otherwise currently under contract with the school district and whose impartiality may not otherwise be reasonably questioned. The student or the student's parent or guardian must, within five school days, select a hearing examiner to conduct the hearing who was recommended or provided as an alternative hearing examiner, and shall notify the superintendent in writing of the selection. The superintendent must appoint the selected hearing examiner upon receipt of such notice.

6. The hearing examiner must, within two school days after being appointed, give written notice to the principal, the student, and the student's parent or guardian of the time and place for the hearing.
7. The hearing shall be held within a period of five school days after appointment of the hearing examiner, but such time may be changed by the hearing examiner for good cause with consent of the parties. No hearing shall be held upon less than two school days' actual notice to the principal, the student, and the student's parent or guardian, except with the consent of all the parties.
8. The principal or legal counsel for the school, the student, and the student's parent, guardian, or representative have the right to receive a copy of all records and written statements referred to in the Student Discipline Act as well as the statement of any witness in the possession of the school board or board of education no later than forty-eight hours prior to the hearing.
9. If a hearing is requested more than five school days following the receipt of the written notice, but not more than thirty calendar days after receipt, the Superintendent shall appoint a hearing examiner. The hearing will be held according to the requirements of section 79-269. The student shall be entitled to a hearing but the consequence imposed may continue in effect pending final determination.
10. If a request for hearing is not received within thirty calendar days following the mailing or delivery of the written notice, the student shall not be entitled to a hearing.

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

SECTION FOUR

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 scoreboard 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. Definitions. "Competitive food" means all food and beverages other than meals reimbursed under programs authorized by the Richard B. Russell National School Lunch Act and the Child Nutrition Act of 1966 available for sale to students on the school campus during the school day. For the purpose of competitive food standards implementation, "school day" means the period from the midnight before to 30 minutes after the end of the official school day.
- b. Applicability. Except as otherwise allowed by the Nebraska Department of Education (NDE) or applicable law, all competitive food sold during the school day must meet the USDA Smart Snacks Standards and the nutrition standards found in 7 CFR § 210.11. The competitive food restrictions do not apply to food sold during non-school day hours, weekends, and off-campus fundraising events such as concessions during after-school sporting events, school plays or concerts; or to bulk food items that are sold for consumption at home. (Ex: frozen pizzas, cookie dough tubs, etc.)
- c. Fundraiser Exemptions. A special exemption is allowed for the sale of food and/or beverages that do not meet the competitive food standards as required in this section for the purpose of conducting an infrequent school-sponsored fundraiser. The specially exempted fundraisers must not take place more than the frequency specified by NDE during such periods that schools are in session. No specially exempted fundraiser foods or beverages may be sold in competition with school meals in the food service area during the meal service.
- d. Other Exemptions. The only other nutrition exemptions from the competitive food requirements are those found in 7 CFR § 210.11.
- e. Other Limitations. No competitive food can be sold to children anywhere on school premises beginning one half hour before breakfast and/or lunch service until one half hour after meal service unless all proceeds earned during these time periods go to the school nutrition program.

9. Triennial Assessment

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

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

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

10. Public Notice

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

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

11. Recordkeeping

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

12. Operational Responsibility

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

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

STAFF DIRECTORY

Members of the Board of Education:

Kim Wellensiek..... President
Arlin Beethe..... Vice-President
Gail Hutt..... Treasurer
Justin Beethe.....Member
Bob Hutt..... Member
Rebecca Plager..... Member

Administrative Staff:

Jon H. Rother..... Superintendent/PK-3 Principal
Rick Lester..... High School Principal
Rich Bacon..... Middle School/4-5 Principal
Garrett Collin..... Activities Director

Teaching Staff:

Marsha Bacon..... 2-5/MS Counselor
Maggie Badertscher.....Kindergarten
Amber Baehr.....HS Special Education/Life Skills
Connor Bartels.....Middle School and High School Agriculture Science
Michelle Barrenpohl..... Kindergarten
Neil Bowman..... HS Health/Physical Education
Garrett Collin..... PK-3 Physical Education/Activities Director
Tanya Crotty..... 5th Grade
Justin Damme..... Middle School Social Studies
Matt Dierking..... 4-5/MS Special Education
Kayleen Doeden..... 2nd Grade
Kelli Dorsey..... 4th Grade
Kirk Faris..... High School Mathematics
Robyn Faris..... 1st Grade
Cody Franklin..... Middle School Mathematics
Emily Fricke.....MS/HS Vocal Music
Brad Gabriel..... High School Industrial Arts
Reid Genuchi..... MS Special Education
Emily Gist.....5th Grade
Mandy Goodrich..... Middle School Mathematics/Science
Ryan Haughton..... MS Health/Physical Education
Braden Hawley.....MS/HS Instrumental Music
Robin Heidemann..... 3rd Grade
Tim Hedger..... High School English
Elizabeth Herbert..... Jobs for America's Graduates (JAG)
Christy Hodges..... High School Agriculture Science
Karen Hunzeker..... Technology Integration Specialist
Angie Huskey..... High School Business
Ashley Juilfs..... K-3 Special Education
Rebecca Kling.....K-3 Special Education/Special Education Director

Anna Koehler.....3rd Grade
 Amy Little..... High School English/Journalism
 Linsey Meints..... Media Specialist
 Lisa Othmer..... Early Childhood Coordinator
 Cheryl Panko..... Preschool
 Madi Panko.....2nd Grade
 Leah Phillips.....MS Science
 Jacy Pollard.....Tecumseh Site Preschool Teacher
 Olivia Reuter..... PK-1/High School Counselor
 Tina Richardson..... HS Mathematics/Academic Decathlon
 Beckie Robeson.....Cook Site Reading
 Mary Robison..... 4th Grade
 Maggie Rother.....High School Science
 Lisa Schuster..... HS Special Education
 Eryn Snethen.....1st Grade
 Jennifer Straka..... Middle School Language Arts
 Ben Swanson..... High School Mathematics
 Brittney Teeman.....MS/HS Art
 Ashley Twohig.....EL/MS Title I Reading/Math
 Nick Weber..... High School Social Science
 Lisa Weber..... K-12 English as a Second Language (ESL)
 Mikki Wright..... High School Spanish

Support Staff:

Carolyn Badberg.....Paraprofessional
 Nicole Beck.....Paraprofessional
 Ann Britt.....Paraprofessional
 Cortney Brown.....Paraprofessional
 Ciera Bryant.....Paraprofessional
 Tiffany deJonge.....Paraprofessional
 Lavinia Doeden.....Paraprofessional
 Brenda Frank.....Paraprofessional
 Kim Guenther.....Paraprofessional
 Kim Jansen.....Paraprofessional
 Andrea Jaquez.....Paraprofessional
 Elizabeth Jett.....Paraprofessional
 Candy Laue.....Paraprofessional
 Jackie Parrish.....Paraprofessional
 Shirley Schwartzkopf.....Paraprofessional
 Vanessa Sell.....Paraprofessional
 Linda Stone.....Paraprofessional
 Mikaela Thomas.....Paraprofessional

Office Staff

Laurie Badertscher..... Bookkeeper/Superintendent’s Secretary
..... Cook Site Office Manager
Kendra Gottula.....Tecumseh Site EL Office Manager/Nurse
Jennifer Moss.....High School Office Manager/Asst. Business Manager
Sandra Orozco..... Tecumseh Site EL Office Manager
Diane Wilken..... Cook Site EL Secretary/Health Aid/Newsletter Manager

Child Nutrition Program

Lynsey Graham..... Cafeteria Manager
Emily Lubben..... Assistant Cook
Melybeth Rumery..... Cook Site Cook
Katerine Reyes-Bernard..... Assistant Cook
Lori Parrish..... Assistant Cook

Maintenance

Russ Waring..... Director of Operations

Custodians

Casey Fricke..... Director of Janitorial Services
Kyle Laue..... Custodian
Mike Melson..... Custodian
Martha Moreno.....Custodian
Sergio Valles..... Custodian

Technology Department

Marcus Scheer..... Director of Technology

Transportation Department

Dennis Gottula..... Driver
Kristine Loeck.....Driver
Bob Lueders..... Driver
Ken Mandl.....Asst. Director of Transportation/Driver
Maggie Nixon..... Asst. Director of Transportation/Driver
Jon Rother Director of Transportation

SECTION FIVE

FORMS

This section contains forms that students and their parents must complete and return to the school office **NO LATER THAN** September 3, 2024.

2024-2025 School Calendar

July 2024						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

2024-25 JCC SCHOOL CALENDAR	
1st Q — Student Days = 36	Teacher Days = 44
2nd Q — Student Days = 38	Teacher Days = 43
1st Sem — Student Days = 74	Teacher Days = 87
3rd Q — Student Days = 36	Teacher Days = 41
4th Q — Student Days = 44	Teacher Days = 49
2nd Sem — Student Days = 80	Teacher Days = 90

January 2025						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

January	
1-3	NO SCHOOL - Winter Break
6	Teacher In-Service - NO SCHOOL
13	NO SCHOOL
20	Teacher In-Service - NO SCHOOL
27	NO SCHOOL
Student Days = 16 Teacher Days = 18	

August 2024						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August	
7-9	Teacher In-Service
12	First Day For Students - 1:00 PM Dismissal
16	Teacher In-Service - NO SCHOOL
19	NO SCHOOL
20	First Day For Preschool
26	Teacher In-Service - NO SCHOOL
Student Days = 12 Teacher Days = 17	

February 2025						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

February	
7	NO SCHOOL - ESU4 Engaging Educators Conf
10	NO SCHOOL
17	NO SCHOOL Parent-Teacher Conferences
24	NO SCHOOL
Student Days = 16 Teacher Days = 18	

September 2024						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

September	
2	Labor Day - NO SCHOOL
9	Teacher In-Service - NO SCHOOL
16	NO SCHOOL
23	Teacher In-Service - NO SCHOOL
30	NO SCHOOL
Student Days = 16 Teacher Days = 18	

March 2025						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

March	
3	Teacher In-Service - NO SCHOOL
7	End 3rd Quarter
14-17	NO SCHOOL - Spring Break
24	Teacher In-Service - NO SCHOOL
31	NO SCHOOL
Student Days = 16 Teacher Days = 18	

October 2024						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

October	
7	NO SCHOOL Parent-Teacher Conferences 11 AM - 7 PM
11	End 1st Quarter
14	NO SCHOOL
21	Teacher In-Service - NO SCHOOL
28	NO SCHOOL
Student Days = 19 Teacher Days = 21	

April 2025						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

April	
7	Teacher In-Service - NO SCHOOL
18	NO SCHOOL - Easter Break
25	NO SCHOOL - District Music Competition
28	NO SCHOOL
Student Days = 18 Teacher Days = 20	

November 2024						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

November	
4	Teacher In-Service - NO SCHOOL
11	NO SCHOOL
18	Teacher In-Service - NO SCHOOL
27-29	NO SCHOOL - Thanksgiving Break
Student Days = 15 Teacher Days = 17	

May 2025						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

May	
5	NO SCHOOL
10	JCC High School Graduation
14	Last Day For 3-year-old Preschool
15	NO SCHOOL - District Track & Field
22	Last Day for Students - 11 AM Dismissal End 4th Quarter/2nd Semester
23	Teacher In-Service
Student Days = 14 Teacher Days = 16	

December 2024						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

December	
2	Teacher In-Service - NO SCHOOL
9	NO SCHOOL
16	Teacher In-Service - NO SCHOOL
20	End 2nd Quarter/1st Semester
23-31	NO SCHOOL - Winter Break
22-26	NSAA Winter Moratorium
Student Days = 12 Teacher Days = 14	

June 2025						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

2024-2025 TOTAL STUDENT DAYS = 154
2024-2025 TOTAL TEACHER DAYS = 177

Make-Up Dates:
April 7, April 28, May 5

RECEIPT

This Student Handbook is distributed in accordance with Nebraska State Law, Section 79-262, paragraph three which states in part: "Rules and Standards which form the basis for discipline shall be distributed to students and parents at the beginning of each school year or at the time of enrollment..."

Parents (or guardians) and students are required to sign & return the receipt form below before September 3, 2024.

PARENT/STUDENT AGREEMENT

I have received and read the Student Handbook that describes the Johnson County Central School District's discipline policies, regulations, rules, and expectations to be followed by students enrolled in the Johnson County Central Public Schools, including the Drug Free School Policy. My child and I have discussed these policies and understand that we must comply with them.

RECOGNITION OF POTENTIAL AMENDMENTS OR SUPPLEMENTS

The rules and information provided in this handbook may be supplemented or amended by the School District's administration at any time, consistent with applicable law and board policy. All parents shall be provided notice of any such changes by the district's regular means of contact. By signing below, you agree that you will read any such information and communications, discuss them with your child, and recognize that you must comply with all rules, procedures, and requirements as they apply at that time.

Student's Signature Date

Parent/Guardian's Signature Date

Cell Phone Number (Optional)

Cell Phone Number (Optional)

Parent's Email Address (Optional)

Parent's Email Address (Optional)

EMERGENCY INFORMATION:

Student's Name

Parent/Guardian's Name(s)

Mailing Address

Home Phone

Father's Employer

Business Phone

Mother's Employer

Business Phone

Other Person Who May Be Contacted in Case of Emergency

Phone

Choice of Doctor

Phone

**PARENTAL AUTHORIZATION AND RELEASE FORM
ADMINISTRATION OF NON- PRESCRIPTION DRUGS TO STUDENTS**

While the administration of medications to students should be scheduled outside of school hours whenever possible, occasionally it may be necessary for school personnel to administer nonprescription drugs to a student as authorized by the student's parents, guardians, or medical professionals and state law. School personnel will only dispense those nonprescription drugs which have been approved by state and federal law for use as a drug and meet the definition of nonprescription drugs in Nebraska's Medication Aide law which states:

Nonprescription drugs means nonnarcotic medicines or drugs which may be sold without a medical order and which are prepackaged for use by the consumer and labeled in accordance with the requirements of the laws and regulations of this state and the federal government.

In order for students to be administered nonprescription medication by school personnel, a parent or guardian must:

- Complete and return this authorization form.
- Provide the district with any nonprescription drugs you wish to be administered in its original container from the manufacturer, which must include legible, unadulterated manufacturer instructions. The container must be labeled with the student's name.
- Provide the district with specific written instructions regarding the requested nonprescription drug's administration, including the date(s) the student is to be administered the drug, the dosage to be administered, the frequency of administration, and any other details or conditions relevant to administration.

School personnel will not administer nonprescription drugs in a manner inconsistent with the manufacturer instructions or state law. School personnel will not administer non-prescription drugs that have expired.

The undersigned are the parent(s), guardian(s), or person(s) in charge of

(name of the student)

I authorize and request school personnel to administer nonprescription drugs to my students. I release the school district, its officials, and employees from any and all liability concerning the administration of nonprescription drugs to my student.

DATED this _____ day of _____, 20__.

Parent/Guardian

**PARENTAL AUTHORIZATION AND RELEASE FORM
ADMINISTRATION OF PRESCRIPTION DRUGS TO STUDENTS**

The undersigned are the parent(s), guardian(s), or person(s) in charge of

(name of the student)

It is necessary that the student receive (name of drug) _____, a physician-prescribed drug, during school intervals beginning on (date) _____ and continuing through _____ (date)

I hereby request that the School District, or its authorized representative, administer the drug named above to my child named above, in accordance with the prescribing physician's instructions, and agree to:

1. Submit this request to the teacher.
2. Make certain the Physician's Request for the Administration of Prescription Medication by School Personnel is submitted to the teacher.
3. Make sure personally that the drug is received by the teacher and/or county nursing service administering it, in the container in which it was dispensed by the prescribing physician or licensed pharmacist.
4. Make sure personally that the container in which the drug is dispensed is marked with the drug name, dosage, interval dosage, and date after which no administration should be given.
5. Submit a REVISED STATEMENT signed by the physician prescribing the drug to the teacher IF ANY OF THE INFORMATION PROVIDED BY THE PHYSICIAN CHANGES.
6. Release the School District and the Board of Education of the School District and all employees, agents, and the representatives of the School District from any liability concerning the giving or non-giving of the drug to the student.

DATED this _____ day of _____, 20__.

Parent/Guardian

**ADMINISTRATION OF MEDICATION TO STUDENTS
PHYSICIAN'S REQUEST FOR ADMINISTRATION OF PRESCRIPTION
MEDICATIONS BY SCHOOL PERSONNEL**

DATE _____

CHILD'S FULL NAME _____ is under my care and must take medication which I have prescribed during the school day.

Name of medication (as it appears on container in which the drug is stored)

Dosage _____ and time _____

Date _____ administration of drug is to begin

Possible adverse reactions to be reported to physician _____

Special instructions for the administration and storage of the drug _____

I or my designee(s) have trained school personnel or approved alternative training as adequate to administer the medication, have evaluated the situation, the general administration plan and if applicable, the self-administration plan or emergency care plan, and deemed each to be safe and appropriate, and if applicable authorize the use of hypodermic syringes and needles or similar medical terms.

Name of Physician and Designee _____

Print or Type _____

Primary Phone Number _____

Secondary Phone Number _____

Signature of Physician _____

RECORD OF SELF-ADMINISTERED MEDICINE

Parent's Phone _____
Student Name _____ Grade _____
Date to Begin _____ Date to End _____
Name of Medication _____
Dosage of Medication _____ Time _____
Doctor _____ Phone #1 _____
Phone # _____
Possible Adverse Reaction: _____

_____ gives permission for _____ our son/daughter to self-administer specific medications at school. This medication cannot be taken at any other non-school time.

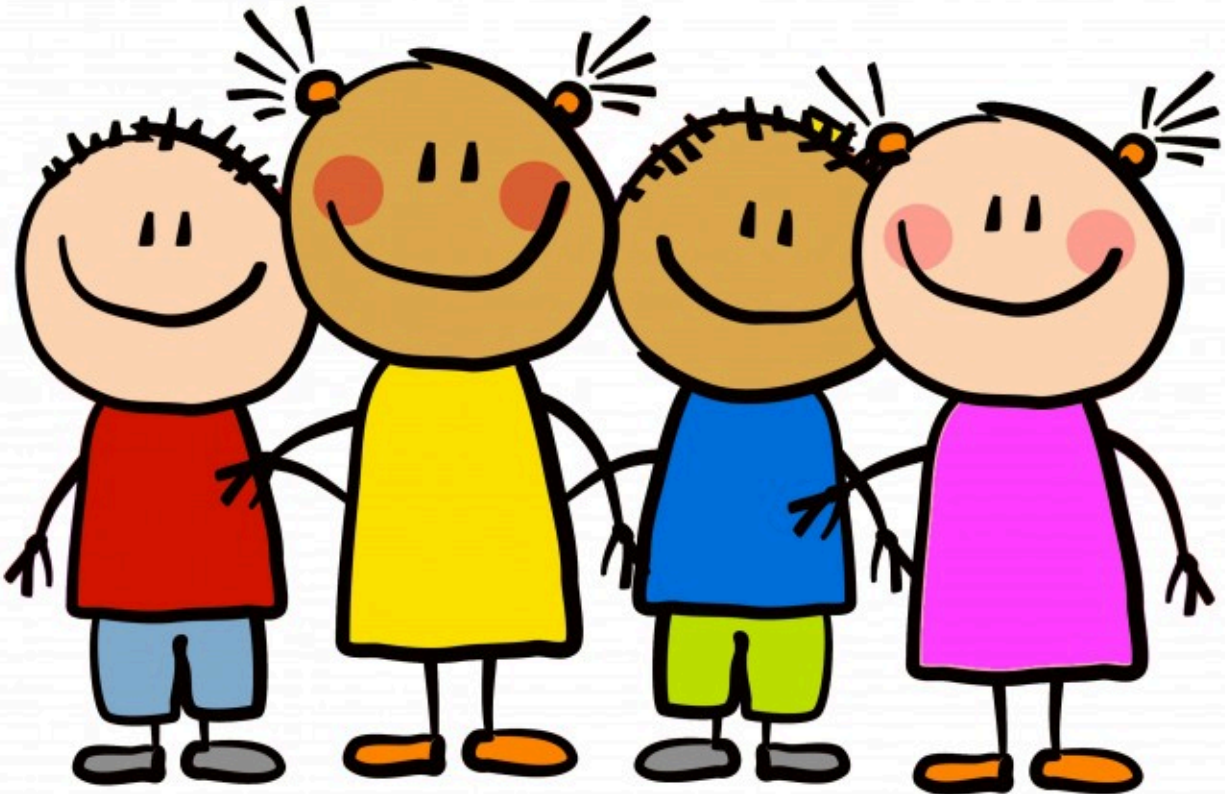
DATED this _____ day of _____, 20____.

Students who are able to self-administer specific medication may do so provided:

1. The physician provides written authorization allowing self-administration of said medication.
2. The parent provides written authorization allowing self-administration of said medication.
3. Such medication is transported to the school and maintained under the student's control in the original, properly labeled package and (a) is not opened except when self-administering the medication, (b) is not self-administered during instructional time or in the presence of other students unless medically necessary, and (c) is not shown or exhibited to other students.
4. The student's physician or physicians' designee has (1) evaluated the situation and deemed it to be safe and appropriate; (2) documented this on the physician's authorization for the student's cumulative health record, and (3) approved the general administration plan.
5. The student and the student's physician or physician's designee have developed a plan for reporting and supervising self-administration.
6. The principal and appropriate teacher are informed that the student is self-administering prescribed medication.

Doctor's Signature

Welcome to Johnson County Central Preschool



2024-2025

358 N. 6th St.
Tecumseh, NE 68450
402-335-3320

Johnson County Central Preschool

Thank you for choosing Johnson County Central Public Schools. We are very excited about joining you in the education of your child. The purpose of Johnson County Central Preschool is to offer a safe and nurturing learning environment where each child can grow socially, intellectually, creatively, and physically. The preschool program promotes a positive self-concept, supports exploratory play and active involvement, encourages questioning and reasoning, and provides activities to build a strong foundation for future learning experiences. Activities, materials, and equipment reflect and respect the diversity of race and multiculturalism and the physical and mental abilities of all children.

The Johnson County Central Preschool Program serves children three years of age to kindergarten entrance age. Please see age guidelines below. All preschool children, regardless of their abilities, disabilities, or the social, linguistic, or economic diversity of the children's families are eligible to be served in our preschool program.

- A three-year-old is defined as a child who will be three years of age on or before July 31 of the current school year.
- Pre-kindergarten-age is defined as a child who will be four years of age on or before July 31 of the current school year.

It is preferred that a child be fully toilet trained before enrolling in the preschool program.

Children who are age-eligible to enroll in kindergarten (those who reach age five by July 31 of the current school year) may not enroll in our preschool program.



Preschool Sessions

Children attend preschool four days a week: Tuesday through Friday.

❖ Full-day Pre-kindergarten Preschool Session:

- 8:00 a.m. to 3:45 p.m.
- School lunch can be purchased
- Afternoon snack provided

❖ Part-day Pre-kindergarten Preschool Session:

- 12:15 p.m. to 3:45 p.m.
- Afternoon snack provided

❖ Three-year-old Preschool Session:

- 8:00 a.m. to 11:30 a.m.
- Morning snack provided



Breakfast is available at 7:15 a.m. Classroom teachers are not present in the cafeteria during breakfast. Support staff supervise breakfast.

Please reference the school website for the most up-to-date pricing for meals: PARENT INFORMATION tab > [School Pay \(Online Payment\) Information](#)

Please inform the school if your child has identified food allergies.

All available meals and snacks meet USDA Child Nutrition Program guidelines.



Philosophy

Young children are active, self-motivated learners who learn best from personal experience. Preschoolers are able to construct knowledge through participation with others in activities that foster exploration, experimentation, problem-solving, and social interaction.

Four fundamental principles guide our practice and foster intentional learning in our preschool program:

1. Positive interactions and relationships with adults provide a critical foundation for successful learning.
2. Social-emotional competence is a significant factor in school success.
3. Constructive, purposeful play supports essential learning.
4. Well-designed environments with appropriate materials allow children to think and learn effectively.

Program Approach

In our preschool program, adults use a responsive style with children.

Responsive adults...

- Support children's enjoyment of people, materials, and ideas
- Follow children's interests
- Approach the child at the child's level of understanding
- Encourage children to experience success
- Teach children what to do by communicating expectations and routines
- Teach skills that children can use in place of challenging behaviors

Children construct their understanding of the world from their own active involvement with people, materials, and ideas. It is fundamental that children engage in active learning. Accordingly, the majority of our daily schedule encompasses exploratory play in a language and literacy-rich environment. In our preschool program, active learning includes the following components:

- Choice - the child chooses what to do
- Materials - there are abundant materials that children can use in a variety of ways
- Manipulation - the child can manipulate objects freely
- Language - the child describes what he or she is doing
- Support - adults and peers recognize and encourage the child's problem solving and creativity



Positive Approach to Discipline

Praise and positive reinforcement are effective methods of behavior support for children. When children receive positive and understanding interactions from adults and others, they develop good self-concepts, problem solving abilities, and self-discipline. Based on this belief, Johnson County Central Public Schools uses a positive approach to discipline and practices the following behavior and discipline support techniques.

WE DO

- Communicate to children using positive statements.
- Communicate with children on their level.
- Talk with children in a calm, quiet manner.
- Explain unacceptable behavior to children.
- Give attention to children for positive behavior.
- Praise and encourage the children.
- Reason with and set limits for the children.
- Apply rules consistently.
- Model appropriate behavior.
- Set up the classroom environment to prevent problems.
- Provide alternatives and redirect children to acceptable activity.
- Give children opportunities to make choices and solve problems.
- Help children talk out problems and think of solutions.
- Listen to children and respect the children's needs, desires and feelings.
- Provide appropriate words to help solve conflicts.
- Use storybooks and discussion to work through common conflicts.

WE DO NOT

- Inflict corporal punishment in any manner upon a child. (Corporal punishment is defined as the use of physical force to the body as a discipline measure. Physical force to the body includes, but is not limited to, spanking, hitting, shaking, biting, pinching, pushing, pulling, or slapping.)
- Use any strategy that hurts, shames, or belittles a child.
- Use any strategy that threatens, intimidates, or forces a child.
- Use food as a form of punishment.
- Use or withhold physical activity as a punishment.
- Shame or punish a child if a bathroom accident occurs.
- Embarrass any child in front of others.
- Compare children.
- Place children in a locked and/or dark room.

Positive Approach to Discipline (continued)

- Leave any child alone, unattended or without supervision.
- Allow discipline of a child by other children.
- Criticize, make fun of, or otherwise belittle a child's parents, families, or ethnic groups.

If there seems to be a change in a child's behavior or your child has behavior that is causing a concern, program staff will communicate and strategize with you concerning behavioral issues and their possible cause, considering all of the factors that impact your child and family. If needed, your family will be asked to collaborate with the program in developing a behavior support plan for implementation in the classroom and/or home. Some children might also have intensive behavioral or learning difficulties that indicate referrals for more specialized evaluations and/or supports that might be needed.

Goals

The Johnson County Central Public Preschool Program provides a safe and nurturing learning environment where each child can grow socially, intellectually, creatively, and physically. The program provides activities to build a strong foundation for future learning experiences by promoting a positive self-concept, supporting exploratory play, and encouraging questioning. All activities, materials, and equipment reflect and respect the diversity of race and multiculturalism and the physical and mental abilities of all children.

Social-Emotional: Children will grow in independence, self-expression, self-control, cooperative behavior, and confidence.

Language: Children will demonstrate listening and understanding skills as well as increase their vocabulary and language skills.

Literacy: Children will show knowledge of phonological awareness (the ability to hear and understand the different sounds of language), demonstrate letter and sound knowledge, exhibit appreciation for books, demonstrate understanding of print concepts, interact during read-alouds, use emergent reading skills, and demonstrate writing skills.

Math: Children will grow in their understanding of numbers, spatial sense, geometry, measurement, relationships, patterns, and time.

Cognitive: Children will demonstrate positive approaches to learning, remember and connect experiences, use classification skills, and use symbols and images to represent something not present.

Physical Development: Children will grow in gross and fine motor coordination, eye-hand coordination, and eye-foot coordination.

Creative Arts: Children will express themselves creatively through music, movement, dance, art, and dramatic play.

Science: Children will show interest in active scientific investigations by observing, hypothesizing, predicting, describing, discussing, and sequencing.

Health and Safety: Children will develop an awareness of health, nutrition, and safety.

Progress Reports

The *Teaching Strategies GOLD* assessment system is an effective means for providing quality learning opportunities and measuring child progress. Documentation gathered through ongoing observation and assessment provides objective measures of each child's performance and progress in development and learning. The assessment data is used to plan activities to meet the individual needs of children.

Formal parent/teacher conferences are held twice a year. Please know that you can contact your child's teacher at any time to discuss your child's progress.

Home Visits

Successful early childhood education depends on relationships and collaboration with children's families. Preschool staff develop positive relationships with families knowing that what family engagement, development, and support means and looks like depends on the unique characteristics and the individual comfort levels of each family. Preschool staff acknowledge that families are children's first teachers and they have a powerful effect on their young children's development. Preschool staff address parental requests for support as well as provide information and materials regarding child development.

Home visits are a wonderful way to build the home to school connection. Home visits will occur twice a year (fall and spring).



Preparing Your Child

At first, most children need help adjusting to the new situation of preschool. Parents may help by talking briefly about the daily schedule. Parents should expect the child to take some time to adjust and should realize that it is not unusual for a child to cry when a parent first leaves, but then stop once the parent is out of sight. A firm, quick goodbye usually helps a child adjust more quickly.

Illness

If a child becomes ill at school, the school nurse or other school employee will determine the appropriate response. When a child is too ill to remain at school, a school employee will contact the child's parent(s) and arrange for the child to be picked up. If an illness or injury requires immediate medical attention, school officials shall attempt to contact the child's parent(s) regarding treatment for the child. If the parent(s) cannot be contacted, school officials may have the child treated by an available physician. A student who shows symptoms of a contagious disease may be sent home, and the district may require a physician's statement before allowing the child to return to school.

A student may not remain at school if any of the following symptoms are present:

- Temperature of 100 degrees Fahrenheit or above
- Diarrhea or vomiting
- Unexplained skin rash or irritation
- Live head lice or nits
- Evidence of a contagious disease

Additionally, a child may be sent home on determination by the school nurse or other school employee that the child's condition prevents meaningful participation in the educational program, presents a health risk to the child or others, or warrants medical consultation.

A child must be fever-free without medication and symptom-free for 24 hours before returning to preschool.

If your child will be absent, please notify the school office by 7:30 a.m.

- 402-335-3320

Clothing

A seasonal change of clothing will be kept at school in case of an accident. This change of clothing should include an entire outfit, underwear, and socks. The outfit should be sent in a Ziploc bag with your child's name marked on the bag.

It is also important that your child wear clothing that requires little, if any, help to put on or take off as this provides the child with a sense of independence.

Please be sure your child has appropriate shoes and clothing for outdoor play for all seasons. For safety reasons, we would prefer that flip-flops not be worn at preschool. Weather permitting (as long as there are no hazardous alerts or active precipitation) children play outside. ***Accordingly, please be sure your child has a warm coat, hat, and gloves.***

Daily Dismissal

Please respect pick-up time for dismissal. Failure to pick up a child in a timely fashion will be turned over to administration.

Delayed Start, Early Dismissal, and School Closing

Information is sent out via the automated phone system.

Two-hour late start:

- No AM Three-year-old session
- All-day session will begin at 10:00 a.m.

Early dismissal:

- All-day session will dismiss at 1:00 p.m.
- No PM Pre-K session

School Closing:

- No preschool

Birthday Celebrations

We enjoy celebrating birthdays at preschool. If you would like to send store-purchased items for your child's birthday, please contact your child's teacher to make arrangements.

Child Abuse

According to law, school employees and all other persons are required to notify Child Protective Services and law enforcement officials if they believe a child has been subject to abuse or neglect.

Custody Orders

A certified custody order must be provided to the school prior to enrollment or immediately upon receipt if the order has a direct relationship to school activities. Any change to a custody order must also be made available to the school.

Notice of Parental Rights

5017 - Routine Directory Information

FERPA and the Nebraska Public Records Law authorize school districts to make "directory information" available for review at the request of non-school individuals. These laws also give parents and guardians a voice in the decision-making process regarding the disclosure of directory information regarding their children.

Directory information is information contained in a student's education record that would not generally be considered harmful or an invasion of privacy if it were disclosed.

The school district shall disclose the following as routine directory information pertaining to any past, present or future student who is, has been, or will be regularly enrolled in the district.

- Name and grade
- Name of parent and/or guardian
- Address
- Telephone number
- Date and place of birth
- Dates of attendance
- The image or likeness of students in pictures, videotape, film or other medium
- Most recent previous school attended
- Certain class work which may be published onto the Internet
- Classroom assignment
- Student ID number, user ID, or other unique personal identifier used by the student for purposes of accessing or communicating in electronic systems, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a personal identification number (PIN), password, or other factor known or possessed only by the authorized user.

Within 30 days prior to or following the commencement of each school year and, for a new student who enrolls after the commencement of a school year, within 30 days following such enrollment, the district will notify parents and guardians each year of their rights under this policy and the Family Educational Rights and Privacy Act. Parents will be given an opportunity to prevent the release of this directory information by filing a written objection with the district.

Directory information about your student(s) can also be disclosed to outside organizations without a parent's prior written consent.

You have two options:

If you **DO NOT OBJECT** to the disclosure of directory information about your student, you do not need to do anything.

If you **OBJECT** to the disclosure of any directory information about your student, you should write a letter to the principal at the building where your student(s) attend(s) school. This letter should specify the particular categories of directory information that you do not wish to have released about your child or the particular types of outside organizations to which you do not wish directory information to be released. This letter must be received by the school district no later than September 1 of the current school year.

Non-directory Information. Please be aware that all of the other personally identifiable information about your student(s) that is contained in this school district's education records will generally not be disclosed to anyone outside the school system except: (1) in accordance with the provisions of FERPA and regulations, (2) in accordance with state statutes and regulations, or (3) in accordance with your written instructions.

Internal Use of Information. Whatever choice you make, the school district will be able to use this directory information for internal school purposes and to share it with other education institutions in accordance with law.

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

Complaints. You have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

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

Student Handbook

In addition to this handbook, the Johnson County Central Preschool Program follows all applicable policies and procedures as stated in the Johnson County Central Student Handbook.

Please sign and return the signature page found at the back of this handbook designating that you understand all policies and procedures outlined in the preschool handbook as well as in the student handbook.



JCC

THUNDERBIRDS

Early Childhood Staff Directory

Superintendent/PK-3 Principal	Jon Rother	jon.rother@jccentral.org
Teacher	Cheryl Panko	cheryl.panko@jccentral.org
Aide	Tiffany DeJonge	tiffany.dejonge@jccentral.org
Aide	Ann Britt	ann.britt@jccentral.org
Teacher	Jacy Pollard	jacy.pollard@jccentral.org
Aide	Kim Guenther	kim.guenther@jccentral.org
Aide	Vanessa Sell	vanessa.sell@jccentral.org
Secretary	Sandra Orozco	sandra.orozco@jccentral.org
Preschool Special Education Teacher	Lisa Othmer	lisa.othmer@jccentral.org
Special Education Coordinator	Rebecca Kling	rebecca.kling@jccentral.org



Receipt of Handbooks

This signed receipt acknowledges you have received the preschool handbook and student handbook for Johnson County Central Public Schools. This receipt acknowledges that it is understood that the student handbook contains student conduct and discipline rules. The receipt also serves to acknowledge that the district's policies of non-discrimination and equity are understood, and that specific complaint and grievance procedures which exist in the student handbook should be used in responding to harassment or discrimination.

Johnson County Central Public Schools is a Drug-Free School zone and signing this receipt acknowledges that you will adhere to the drug-free statement in the student handbook for Johnson County Central Public Schools.

Name of Student: _____

Name of Parent (please print): _____

Signature of Parent: _____ Date: _____

Return to:
Sandra Orozco, Secretary

Johnson County Central Public Schools

BUS DRIVER HANDBOOK

INTRODUCTION

A bus driver's primary duty is to get students from point "A" to point "B" safely. In completing this task, more than the physical act of driving is involved. In providing this handbook for drivers the Board of Education and administration can provide some direction and greater uniformity to the transportation system. Drivers should read this handbook and follow its instructions.

You, the school bus driver, are an essential part of the educational community. The school bus is an extension of the classroom. In many instances, you will be the first representative of the school to meet the students who ride the bus in the morning. You will probably be the last school representative that sees the students at night. As such, your conduct must be professional at all times, serving as a role model of correct behavior.

Bus drivers fill an important role by driving buses. They also fill an important public relations role. As an employee, bus driver's suggestions and criticisms are welcome when made in the right context. Such comments and suggestions can be made either in the Superintendent's office or at regular transportation meetings. Criticism of either the school or its employees in places other than what is described above are improper.

While the students are on your bus, their safety is in your hands. Perhaps in no other area of education does any one person accept more responsibility for the safety and well-being of students than that of the school bus driver. You are vital to the school system and students' access to the school.

The bus driver must also focus on one primary objective – to provide safe transportation for students. This responsibility requires that you devote full attention to the driving task, with the safety and welfare of your passengers foremost in your priorities. Therefore, as a member of this dedicated population, you must always take those steps necessary to assure that your equipment is in the best possible working condition.

CONTRACT AND BENEFITS

Contracts of bus drivers generally will be considered at the July meeting of the Board of Education. Wages and benefits will generally be set no later than the July meeting of the Board of Education.

QUALIFICATIONS

1. Must be 21 years of age or older and have a high school diploma or equivalent.
2. Must possess or be able to obtain a CDL with passenger endorsement and school bus endorsement.
 - a. To obtain a CDL, each driver will have to go through a prescribed program of theory and behind-the-wheel instruction by a registered FMSCA training program.
 - b. Copies of driver's license, Level I, Level II, and physical exams must be on file with the superintendent's/transportations office.
3. Possess a valid driver's license, which has not been revoked, suspended, or canceled within the three (3) prior to the date of application.
4. Must be responsible, cooperative, and willing to accept responsibility and suggestions.
5. Ability to maintain good working relationships with fellow employees and students.
6. Physically be able to bend, stoop, twist, reach, carry, pull, push, and climb steps frequently and sit extensively.
7. Ability to lift up to 10 lbs.
8. Ability to push/pull up to 45lbs
9. Repetitive use of arms, hands, and shoulders.
10. Repetitive use of legs and feet.
11. Ability to communicate to students, parents and staff in an acceptable and courteous manner.
12. Ability to understand and follow basic oral and written instructions.
13. Ability to operate a wheelchair lift.
14. Ability to enforce school regulations and policies in a professional manner.

Policies & Procedures

❖ Inspections

- Pre-Tripping and Post-Tripping of Bus/Vehicles
- A pre-trip and post trip inspection is required by law each day a school bus/vehicle is in service. There is a sample check list for you to review. One will

be provided in each fleet vehicle and school bus for daily/monthly use. If you need more, please contact the transportation department.

- Post- Trip
- Secure the bus
 - Ensure that the bus transmission is placed in the neutral position and set the parking break.
- Walk the bus.
 - Walk to the back of the bus to check for sleeping children.
 - Look under ALL bus seats! Leaving a child on the bus or in a vehicle at the end of your trip/route is inexcusable. It is YOUR RESPONSIBILITY to see that no child is left on or in the bus/vehicle.

❖ Drivers Duties

- Perform a pre-trip inspection of the vehicle to be driven.
- Keep the interior of the bus picked up and swept.
 - Bus seats should be kept clean during the school year.
- Keep the exterior of the bus clean with the rear windows and lights clear at all times (seasonal weather conditions considered).
- Report any changes in the vehicle performance the day it is noticed. If the vehicle/bus is not route/shuttle safe, the vehicle/bus must be left behind. Examples include, but are not limited to:
 - Unusual fuel/diesel consumption
 - Unusual oil consumption
 - Steering or breaking problems
 - Unusual noises
 - Leaks
 - Heating or defrost issues
 - Broken parts
- Report accidents in which the bus was involved.
 - To appropriate law enforcement agency if necessary
 - Written statement to the transportation department/superintendent
- Report and log any hazardous conditions that exist or develop on the bus/vehicle the day that it is noticed.

- Conduct safety drills with students. Report and record the drills and submit papers to the superintendent's office/ Transportation. Drills should be coordinated by the Superintendent's office.
 - One each in the Fall and Spring
- Misconduct reports should be submitted in writing to the transportation department and superintendent's office.

- If you feel a misconduct report is not sufficient enough or the matter needs to be handled immediately contact the Principal of that student first, then the Superintendent.
- Follow the established route. If a portion of the route needs to be re-routed the driver may do so, but should communicate with the transportation director.
 - If a substitute driver is needed it is your responsibility to find coverage and to inform the transportation department of who is substituting for you and what days. (Each and every time this instance occurs).
- Follow and support district policies and regulations related to the transportation and student conduct.
- Drivers shall plug in the bus at the end of the days run(s) for overnight outdoor parking. This will begin in December and continue until spring to ensure an easy start of the bus. (Considering seasonal needs / conditions).

Procedures in the event the drop-off location is uncertain or unsafe to leave students:

- A. Contact the school office to notify of the situation if possible.
- B. Release the student(s) only if an adult responsible for the child(ren) is present. If not, the driver shall keep child(ren) who are to be released in the vehicle and continue with the route then return the child(ren) to be released to the school.
- C. The office will notify appropriate law enforcement agencies and other school administration if appropriate, given the circumstances.

Driver Expectation

- Be respectful of the bus schedule and be on time for your route.
- Set the tone for positive bus climate by modeling the behavior you expect from your students.
- Be respectful and friendly to students, parents and fellow drivers.
- Greet students as they get on your bus. Make every effort to get to know the names of your students.
- Reinforce positive behavior of students.
- When dealing with student misconduct, use a tone of voice that will diffuse the situation.
- Suggest an action that can be successfully obeyed by the student.
- Students should only be let off the bus at their school or bus stop.
- Try to remain calm in an emergency situation. Students will respond to an emergency based on your demeanor.

STUDENT EXPECTATION & MANAGEMENT

❖ **Management**

- The bus driver's primary responsibility as a school bus driver is to safely transport a group of individuals from one place to another. The level of success depends predominately on three influences:
 - 1. Student's behavior(s)
 - 2. Driver professionalism towards students
 - 3. The drivers use of defensive driving techniques.
- Passenger support in maintaining a climate on the bus that allows the driver to focus on their task, driving, is crucial. The students on the bus must understand that the driver cannot allow anyone's actions to hinder the driver from providing safety of the passengers. Without a clear understanding of who is in charge of the bus, the conditions can become unmanageable and potentially dangerous for everyone. The climate that exists on the school bus is up to the driver. Appropriate behavior from the bus driver(s) is essential.

❖ Student Expectations

The driver is fully in charge of the pupils and the bus. The pupils/students must obey the driver, promptly. Students are to conduct themselves in a respectful manner at all times. The following rules for students are to be enforced:

- ❖ Be on time to your bus stop. Be ready to embark/disembark when the bus arrives.
 - The driver will not wait longer than three minutes past the designated pickup time for any student.
 - Students who are perpetually late for or boarding the bus will be reported to the administration.
 - Students should notify the driver in advance when they know they will not be riding the bus. (Preferably the night before).
- ❖ Stay off the curb/roadway and wait for the bus to come to a complete stop. Once the driver opens the door students may approach the bus.
- ❖ Be respectful towards the bus driver and others on the bus.
 - Listen and follow the directions given by the bus driver.
- ❖ Sit in your assigned seat facing forward with feet out of the aisle way.
- ❖ Keep hands, feet, backpacks and other belongings to yourself and inside the bus at all times.
- ❖ Windows will not be opened without the drivers' permission.
 - Windows must be kept at or above the designated line approved by the driver.
- ❖ Speak quietly and use appropriate language and gestures.
- ❖ Remain silent at all railway crossings.

- ❖ Eating, drinking, gum chewing and candy are not allowed route or shuttle buses.
 - With the exception of water from an approved sealed water bottle.
 - Food, drinks and or gum are approved on activity buses at driver discretion.
- ❖ Cell phones and other electronic devices are not allowed out while on the bus without the drivers' permission.
 - Always use earbuds/headphones while using your electronics.
 - Taking photographs or videos of the driver and or other students on the bus is prohibited.
- ❖ Animals are not allowed on the bus.
 - This does not apply to service animals.
- ❖ Glass containers are not allowed on the bus.
- ❖ Possession or usage of any type of vaping device, tobacco, alcohol, drugs, or weapons are strictly prohibited.
- ❖ Report unsafe actions or bullying to the driver or an appropriate staff member.
- ❖ Do not damage the bus or write on the seats or walls of the bus.
- ❖ Stay in your seat until the bus comes to a full and complete stop. Wait for the door to open before exiting your seat.
- ❖ Keep the bus clean by throwing out your trash in the provided trash receptacle as you exit the bus.
 - Students are not allowed to throw things out of the windows.
- ❖ Exit the bus at your designated stop and continue walking away from the bus. Never crawl or reach under the bus after exiting.
 - Students must cross the highway, road or driveway in the **front** of the bus **only** with at least 12 feet of clearance between the bus and the student.
 - Students shall not use the emergency door exits except as directed by the driver.
- ❖ Riding the bus is a privilege. Misbehavior will lead to disciplinary consequences that can include being removed from the bus.
- ❖ All buses are equipped with monitoring devices.
 - Video and Audio.

Failure to meet the above expectations will be reported to the administration by the driver through a school incident bus report. If needed administration will meet with the student and take the necessary steps to help correct the behavior. Some of these steps include but are not limited to: Communication with a parent, loss of privileges at school, lunch detention, late stay, and suspension or removal from the bus for a period of time. Repeated failure to meet the above expectations will result in increased consequences. In severe cases or cases of chronic misconduct, students may be expelled from the bus for the remainder of the school year.

Strategies to be used by the driver:

- ❖ The school bus driver shall be responsible for good student discipline on the bus.
 - Never give an order you do not mean to enforce.
 - Maintain poise at all times. Do not lose your temper. NEVER use profanity.
- ❖ The driver must address issues that are not in accordance with good student discipline. Students are not allowed to be loud, moving around (seat hopping), fight, curse (derogatory language), throw items, have unsafe items on the bus or distract the driver. Although this is not an all-inclusive list of unacceptable student behavior, it does provide a general idea of such behaviors.
- ❖ The driver(s) have the right to make seat assignments. This may help solve problems of a continuing nature. In assigning seats, the driver should attempt to separate students who do not mesh well with each other.
- ❖ Behaviors that occur which disrupt student discipline or jeopardize safety, should be addressed immediately. A word of warning directed to the offender may be enough for a minor infraction. Avoid getting into lengthy discussions while the bus is moving. All such behaviors are to be reported immediately upon return to the school or bus barn. Administration will not respond to problems that are not communicated in writing.
- ❖ For problems more serious in nature, drive out of traffic, stop and secure the bus. The fact that you have taken these actions makes the students realize that the situation is one that is unacceptable.
- ❖ If the problem is serious enough or if the behavior does not stop the driver is to contact the school and an attempt to have an administrator come to the bus should be made to help with discipline.
- ❖ A driver is never to manhandle a student. The only time a student should be physically restrained is if the driver believes the student is a threat to the safety of another student, themselves or the bus driver.
- ❖ The driver is not to put the student off the bus, except at the students designated bus stop or at the school. Drivers are not to allow students who are not regularly assigned to their route/bus to ride without notification from the schools' office or staff.
- ❖ Under no circumstances is a driver to allow students to harass other students according to race, religion, gender or creed.
- ❖ The driver is to respond immediately if a student complains that his or her safety is being compromised or that injury has occurred.

Bus Accident EMERGENCY Procedures

All accidents involving school vehicles must be reported directly to the Superintendent's office. The Superintendent, or designee, will respond to the scene. When injuries are incurred, the District Emergency procedures will be strictly followed:

At the accident scene, the driver will radio or call the school stating bus number and drivers name and will request for emergency assistance. If the radio is non-operative, a student (older) may be designated to go to the nearest location that a phone may be at

and call for emergency help. If students need to use personal mobiles they are to call 911. Students are not allowed to post scene information to public media and should not contact parents; the school will call parents/guardians.

Emergency telephone numbers:

- I. Jon Rother 402-921-0187 Superintendent/Elem. Principal
- II. Rick Lester 402-335-0373 High School Principal
- III. Rich Bacon 402-440-9231 Middle School Principal
- IV. Sheriff 402-335-3307 Johnson County Desk
- V. Sheriff 402-873-6691 Otoe County Desk
- VI. Highway Patrol 402-471-4545 Call Center
- VII. Highway Emergency 800-525-5555 Call Center

A list of emergency numbers is kept in all school fleet vehicles. A current list of riders will be in all route buses and a duplicate list will be set up at the scene.

The first emergency unit on the scene will be in charge at the accident scene unless they relinquish the responsibility. A Command post will be set up at the scene.

Confidential medial information about allergic reactions, medication, and religious beliefs will be forwarded to the hospital.

A Johnson County Central bus will be sent to the scene and an administrator or designee will accompany the bus.

Students not transported by emergency vehicles will be taken by bus to a designated medical facility for a check-up.

The administrator or designee, on the scene will transmit information to the school. Such information will include:

- A. Initial follow-up information to schools
- B. Information to parents
- C. Media

Hospital personnel will make the decision as to whether students are to be released from the hospital.

A parental/guardian meeting will be held within a few days after the accident for sharing of information and to assist with any insurance logistics.

Post- crisis counseling will be provided if deemed appropriate.

In an accident involving property damage and that in which law enforcement is to be contacted:

- A. The office should be contacted immediately with the location and “no apparent injuries” information.
- B. The superintendent, or designee, will respond to the scene to confirm no need for medical attention prior to an individual being released from the scene. Upon confirmation the secondary transportation will be approved by the superintendent and by radio notification will notify parents of riders to their particular bus.
- C. Back-up transportation will be dispatched to the scene and used to complete the route.
- D. Drivers will complete all paperwork involved and discuss the incident with the superintendent, or designee, within 24 hours.

POST-ACCIDENT PROCEDURES

If the bus/vehicle is involved in an accident, you, as the driver, should:

- 1. Pull to a safe place off the main road, if possible.
- 2. Activate the hazard lights.
- 3. Place the bus transmission in neutral and set the parking break.
- 4. Turn off the ignition and remove the key.
- 5. Locate and place the warning devices.
- 6. Contact the Superintendent or Transportation Director for assistance.

How to Ensure Student Safety

Determine whether the situation is safe for the students to remain on the bus or if they should be evacuated.

- 1. Using the passenger list ensure that all students are alert and unharmed (no major injuries)
- 2. Check for conditions that cause fire
 - a. Ruptured fuel tank, leaking or broken fuel lines
 - b. Hot tires (DO NOT TOUCH!! Place hand “near” to see if the tires are radiating heat.
- 3. **Do NOT leave students unattended and or unsupervised.** However, if you must leave the students to attend to the bus/vehicle(s) warning devices, leave an older responsible student in charge.

Alcohol and Drug Abuse Policy

All district workplaces and events are drug and alcohol free places. All employees are prohibited from:

1. Unlawful manufacture, dispensing, distribution, possession, use, or being under the influence of a controlled substance while on the district premises or while performing work for the district.
2. Distribution, consumption, use, possession, or being under the influence of alcohol while on district premises or while performing work for the district.

For the purpose of this policy a controlled substance is one that is:

1. Not legally obtainable
2. Being used in a manner different than prescribed
3. Legally obtainable, but has not been legally obtained; or
4. Referenced in federal or State controlled substance acts.

As a condition of employment, each employee shall:

1. Abide by the terms of the District policy respecting a drug and alcohol free workplace
2. Notify the Superintendent of his or her conviction under any criminal drug statute for a violation occurring on the District premises or while performing work for the district, no later than 3 calendar days after such a conviction.

District action upon a violation of policy

An employee who violates this policy may be subject to disciplinary action including termination. Alternatively, the school board may require an employee to successfully complete an appropriate drug - or- alcohol abuse, employee-assistance rehabilitation program if deemed necessary. Any other further disciplinary actions that may need to be enacted will be conducted between said employee and his or her supervisor(s).

Substance Testing for Bus Drivers

To support the objective of a drug and alcohol free workplace, testing for alcohol, drugs and chemical substances may be required under the following circumstances:

- **Pre-employment**

Pre-employment drug testing is part of the employment process. Upon an offer of employment, a test is required for final candidates, and no applicant testing *positive* will be employed. This includes all employment and re-employment, whether for temporary. Part-time or full-time positions.

- **Post-accident**

After a work-related accident testing is required when there is injury resulting in medical treatment, lost time from work, law enforcement is called to the scene or an employee's behavior raises a reasonable suspicion of drug and or alcohol use.

As soon as possible following an accident involving a commercial motor vehicle on a public road, a post-accident drug and alcohol shall be conducted when either of the two circumstances below applies:

1. If an accident involves a fatality
2. If a driver receives a citation for a moving traffic violation **and either** the accident involves bodily injury to a person who as a result of the accident immediately receives medical treatment away from the scene of the accident **or**, one or more motor vehicle(s) to be transported away from the scene by a tow truck or other motor vehicle.

- **Reasonable suspicion**

Based on reasonable suspicion for conduct or appearances that suggest the use or abuse of controlled substances.

- **Periodic or random**

On an unannounced and random basis. Random test may be more frequent for those working in a safety sensitive position, however all driving positions may be subject to random testing.

Summary

While it is the hope of the Johnson County Central Schools district we will never have to address alcohol abuse or drug problems with any employee, it is only fair that every employee understands the consequences of violating this policy. Working under the influence of illegal drugs or alcohol, as indicated by test results or other evidence, and violation of other provisions of this policy will result in disciplinary action, up to and including discharge- even for the first offense. In addition, refusal to participate in any part of the program can be considered an act of insubordination and may also lead to disciplinary action, up to and including discharge.

OPTION AGREEMENT TO PURCHASE REAL ESTATE

This OPTION AGREEMENT TO PURCHASE REAL ESTATE (the "Agreement") is hereby entered into and made effective January 15, 2021, by and between **Johnson County School District No. 49-0050**, commonly known as **Johnson County Central Public Schools** ("Buyer") and **David and Suzanne Wilson** ("Seller") (collectively, the "Parties").

RECITALS

WHEREAS, Seller is the owner in fee simple absolute of certain real property consisting of approximately 52.3 acres, together with all improvements, located in Johnson County, Nebraska, and legally described as follows:

Outlot D, Shawnee Ridge Addition to the City of Tecumseh, Johnson County, Nebraska

(the "Property"); and

WHEREAS, Buyer desires to procure an option to purchase the Property upon the terms and provisions as set forth herein;

NOW, THEREFORE, in consideration of the foregoing and the mutual covenants, promises, and conditions set forth herein, the Parties agree as follows:

AGREEMENT

1. **Recital Incorporated Herein.** The foregoing recitals are incorporated herein by this reference with the same force and effect as if the same were set forth in the body of this Agreement section in their entirety.

2. **Exclusive Option to Purchase the Property.** Seller hereby grants Buyer the exclusive and irrevocable option to purchase the Property (the "Option") upon the terms and conditions set forth in this Agreement.

3. **Option Payment.** Upon execution of this Agreement, Buyer will pay Seller the total amount of Fifty Thousand Dollars (\$50,000) (the "Option Payment"). The Option Payment will not be deducted from the Purchase Price of the Property and is paid to Seller as consideration for entering into this Agreement and granting the Option herein.

4. **Right to Exercise Option.** The Option may be exercised by the Buyer, at its sole discretion, at any time at or before 11:59 pm on **January 15, 2026**, by personal delivery of notice in writing to Seller or by sending the same to the following address: 1109 North 5th Street, Tecumseh, Nebraska 68450. Any notice of Buyer exercising the Option will be deemed delivered to Seller upon deposit in the U.S. Mail, Certified, Return Receipt Requested, addressed to the above address.

5. **Term and Extension.** This Agreement shall be valid and remain in force for at least five (5) years following the effective date stated above and upon Buyer's exercise of the Option will be automatically extended until such time as the

Closing occurs. This Agreement may be extended for an additional two (2) years by Buyer paying Seller the amount of Thirty Thousand Dollars (\$30,000) (the "Extension Fee") by school district check at any time prior to expiration of the initial term stated herein.

6. **Purchase Price.** In consideration of Seller's agreement to convey the Property, and subject to the terms, conditions, and limitations of this Agreement, Buyer agrees to pay Seller the sum of Eight Hundred Thousand Dollars Only (\$800,000) (the "Purchase Price") at Closing.

7. **Closing.** Closing shall take place within ninety (90) days of Buyer's exercise of the Option. Buyer has the right to determine the time, date, and place of Closing. Time is of the essence of this Agreement.

8. **Title.** Within 30 days after Buyer has exercised its Option, the Seller shall deliver to Buyer a Certificate of Title or Title Abstract covering the Property that shall reflect that marketable fee simple title to the subject Property is vested in Seller and that the same is insurable by a title insurance company licensed to do business in the State of Nebraska. The Certificate or Abstract shall be subject only to taxes for the current year and those easements and encumbrances shown in the Limited Title Report dated October 1, 2020, attached hereto as Exhibit A and incorporated herein by this reference. If the Certificate or Abstract reflects any other exceptions to the title unacceptable to Buyer, Buyer shall notify the Seller in writing of any defects within 30 days (the "Title Review Period") and the Seller shall have up to 30 days in which to make the title good and marketable or insurable, and shall use due diligence in an effort to do so. If after using due diligence the Seller is unable to make the title acceptable to Buyer within 30 days, it shall be the option of the Buyer either to accept the title in its existing condition with no further obligation on the part of the Seller to correct any defect, or to cancel this Agreement. If this Agreement is cancelled pursuant to this paragraph, all money paid by the Buyer to the Seller upon the execution of this Agreement or upon any extension shall be returned to the Buyer, and this Agreement shall terminate without further obligation of either party to the other. If title is acceptable to Buyer, the Closing shall occur within 30 days after expiration of the Title Review Period.

9. **Title Insurance Policy.** Buyer may obtain title insurance insuring Buyer's interest in the Property in an amount equal to the Purchase Price subject only to (a) liens of current local property taxes, not yet due and payable; and (b) such covenants, conditions, and restrictions of record, public utility easements, and zoning ordinances which will not adversely affect the value of the Property for Buyer's intended use (hereinafter collectively referred to as "Title Insurance"). The premium for the Title Insurance shall be paid entirely by Buyer.

10. **Delivery of Deed.** At Closing, Seller shall deliver to Buyer a properly executed and acknowledged general warranty deed, substantially similar to the form attached hereto as Exhibit B, conveying marketable fee simple title to Buyer, free and clear of all liens, encumbrances, special assessments levied or assessed, and subject only to exceptions acceptable to Buyer.

11. **Possession.** Buyer shall be entitled to possession of the Property at Closing.

12. **Closing Costs.** The following fees and costs shall be shared equally by the Parties: (a) any fee that becomes payable upon recordation of the warranty deed conveying title to the Property from Seller to Buyer; (b) applicable Nebraska Documentary Stamp Taxes, if any, that become payable upon recordation of the warranty deed; and (c) any other closing costs.

13. **Taxes.** Seller shall be responsible for real estate taxes on the Property for all years prior to the year in which the Closing occurs. Real estate taxes for the calendar year in which the Closing occurs shall be prorated to the closing date. The real estate taxes shall be prorated on the basis of the most current assessment for the Property and based upon the most current tax levy as set by the Board of Equalization of Johnson County, Nebraska. Any property tax credit applicable to the Property under the Nebraska Property Tax Credit Act for the year of the date of possession shall be prorated to the date of possession. The credit shall be prorated on the basis of the most recently certified property tax credit available from the appropriate governing body at the time of closing. The most recently certified property tax credit shall be the prior year's certified property tax credit until a new credit is certified.

14. **Maintain Property.** Seller agrees to maintain the Property in its present condition until delivery of possession.

15. **Seller's Representations and Warranties.** Seller represents and warrants to Buyer as follows:

- a. **No Options or Rights of First Refusal.** The Property is free and clear of all liens and encumbrances not recorded. Additionally, and without limiting the foregoing, the Property is not encumbered in any way by any rights of first refusal, options to purchase, or any other preemptive right to purchase the Property.
- b. **No Hazardous Substances.** There has been no release, threatened release, presence, leak, spill, discharge, or emission of any "Hazardous Substance", to the surface water, groundwater, air, or soil at, on, or within the Property. As used herein, the term "Hazardous Substance" shall mean any substance which is or contains (1) any "hazardous substance" as now or hereafter defined in § 101(14) of the Comprehensive Environmental Response, Compensation, and Liability Act of 1980, as amended (42 U.S.C. § 9601 et seq.) ("CERCLA") or any regulations promulgated under CERCLA; (2) any "hazardous waste" as now or hereafter defined in the Resource Conservation and Recovery Act (42 U.S.C. §6901 et seq.) ("RCRA") or regulations promulgated under RCRA; (3) any substance regulated by Toxic Substances Control Act (15 U.S.C. §2601 et seq.); (4) gasoline, diesel fuel, or other petroleum hydrocarbons; (5) asbestos and asbestos containing materials, in any form, whether friable or non-friable; (6) polychlorinated biphenyls; (7) radon gas; and (8) any additional substances or materials which are now or hereafter classified or considered to be hazardous or toxic under any applicable federal or state laws relating to any of the Property. Hazardous substances shall

include, without limitation, any substance, the presence of which on the property, (a) requires reporting, investigation, or remediation under applicable law, (b) causes or threatens to cause a nuisance on the property or adjacent property or poses or threatens to pose a hazard to the health or safety of persons on the property or adjacent property; or (c) which, if emanated or migrated from the property, could constitute a trespass.

- c. **Survival.** All of Seller's representations and warranties contained in this Agreement shall survive the Closing and/or termination of this Agreement.

16. **Inspections and Testing.** Upon Buyer's exercise of its Option, Buyer and its employees and agents shall have the right to enter upon the Property and perform such tests and inspections as it deems necessary to determine suitability of the Property for its intended use. Buyer shall provide notice to Seller of the need to access the Property, and such notice shall be provided by phone call to (402) 335-3189 or (402) 335-0189 or text message to (402) 335-0189. Buyer shall restore the Property if (a) such tests alter the grade, compaction, or vegetation and (b) this Agreement fails to close for any reason. Buyer hereby agrees to indemnify, defend, and hold harmless Seller from and against: (i) any and all claims, actions, damages, or expenses (including attorney's fees) arising from Buyer's tests and/or inspections conducted on the Property (including personal injury, death, and property damage); and (ii) any mechanic's liens filed against the Property resulting from the Buyer's tests or inspections. The terms and conditions of this section shall survive the Closing and/or termination of this Agreement. The costs of these inspections will be paid by the Buyer.

- a. Buyer will notify Seller in writing within 30 days of the completion of any test or inspection (i) of any physical deficiencies that Buyer is requesting Seller correct ("Deficiency Notice"), or (ii) if the Buyer rejects the Property or personal property due to its unsatisfactory condition ("Rejection").
- b. If the Buyer does not provide the Seller with either of the notices indicated in the foregoing paragraph within 30 days of the completion of the test or inspection, the Property will be deemed acceptable to the Buyer.
- c. This Agreement will be null and void if the Buyer provides the Seller with a Rejection.
- d. Seller shall have five days to respond, in writing, to a Deficiency Notice from Buyer. Seller's failure to so respond shall give the Buyer the option to terminate this Agreement.
- e. By accepting the Property, Buyer does not waive, release, or relinquish any claims it might have against anyone for misrepresentation, concealment, fraud, or any other cause of action.

17. **Environmental Liability.** Nothing herein shall be construed to relieve Seller of liability arising from or related to the presence, release, threatened release, leak, spill, discharge, or emission of any "Hazardous Substance" to the surface water, groundwater, air, or soil at, on, or within the Property prior to the Closing Date. Further, nothing herein shall be construed to transfer liability, including without limitation any financial obligation or indemnity obligation, from Seller to Buyer arising from or related to the presence, release, threatened release, leak, spill, discharge, or emission of any "Hazardous Substance", to the surface water, groundwater, air, or soil at, on, or within the Property prior to the Closing Date. Seller expressly agrees that to the extent that there is any presence, release, threatened release, leak, spill, discharge, or emission of any "Hazardous Substance", to the surface water, groundwater, air, or soil at, on, or within the Property prior to the Closing Date, then: (a) a party other than Buyer was the "sole cause" of the presence, release, threatened release, leak, spill, discharge, or emission of such "Hazardous Substance" and the damages caused thereby; (b) Buyer did not actually know of the presence, release, threatened release, leak, spill, discharge, or emission of such "Hazardous Substance" prior to the Closing Date; and (c) Buyer undertook appropriate inquiry prior to the Closing Date to minimize its liability. The terms and conditions of this section shall survive the Closing and/or termination of this Agreement.

18. **Other Costs.** Except as otherwise expressly provided herein, Buyer and Seller shall pay their own respective attorney fees and other costs and expenses incurred in connection with the preparation, execution, and performance of this Agreement.

19. **No Brokers.** Neither Party has entered into any contract, arrangement, or understanding with any person or firm which may result in the obligation of either party to pay any finder's fee, brokerage, or agent's commission, or other like payment in connection with the negotiations leading to the execution of this Agreement or the consummation of the transactions contemplated hereby.

20. **Buyer's Conditions of Closing.** Buyer's obligation to close on the purchase of the Property is expressly conditioned upon the complete and timely fulfillment of the following at or prior to Closing:

- a. **Warranty Deed.** Buyer shall receive from Seller an executed and acknowledged warranty deed to the Property, substantially similar to the form attached hereto as Exhibit B, in accordance with section 10 of this Agreement.
- b. **Accuracy of Warranties.** All representations and warranties of Seller contained in this Agreement shall be true and correct at and as of Closing and Seller shall have performed all agreements and covenants and satisfied all conditions on its part to be performed or satisfied by Closing pursuant to the terms of this Agreement.

21. **Seller's Conditions of Closing.** Seller's obligation to perform hereunder is expressly conditioned upon the complete and timely fulfillment of the following at or prior to Closing:

- a. **Payment.** At Closing, Buyer shall deliver to Seller the Purchase Price in accordance with section 6 of this Agreement.

22. **Successors-in-Interest and Assigns.** This Agreement shall be binding upon and inure to the benefit of the Parties, and each of their respective insurers, legal representatives, heirs, devisees, successors, assigns, personal representatives, and agents. Notwithstanding any provision to the contrary, the death of Seller will not terminate, diminish, or excuse any of Seller's obligations hereunder. Sellers shall not assign or otherwise dispose of this Agreement or any duty, right, or responsibility contemplated in this Agreement to any other person without the previous written consent of the District.

23. **No Third-Party Beneficiaries.** The Parties have entered into this Agreement solely and exclusively for their own benefit. This Agreement does not and is not intended to confer any right or remedies upon any person or entity other than the Parties. Nothing herein shall be construed to create any third-party beneficiary rights in any other person or entity not a Party hereto

24. **Counterparts.** This Agreement may be executed, acknowledged, delivered, and transmitted in counterparts, by facsimile process or otherwise, each of which when so executed, acknowledged, delivered, or transmitted shall be deemed an original, but all of such counterparts shall constitute one and the same instrument.

25. **Delivery of Documents.** This Agreement properly executed and any document or notice required or permitted to be delivered hereunder shall be in writing and shall be deemed delivered on the same day if personally delivered or two (2) days after deposit in the U.S. mail if delivered by registered or certified mail, return receipt requested, postage prepaid, addressed as follows:

If to Seller: David and Suzanne Wilson
1109 North 5th Street
Tecumseh, Nebraska 68450

If to Buyer: Johnson County Central Public Schools
Attn: Superintendent
358 North 6th Street
Tecumseh, NE 68450

or to such other address as any party shall specify by written notice so given. Notwithstanding the foregoing, any notice of Buyer exercising the Option will be deemed delivered to Seller as provided by section 4 above.

26. **Execution of Additional Documents.** The parties hereto will at any time, and from time to time after Closing, upon request of the other party, execute, acknowledge, and deliver all such further acts, deeds, assignments, transfers, conveyances, powers of attorney, and assurances as may be required to carry out the intent of this Agreement, and to transfer and vest title to the Property, and to protect the right, title, and interest in and enjoyment of the Property assigned, transferred, and conveyed to Buyer pursuant to this Agreement; provided, however, this Agreement shall be effective regardless of whether any such additional documents are executed.

27. **Assignment.** Seller shall not assign any right or delegate any obligation arising hereunder without the prior written consent of Buyer.

28. **Governing Law.** All aspects of this Agreement shall be governed by and construed in accordance with the internal laws of the State of Nebraska, without regard to its choice of law rules.

29. **Severability.** If for any reason whatsoever, any one or more of the provisions of this Agreement shall be held or deemed to be inoperative, unenforceable, or invalid as applied to any particular case or in all cases, such circumstances shall not have the effect of rendering such provision invalid in any other case or of rendering any other provision of this Agreement inoperative, unenforceable or invalid.

30. **Waiver.** By written notice to the other, either Party hereto may: (a) extend the time for the performance of any of the obligations or other actions of the other under this Agreement; (b) waive any inaccuracy in the representations or warranties of the other contained in this Agreement or in any document delivered pursuant to this Agreement; (c) waive compliance with any condition or covenant of the other contained in this Agreement; or (d) waive performance of any obligation of the other under this Agreement. Except as provided in the preceding sentence, no action taken pursuant to this Agreement, including, without limitation, any investigation by or on behalf of any Party, shall be deemed to constitute a waiver by the Party taking such action of compliance with any representation, warranty, covenant or agreement contained in this Agreement. The waiver by any Party hereto of a breach of any provision hereunder (i) shall not be effective unless in writing and signed by an authorized representative of the waiving Party, and (ii) shall not operate or be construed as a waiver of any prior or subsequent breach of the same or any other provision hereunder.

31. **Construction.** All parties have cooperated in the drafting and preparation of this Agreement. Thus, this Agreement should not be construed against or for any party.

32. **Recording.** Contemporaneously with the execution hereof, the Parties agree to execute a Memorandum of Option to Purchase in the form attached hereto as Exhibit C, which is incorporated herein by this reference, and record the same with the Johnson County, Nebraska, Register of Deeds. Buyer shall be responsible for all fees assessed in connection with the recording of such Memorandum of Option to Purchase.

33. **Entire Agreement.** This Agreement, together with the exhibits attached hereto and all other documents to be delivered pursuant hereto, constitute the complete and exclusive written expression of the terms and conditions of the agreement among the Parties and supersedes all prior or contemporaneous proposals, agreements, understandings, negotiations and discussions, oral or written, between the Parties pertaining to the subject matter hereof. This Agreement may not in any way be explained, supplemented, or modified by: (a) any prior or existing course of dealing; (b) any prior performance of the Parties; or (c) any other

method, unless amended in a writing signed by duly authorized representatives of Buyer and Seller.

IN WITNESS WHEREOF, the Parties have caused this OPTION AGREEMENT TO PURCHASE REAL ESTATE to be effective as of the date set forth above.

BUYER:

Johnson County School District No. 49-0050, commonly known as Johnson County Central Public Schools

By: Kim Wellensiek
Kim Wellensiek,
President of the Board of Education
Johnson County Central Public Schools



STATE OF NEBRASKA)
COUNTY OF Johnson) ss.

The foregoing instrument was acknowledged before me this 13th day of January, 2021, by Kim Wellensiek, President of the Board of Education of Johnson County Central Public Schools.

Laurie L. Badertscher
Notary Public

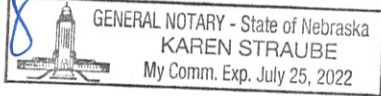
SELLER:

David Wilson

David Wilson

STATE OF NEBRASKA)
) ss.
COUNTY OF Johnson)

The foregoing instrument was acknowledged before me this 14th day of January, 2021, by David Wilson.



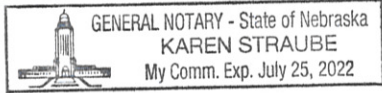
Karen Straube
Notary Public

Suzanne Wilson

Suzanne Wilson

STATE OF NEBRASKA)
) ss.
COUNTY OF Johnson)

The foregoing instrument was acknowledged before me this 14th day of January, 2021, by Suzanne Wilson.



Karen Straube
Notary Public

Exhibit A

[INSERT LIMITED TITLE REPORT

BY NEBRASKA TITLE CO. DATED OCTOBER 1, 2020]



NEBRASKA TITLE COMPANY

SERVICE BEYOND EXPECTATION

LIMITED TITLE REPORT

FILE NO: AUB0000683

TO: Johnson County Central Public Schools

Nebraska Title Company, authorized to engage in the business of abstracting in the State of Nebraska under Certificate of Authority No. 56, hereby certifies that the records of Johnson County, Nebraska have been carefully examined with reference to the following described property, and from such examination finds as follows:

LEGAL DESCRIPTION:

Outlot D, Shawnee Ridge, Tecumseh, Johnson County, Nebraska, EXCEPT State of Nebraska Highway right of way.

GRANTEE IN LAST DEED OF RECORD:

David L. Wilson and Suzanne Wilson (Warranty Deed recorded April 7, 2009 in Book 56, Page 572)

UNRELEASED LIENS OF RECORD:

None of record

JUDGMENTS OR TRANSCRIPTS OF JUDGMENTS:

Against David L. Wilson to date - NONE
Against Suzanne Wilson to date - NONE

TAXES/ASSESSMENTS:

2018 and all prior years - paid in full
2019 in the amount of \$2,952.34 - all paid
Parcel ID No.: 490082435
Assessed Value: \$152,532.00

EASEMENTS AND RESTRICTIONS OF RECORD:

- a. Easement for Right-of-Way to the City of Tecumseh recorded December 26, 1935 in Book 20, Page 149.
- b. Deed to the State of Nebraska recorded July 2, 1941 in Book 28, Page 608.
- c. Easement to the State of Nebraska recorded July 2, 1941 in Book 21, Page 556.
- d. Ordinance #528 Annexing Real Estate to the City of Tecumseh dated August 14, 1967, recorded August 1, 1974 in Book 33, Page 22. Survey of Annexation Plat recorded August 18, 1967 in Book 24, Page 763.
- e. Right-of-Way Easement to the City of Tecumseh recorded December 12, 1978 in Book 34, Page 451.
- f. Plat and Protective Covenants for Shawnee Ridge recorded April 15, 1999 in Book 42, Page 82.

Effective Date: October 1, 2020 at 8:00 am

Nebraska Title Company

A handwritten signature in black ink, appearing to read "Daniel J. Johnson". The signature is written in a cursive style with a prominent initial "D".

By

Registered Abstractor

Please direct inquiries to: Christopher Andregg

NOTE: THIS IS AN INFORMATIONAL TITLE REPORT

This report is not a guarantee or warranty of title, nor is it an abstract of title, nor is this a commitment to provide, nor does it provide title insurance. Liability hereunder is expressly limited to the sum of \$1,000.00.

STATE OF NEBRASKA, SS
JOHNSON COUNTY

Filed for record in the
County Clerk's office this
7 day of April 2009
at 2:20 o'clock P.M. and
recorded in Book 56
Page 572.

NEBRASKA DOCUMENTARY
STAMP TAX
April 7, 2009
236.25 By [Signature]

Kathleen M. Jensen
County Clerk
[Signature]
Deputy

JOINT TENANCY WARRANTY DEED

LAYNE, LLC, A Nebraska Limited Liability Company,

GRANTOR, in consideration of

One Dollar and other good and valuable consideration,

received from GRANTEES,

DAVID L. WILSON AND SUZANNE WILSON, HUSBAND AND WIFE,

conveys to GRANTEES, as joint tenants and not as tenants in common, the following described real estate, (as defined in Neb. Rev. Stat. 76-201):

Outlot D, Shawnee Ridge, Tecumseh, Johnson County, Nebraska, EXCEPT State of Nebraska Highway right of way.

GRANTOR covenants (jointly and severally, if more than one) with GRANTEES that GRANTOR

1. is lawfully seized of such real estate and that it is free from encumbrances, except easements, reservations, covenants and restrictions of record;
2. has legal power and lawful authority to convey the same; and
3. warrants and will defend title to the real estate against the lawful claims of all persons.

Executed: APRIL 3, 2009.

LAYNE, LLC, Grantor

[Signature]
By: Robert L. Benes, Member

State of Nebraska, County of Lancaster -- ss.

The foregoing Joint Tenancy Warranty Deed was acknowledged before me on APRIL 3, 2009, by Robert L. Benes, Member on behalf of LAYNE, LLC, A Nebraska Limited Liability Company.


GENERAL NOTARY - State of Nebraska
BENJAMIN D. GERDES
My Comm. Exp. Aug. 29, 2010

[Signature]
Notary Public
My commission expires AUGUST 29, 2010

Nebraska Taxes Online

Tax Statement

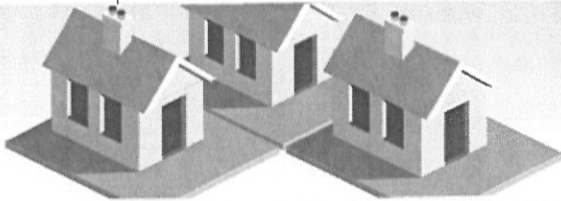
Served by WEBSERVER-1

Search 

Johnson County

 0  Step 4 of 8

Perm ID	Name	Legal
490082435	WILSON, DAVID L & SUZANNE 1109 N 5TH ST TECUMSEH NE 68450-2031	TECUMSEH -- SHAWNEE RIDGE ADDN OUTLOT D (52.3A) 52.300 ACRES



Levy Graph 

Value Graph 

Tax Graph 

Year	Statement	Value	Tax	Exemption	Net Tax	Balance Due
2019	002585	\$ 152,532	\$ 3,142.98	- \$ 190.64	\$ 2,952.34	\$ 0.00
2018	002579	\$ 152,532	\$ 3,078.24	- \$ 158.34	\$ 2,919.90	\$ 0.00
2017	004254	\$ 152,532	\$ 3,059.84	- \$ 161.00	\$ 2,898.84	\$ 0.00
2016	004244	\$ 152,174	\$ 2,932.84	- \$ 136.30	\$ 2,796.54	\$ 0.00
2015	002697	\$ 147,240	\$ 2,838.32	- \$ 138.54	\$ 2,699.78	\$ 0.00
2014	004262	\$ 126,790	\$ 2,565.74	- \$ 90.70	\$ 2,475.04	\$ 0.00
2013	004249	\$ 102,950	\$ 2,210.68	- \$ 67.92	\$ 2,142.76	\$ 0.00
2012	004240	\$ 88,310	\$ 1,931.86	- \$ 63.14	\$ 1,868.72	\$ 0.00
2011	004236	\$ 69,620	\$ 1,557.88	- \$ 52.44	\$ 1,505.44	\$ 0.00
2010	004234	\$ 69,620	\$ 1,544.46	- \$ 54.94	\$ 1,489.52	\$ 0.00
2009	004228	\$ 69,620	\$ 1,546.06	- \$ 57.24	\$ 1,488.82	\$ 0.00
2008	000127	\$ 69,620	\$ 1,541.28	- \$ 59.96	\$ 1,481.32	\$ 0.00
2007	000131	\$ 92,830	\$ 2,071.38	- \$ 77.26	\$ 1,994.12	\$ 0.00
2006	002571	\$ 61,100	\$ 1,291.68	\$ 0.00	\$ 1,291.68	\$ 0.00
2005	002559	\$ 61,100	\$ 1,223.14	\$ 0.00	\$ 1,223.14	\$ 0.00
2004	002541	\$ 61,100	\$ 1,322.36	\$ 0.00	\$ 1,322.36	\$ 0.00
2003	002719	\$ 61,100	\$ 1,297.52	\$ 0.00	\$ 1,297.52	\$ 0.00
2002	002553	\$ 61,100	\$ 1,177.72	\$ 0.00	\$ 1,177.72	\$ 0.00
2001	002570	\$ 104,600	\$ 2,081.38	\$ 0.00	\$ 2,081.38	\$ 0.00

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EASEMENT OF RIGHT OF WAY

EASEMENT FOR RIGHT-OF-WAY

DALE S. HOLDEN & WIFE
TO
CITY OF TECUMSEH

FILED DECEMBER 26, 1935
AT 3 O'CLOCK P. M.

C. E. STEWART, CO. CLK.

For and in consideration of the payment to be made by the grantee herein to the grantor of fifty cents (\$.50) for each pole placed in grantor's land and the further permission by the grantee of the right to grantor to attach wires for fence to said poles so long as pole line of grantee remains on land of grantor, the undersigned, being the owner of the following described land, to wit:

The Fractional Northeast Quarter (Fractional NE $\frac{1}{4}$) of Section Twenty-eight (28), Township Five (5), Range Eleven (11), Johnson County, Nebraska,

on behalf of themselves, their successors, heirs and assigns, do hereby grant and convey to the City of Tecumseh, Nebraska, a municipal corporation, its successors and assigns, perpetual right to construct and maintain its electric lines, poles, crossarms, wires and braces on grantor's land aforesaid adjacent to the highways on the east side of said land so that the roadside of said poles will be even with the boundary line of said highway as same appears on record in said county, and the further right to set additional poles at a distance not to exceed six (6) feet west of said boundary line at such points where an angle may be formed by said electric line, together with the right to maintain its wires, crossarms and braces a distance of six (6) feet from the electric pole extending over said property, and the right to enter said premises for the purpose of repairing, replacing and maintaining said electric lines; also the right to keep the wires free from interference from trees, provided that said City of Tecumseh shall maintain all wires and crossarms at least twelve above the ground and shall pay the grantor for all damages, if any, done to crops or pasture in repairing or maintaining said line.

Dated this 24th day of December, 1935.

Witness:
James Livingston

Dale S. Holden
Mrs. Helen Holden

State of Nebraska }
County of Johnson } SS.
Johnson

Before me, a Notary Public, duly commissioned and qualified in and for said County, appeared Dales S. Holden and Mrs. Helen Holden, his wife, to me personally known to be the persons aforesaid, who hereby acknowledge their signatures to the foregoing instrument and acknowledge the same to be their voluntary act and deed.

{ JAMES LIVINGSTON }
{ NOTARIAL SEAL }
{ COMMISSION EXPIRES }
{ JAN. 13, 1937 }
{ JOHNSON COUNTY }
{ NEBRASKA }

James Livingston
Notary Public.

My commission expires January 13, th. , 1937.

DEED RECORD No. 28

(HUFFMAN NO. 100 DEED—CONTAINING 288 PRINTED WORDS)

The Augustine Co., County Supplier, Grand Island, Nebr.

FROM
DALE SCOTT HOLDEN ET UX
TO
STATE OF NEBRASKA

STATE OF NEBRASKA, } ss. Entered in Numerical Index and filed for record in
Johnson County, } the County Clerk's office of said
County the 2nd day of July 1941 at 4 o'clock and 47
minutes P. M. and recorded in Book 28 page 608 of Deeds.
C. E. STEWART County Clerk.
By L. E. YEAST Deputy.

A distance of 100.0 feet to a point 47.6 feet southerly from said North line; thence continuing easterly, a distance of 600.0 feet to a point 47.0 feet southerly from said North line; thence continuing easterly,

KNOW ALL MEN BY THESE PRESENTS: That Dale Scott Holden and Eilyn L. Holden, husband and wife

of the County of _____ and State of Nebraska for and in consideration of the sum of Ninety and 65/100 (\$90.65) ----- DOLLARS, in hand paid, do hereby grant, bargain, sell, convey and confirm unto The State of Nebraska

of the County of _____ and State of _____ the following described real estate situated in Johnson County and State of Nebraska, to-wit:

A strip of land lying over and across the northern part of the Northeast Quarter of Section 28, Township 5 North, Range 11 East of the 6th P. M., Johnson County, Nebraska, described as follows:
Beginning at the northeast corner of said Section 28; thence westerly on the North line of the Northeast Quarter of said Section 28, a distance of 2643.3 feet to the northwest corner of said Northeast Quarter; thence southerly on the West line of said Northeast Quarter, a distance of 33.0 feet to a point; thence easterly and on a line 33.0 feet southerly from and parallel to said North line, a distance of 712.3 feet to a point; thence continuing easterly, a distance of 200.6 feet to a point 64.1 feet southerly from said North line; thence continuing easterly, a distance of 400.4 feet to a point 49.3 feet southerly from said North line; thence continuing easterly, a distance of 100.6 feet to a point 38.8 feet southerly from said North line; thence continuing easterly, a distance of 400.0 feet to a point 41.1 feet southerly from said North line; thence southeasterly, a distance of 152.2 feet to a point 158.1 feet southerly and 33 feet westerly from said northeast corner; thence easterly, a distance of 33.0 feet to a point on the East line of said Northeast Quarter; thence northerly on said East line, a distance of 158.1 feet to the point of beginning, containing 2.833 acres, more or less, which includes 2.091 acres, more or less, previously occupied as a public highway, the remaining 0.742 acre, more or less, being the additional acreage secured in this transaction.

TO HAVE AND TO HOLD the premises above described, together with all the Tenements, Hereditaments and Appurtenances thereunto belonging; unto the said The State of Nebraska and to its successors and assigns forever.

And we do hereby covenant with the said Grantee, and with its successors and assigns that we are lawfully seized of said premises; that they are free from encumbrance

that we have good right and lawful authority to sell the same; and we do hereby covenant to warrant and defend the title to said premises against the lawful claims of all persons whomsoever.
And the said Eilyn L. Holden ----- hereby relinquishes all

her rights of every name and kind ----- in and to the above described premises.
Signed this 27th day of March A. D., 1941
In Presence of
Al. N. Dafeo Dale Scott Holden
Eilyn L. Holden

STATE OF Nebraska }
Johnson County, } ss. On this 27th day of March A. D., 1941, before me the undersigned, Al. N. Dafeo a Notary Public duly commissioned and qualified for and residing in said county, personally came Dale Scott Holden and Eilyn L. Holden, husband and wife to me known to be the identical persons whose names are affixed to the foregoing instrument and acknowledged the same to be their voluntary act and deed.
WITNESS my hand and Notarial Seal the day and year last written above.

My commission expires the 15th day of November 1945
(AL. N. DAFEO)
(GENERAL)
(NOTARIAL SEAL)
(COMMISSION EXPIRES)
(NOV. 15, 1945)
(JOHNSON COUNTY, NEBRASKA)

Al. N. Dafeo Notary Public.
1945

21-556

EASEMENT

EASEMENT

DALE SCOTT HOLDEN, ET UX
TO
STATE OF NEBRASKA

FILED JULY 2, 1941
AT 4:45 P. M.

C. E. STEWART, CO. CLK.
L. E. YEAST, DEPUTY

THIS INDENTURE, MADE THIS 27th DAY OF MARCH, 1941,
BETWEEN Dale Scott Holden and Eilyn L. Holden, husband and
wife PARTIES OF THE FIRST PART, AND THE STATE OF NEBRASKA,
PARTY OF THE SECOND PART:

WITNESSETH, THAT THE SAID PARTIES OF THE FIRST PART, IN

CONSIDERATION OF THE SUM OF

Seven and 50/100 (\$7.50)-----DOLLARS

IN HAND PAID, THE RECEIPT WHEREOF IS HEREBY ACKNOWLEDGED, AND THE FURTHER CONSIDERATION THAT THE PREMISES HERE IN CONVEYED SHALL BE USED FOR Channel Change PURPOSES ONLY (AND THE ABANDONMENT OF THE HERE IN CONVEYED PREMISES FOR SUCH Channel Change PURPOSES SHALL RENDER THIS CONVEYANCE VOID AND CAUSE SAID PREMISES TO REVERT TO THE GRANTORS, their HEIRS AND ASSIGNS), HAVE GRANTED, CONVEYED, REMISED, RELEASED AND QUIT-CLAIMED, AND BY THESE PRESENTS DO GRANT, CONVEY, REMISE, RELEASE AND FOREVER QUIT-CLAIM UNTO THE SAID SECOND PARTY AND ITS SUCCESSORS AND ASSIGNS, ALL RIGHT, TITLE, INTEREST, ESTATE, CLAIM AND DEMAND, BOTH AT LAW AND IN EQUITY, IN THE FOLLOWING DESCRIBED REAL ESTATE, SITUATED IN Johnson COUNTY, AND THE STATE OF NEBRASKA, TO-WIT:

A tract of land located in the Northeast Quarter of Section 28, Township 5 North, Range 11 East of the 6th P. M., Johnson County, Nebraska, described as follows:

Referring to the northwest corner of the Northeast Quarter of said Section 28; thence easterly on the North line of said Northeast Quarter, a distance of 896.7 feet to a point; thence southerly 90 degrees 35 minutes right, a distance of 44.1 feet to the point of beginning; thence southwesterly 48 degrees 03 minutes right from the last described course produced, a distance of 94.2 feet to a point; thence westerly 36 degrees 32 minutes right, a distance of 105.8 feet to a point; thence northerly 95 degrees 25 minutes right, a distance of 15.0 feet to a point; thence northeasterly 62 degrees 51 minutes right, a distance of 127.5 feet to a point 43.8 feet southerly from said North line; thence easterly 27 degrees 09 minutes right, a distance of 61.8 feet to the point of beginning, containing 0.326 acre, more or less.

IN WITNESS WHEREOF, THE SAID PARTIES OF THE FIRST PART have HEREBY SET their HANDS THE DAY AND YEAR FIRST ABOVE WRITTEN,

IN THE PRESENCE OF

Al. N. Dafeo

Dale Scott Holden

Eilyn L. Holden

STATE OF NEBRASKA)
JOHNSON COUNTY)

) se.

ON THIS 27th DAY OF MARCH A. D., 1941, BEFORE ME, THE
UNDERSIGNED Al. N. Dafeo, A NOTARY PUBLIC, DULY COMMISSIONED

AND QUALIFIED FOR AND RESIDING IN SAID COUNTY, PERSONALLY CAME Dale Scott Holden and Eilyn L. Holden, husband and wife, KNOWN TO BE THE IDENTICAL PERSONS WHOSE NAMES are AFFIXED TO THE FOREGOING INSTRUMENT AS GRANTORS AND ACKNOWLEDGED THE SAME TO BE their VOLUNTARY ACT AND DEED.

(AL. N. DAFOE)
(GENERAL NOTARIAL SEAL)
(COMMISSION EXPIRES)
(NOV. 15, 1945)
(JOHNSON COUNTY, NEBRASKA)

WITNESS MY HAND AND NOTARIAL SEAL THE DAY AND YEAR
LAST ABOVE WRITTEN.

Al. N. Dafeo NOTARY PUBLIC

MY COMMISSION EXPIRES THE 15th DAY OF NOVEMBER, 1941

ORDINANCE #528.

AN ORDINANCE TO ANNEX THE FOLLOWING DESCRIBED REAL ESTATE, TO-WIT:
 Beginning at the East $\frac{1}{4}$ Corner of Section 29, Township 5 North, Range 11 East of the 6th. P.M., running thence South along the East Line of said Section 29 a distance of 445.33 feet, running thence West along a line parallel to the center section line of Section 29 a distance of 183.00 feet, running thence North along a line parallel to the East Section line of Section 29 a distance of 445.48 feet to the center section line of Section 29; running thence West along the section line of Section 29 a distance of 250.00 feet, running thence North on a line parallel to the East section line of said Section 29 a distance of 2633.45 feet, more or less, to the North section line of said Section 29; running thence North on a line parallel to the East section line of Section 20, Township 5 North, Range 11 East of the 6th. P.M. a distance of 1154.70 feet, more or less; running thence East at an angle of 90 degrees and 25 minutes ($90^{\circ}25'$) right of the last previously described line a distance of 433.00 feet, more or less, to the East section line of said Section 20; running thence North on the East section line of said Section 20 a distance of 165.00 feet; running thence East along a line parallel to the South section line of Section 21, Township 5 North; Range 11 East of the 6th. P.M. a distance of 1871.06 feet, more or less; running thence South along a line parallel to the West line of said Section 21 a distance of 858.25 feet, more or less; running thence East along a line parallel to the South section line of said Section 21 a distance of 2928.34 feet, more or less; running thence North on a line parallel to the West right-of-way line of State Highway No. 50 a distance of 643.53 feet; running thence East at an angle of 89 degrees and 59 minutes ($89^{\circ}59'$) right with the last previously described line a distance of 497.30 feet to the East line of said Section 21; continuing thence East on a line parallel to the South section line of Section 22, Township 5 North, Range 11 East of the 6th. P.M. a distance of 505.66 feet; running thence South on a line parallel to the East right-of-way line of State Highway No. 50 a distance of 643.50 feet; running thence East along a line parallel to the South line of Section 22, Township 5 North, Range 11 East of the 6th. P.M. a distance of 1390.00 feet; running thence South at an angle of 89 degrees and 44 minutes ($89^{\circ}44'$) right of the last previously described line a distance of 461.60 feet, more or less, to the South section line of said Section 22; continuing thence South along a line parallel to the West line of Section 27, Township 5 North, Range 11 East of the 6th. P.M. a distance of 235.00 feet; running thence West on a line parallel to the North line of said Section 27 a distance of 1235.56 feet; running thence South on a line parallel to the West line of said Section 27 a distance of 2401.00 feet to the center section line of said Section 27; running thence West on the center section line of said Section 27 a distance of 260.73 feet, more or less; running thence South on a line parallel to the West line of said Section 27 a distance of 1519.83 feet to the Northeast corner of the East-ridge Addition to the City of Tecumseh; running thence West along the North line of said Eastridge Addition a distance of 400.00 feet to the West line of said Section 27; running thence North along the West line of said Section 27 a distance of 1517.31 feet to the West $\frac{1}{4}$ corner of said Section 27; running thence West on the center section line of Section 28, Township 5 North, Range 11 East of the 6th. P.M. to the Southeast corner of the School Addition; running thence North along the East line of the School Addition a distance of 848.30 feet more or less, to the Northeast corner of said School Addition; running thence West on the Northline of said School Addition a distance of 208.70 feet, more or less, to the Northwest corner of said School Addition;

Addition a distance of 900 feet, more or less to the Northeast corner of Block 3 of the said 1890 Addition; running thence West along the North line of said Block 3 of said 1890 Addition a distance of 429.30 feet, more or less, to the Northwest corner of said Block 3 of the said 1890 Addition; running thence South along the West line of said Block 3 of said 1890 Addition to the North line of Mill's Addition to the City of Tecumseh; running thence West on the North line of said Mill's Addition a distance of 1287.00 feet, more or less, to the West line of Section 21, Township 5 North, Range 11 East of the 6th. P.M.; running thence South on the West line of the said Section 21 to the Northwest corner of section 28, Township 5 North, Range 11 East of the 6th. P.M.; continuing thence South on the West line of said Section 28 a distance of 2640.50 feet to the point of beginning, TO THE CITY OF TECUMSEH, NEBRASKA.

WHEREAS, the following described real estate, to-wit:

Beginning at the East $\frac{1}{4}$ Corner of Section 29, Township 5 North, Range 11 East of the 6th. P.M., running thence South along the East Line of said Section 29 a distance of 445.33 feet, running thence West along a line parallel to the center section line of Section 29 a distance of 183.00 feet, running thence North along a line parallel to the East Section line of Section 29 a distance of 445.48 feet to the center section line of Section 29; running thence West along the section line of Section 29 a distance of 250.00 feet, running thence North on a line parallel to the East section line of said Section 29 a distance of 2633.45 feet, more or less, to the North section line of said Section 29; running thence North on a line parallel to the East section line of Section 20, Township 5 North, Range 11 East of the 6th. P.M. a distance of 1154.70 feet, more or less; running thence East at an angle of 90 degrees and 25 minutes ($90^{\circ}25'$) right of the last previously described line a distance of 433.00 feet, more or less, to the East section line of said Section 20; running thence North on the East section line of said Section 20 a distance of 165.00 feet; running thence East along a line parallel to the South section line of Section 21, Township 5 North, Range 11 East of the 6th. P.M. a distance of 1871.06 feet, more or less; running thence South along a line parallel to the West line of said Section 21 a distance of 858.25 feet, more or less; running thence East along a line parallel to the South section line of said Section 21 a distance of 2728.34 feet, more or less; running thence North on a line parallel to the West right-of-way line of State Highway No. 50 a distance of 643.53 feet; running thence East at an angle of 89 degrees and 59 minutes ($89^{\circ}59'$) right with the last previously described line a distance of 497.30 feet to the East line of said Section 21; continuing thence East on a line parallel to the South section line of Section 22, Township 5 North, Range 11 East of the 6th. P.M. a distance of 505.66 feet; running thence South on a line parallel to the East right-of-way line of State Highway No. 50 a distance of 643.50 feet; running thence East along a line parallel to the South line of Section 22, Township 5 North, Range 11 East of the 6th. P.M. a distance of 1390.00 feet; running thence South at an angle of 89 degrees and 44 minutes ($89^{\circ}44'$) right of the last previously described line a distance of 461.60 feet, more or less, to the South section line of said Section 22; continuing thence South along a line parallel to the West line of Section 27, Township 5 North, Range 11 East of the 6th. P.M. a distance of 235.00 feet; running thence West on a line parallel to the North line of said Section 27 a distance of 1235.56 feet; running thence South on a line parallel to the West line of said Section 27 a distance of 2401.00 feet to the center section line of said Section 27; running thence West on the center section line of said Section 27 a distance of 260.73 feet, more or less; running thence South on a line parallel to the West line of said Section 27 a distance of 1519.83 feet to the Northeast corner of the East-ridge Addition to the City of Tecumseh; running thence West along the North line of said Eastridge Addition a distance of 400.00 feet to the West line of said Section 27; running thence North along the West line of said Section 27 a distance of 1517.31 feet to the West $\frac{1}{4}$ corner of said Section 27; running thence West on the center section line

of Section 28, Township 5 North, Range 11 East of the 6th. P.M. to the Southeast corner of the School Addition; running thence North along the East line of the School Addition a distance of 848.30 feet more or less, to the Northeast corner of said School Addition; running thence West on the North line of said School Addition a distance of 208.70 feet, more or less, to the Northwest corner of said School Addition; running thence North along the East line of Kershaw's First and Second Addition to the Northeast corner of Kershaw's Second Addition; running West on the North line of Kershaw's Second Addition to the Southeast corner of the Graff and Ellsworth Addition; running thence North along the East line of the Graff and Ellsworth Addition to the North line of said Section 28; running thence West along said North line of said Section 28 to the Southeast corner of Block 2 of the 1890 Addition to the City of Tecumseh; running thence North along the East line of said 1890 Addition a distance of 900 feet, more or less to the Northeast corner of Block 3 of the said 1890 Addition; running thence West along the North line of said Block 3 of said 1890 Addition a distance of 429.30 feet, more or less, to the Northwest corner of said Block 3 of the said 1890 Addition; running thence South along the West line of said Block 3 of said 1890 Addition to the North line of Mill's Addition to the City of Tecumseh; running thence West on the North line of said Mill's Addition a distance of 1287.00 feet, more or less, to the West line of Section 21, Township 5 North, Range 11 East of the 6th. P.M.; running thence South on the West line of the said Section 21 to the Northwest corner of Section 28, Township 5 North, Range 11 East of the 6th. P.M.; continuing thence South on the West line of said Section 28 a distance of 2640.50 feet to the point of beginning,
to the present City of Tecumseh, Nebraska,
is contiguous and adjacent, and is urban or suburban in character,

AND, WHEREAS, said real estate will receive substantially the benefits of other inhabitants of such municipality from annexation to said City;

NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF TECUMSEH, NEBRASKA:

Section 1. That the real estate hereinbefore described be, and the same is hereby included within the boundaries and territory of the City of Tecumseh, Nebraska, and said lands and the persons residing thereon shall hereafter be subject to all of the rules, regulations, ordinances, taxes and all other burdens and benefits of other persons and territory included within the City of Tecumseh, Nebraska.

Section 2. That the owners of the lands so brought within the corporate limits of the City of Tecumseh, Nebraska, are hereby compelled to lay out streets, ways and alleys, in and through said real estate in conformity with and contiguous with the streets, ways and alleys of

Section 4. This Ordinance shall take effect and be in force from and after its passage, approval and publication as required by law.

PASSED AND APPROVED this 14th day of August, 1967.

Introduced by Councilman ROBERT W. GIESER

ATTEST:

CITY CLERK

MAYOR



STATE OF NEBRASKA } SS
JOHNSON COUNTY

Filed for record in the
County Clerk's office this
1st day of August 1974
at 11:00 o'clock A.M. and
recorded in Book # 33
Page 22-25

Wayne C. McCoy
County Clerk

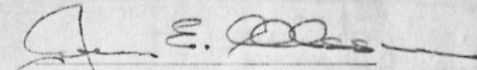
Deputy

of said ... distance of 2646.50 feet to the point of beginning

SURVEYORS CERTIFICATE

I Hereby Certify That I Have Accurately Surveyed The Tract of Land Shown On This Plat As The Shaded Area. Permanent Monuments Were Set As Indicated On This Plat And All Dimensions Are In Feet And Decimals Of A Foot And Angles Are In Degrees And Minutes. This Tract Is Located In Johnson County Nebraska.

Survey Completed
August 1967


John E. Olsson
E-1538 L.S. 135


STATE OF NEBRASKA, SS
JOHNSON COUNTY

Filed for record in the
County Clerk's office this
18th day of August, 1967
at 10:30 o'clock A.M. and
recorded in Book #24
Page 763

Wayne C. McCoy
County Clerk

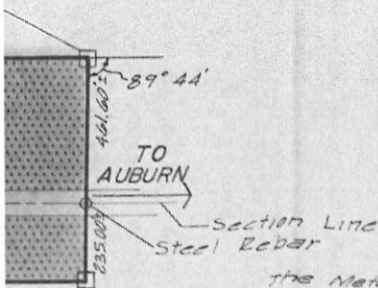
Deputy



Date	Revised	Description
		TECUMSEH ANNEXATION PLAT 1967
		TECUMSEH, NEBRASKA
Scale	1" = 400'	Date
Drawn By	J.L.M.	AUG 4, 1967
Checked By	R.J.	
Approved By		
Drawing No.	1216	Proj. No.
		49-67



Sheet
of



DESCRIPTION

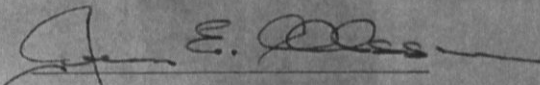
The Metes and bounds description of the annexation Property is as follows:

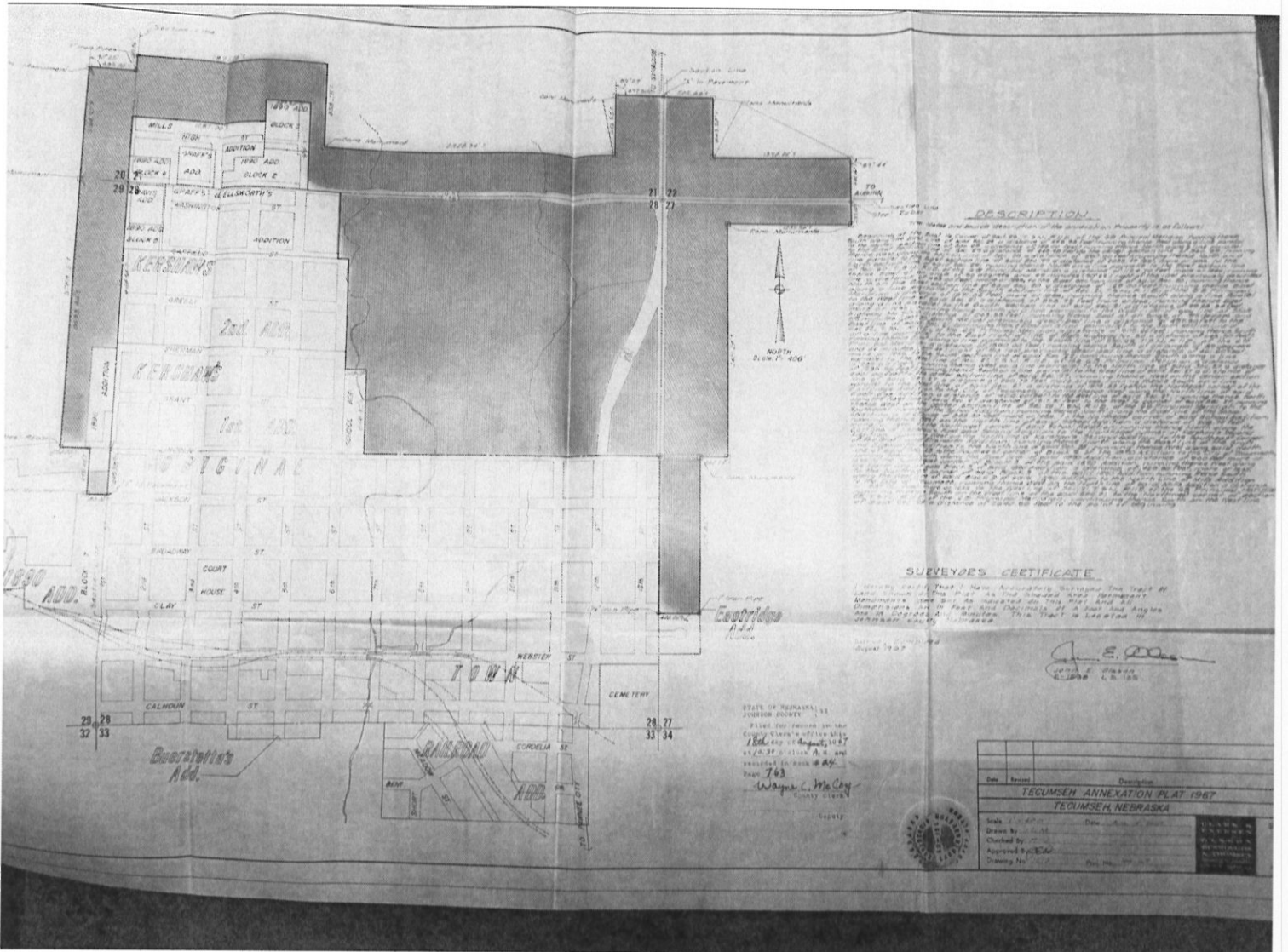
Beginning of the East 1/4 Corner of Sect. 29, T. 5 N., R. 11 E. of the 6th Principal Meridian running thence South along the East Line of said Sec. 29 a distance of 449.33 feet; running thence West along a line parallel to the center section line of Sec. 29 a distance of 183.00 feet; running thence North along a line parallel to the East section line of Sec. 29 a distance of 445.48 feet to the center section line of Sec. 29; running thence West along the section line of said Sec. 29 a distance of 250.00 feet; running thence North on a line parallel to the East section line of said Sec. 29 a distance of 2633.45 feet, more or less, to the North section line of said Sec. 29; running thence North on a line parallel to the East section line of Sec. 20, T. 5 N., R. 11 E. of the 6th Principal Meridian a distance of 1154.70 feet, more or less; running thence East at an angle of 90 degrees and 25 minutes (90° 25') right of the last previously described line a distance of 453.00 feet, more or less, to the East section line of said Sec. 20; running thence North on the East section line of said Sec. 20 a distance of 165.00 feet; running thence East along a line parallel to the South section line of Sec. 21, T. 5 N., R. 11 E. of the 6th Principal Meridian a distance of 1871.06 feet, more or less; running thence South along a line parallel to the West line of said Sec. 21 a distance of 858.25 feet, more or less; running thence East along a line parallel to the South section line of said Sec. 21 a distance of 2928.34 feet, more or less; running thence North on a line parallel to the West right-of-way line of State Highway No. 50 a distance of 643.53 feet; running thence East at an angle of 89 degrees and 59 minutes (89° 59') with the last previously described line a distance of 497.30 feet to the East line of said Sec. 21; continuing thence East on a line parallel to the South section line of Sec. 22, T. 5 N., R. 11 E. of the 6th Principal Meridian a distance of 505.66 feet; running thence South on a line parallel to the East right-of-way line of State Highway No. 50 a distance of 643.50 feet; running thence East along a line parallel to the South line of Sec. 22, T. 5 N., R. 11 E. of the 6th Principal Meridian a distance of 300.00 feet; running thence South at an angle of 89 degrees and 44 minutes (89° 44') right of the last previously described line a distance of 461.60 feet, more or less, to the South section line of said Sec. 22; continuing thence South along a line parallel to the West line of Sec. 27, T. 5 N., R. 11 E. of the 6th Principal Meridian a distance of 235.00 feet; running thence West on a line parallel to the North line of said Sec. 27 a distance of 1235.56 feet; running thence South on a line parallel to the West line of said Sec. 27 a distance of 2401.00 feet; to the center section line of said Sec. 27; running thence West on the center section line of said Sec. 27 a distance of 280.75 feet, more or less; running thence South on a line parallel to the West line of said Sec. 27 a distance of 1519.83 feet to the Northeast corner of the Eastridge Addition to the City of Tecumseh; running thence West along the North line of said Eastridge Addition a distance of 400.00 feet to the West line of said Sec. 27; running thence North along the West line of said Sec. 27 a distance of 1517.31 feet to the West 1/4 corner of said Sec. 27; running thence West on the center section line of Sec. 28, T. 5 N., R. 11 E. of the 6th Principal Meridian to the Southeast corner of the School Addition; running thence North along the East line of the School Addition a distance of 648.35 feet, more or less, to the Northeast corner of said School Addition; running thence West on the North line of said School Addition a distance of 208.70 feet, more or less, to the Northwest corner of said School Addition; running thence North along the East line of Kershaw's First and Second Addition to the Northeast corner of Kershaw's Second Addition; running West on the North line of Kershaw's Second Addition to the Southeast corner of the Graft and Ellsworth Addition; running thence North along the East line of the Graft and Ellsworth Addition to the North line of said Sec. 28; running thence West along said North line of said Sec. 28 to the Southeast corner of Block 2 of the 1890 Addition to the City of Tecumseh; running thence North along the East line of said 1890 Addition a distance of 200 feet, more or less, to the Northeast corner of Block 3 of the said 1890 Addition; running thence West along the North line of said Block 3 of said 1890 Addition a distance of 429.30 feet, more or less, to the Northwest corner of said Block 3 of the said 1890 Addition; running thence South along the West line of said Block 3 of said 1890 Addition to the North line of Mills Addition to the City of Tecumseh; running thence West on the North line of said Mills Addition a distance of 1287.00 feet, more or less, to the West line of Sec. 21, T. 5 N., R. 11 E. of the 6th Principal Meridian; running thence South on the West line of the said Sec. 21 to the Northwest corner of section 28, T. 5 N., R. 11 E. of the 6th Principal Meridian; continuing thence South on the West line of said Sec. 28 a distance of 2640.50 feet to the point of beginning.

SURVEYORS CERTIFICATE

I Herabey Certify That I Have Accurately Surveyed The Tract Of Land Shown On This Plat As The Shaded Area. Permanent Monuments Were Set As Indicated On This Plat And All Dimensions Are In Feet And Decimals Of A Foot And Angles Are In Degrees And Minutes. This Tract Is Located In Johnson County Nebraska.

Survey Completed
August 1967


 John E. Olsson
 F-1538 LS. 135



DESCRIPTION

The following is a description of the property as shown on the plat:

Block 1, Mills Addition, containing 10 lots, each 1/4 acre, bounded by the Mills Addition on the north, the 1860 Addition on the east, the 1860 Addition on the south, and the 1860 Addition on the west.

Block 2, Mills Addition, containing 10 lots, each 1/4 acre, bounded by the Mills Addition on the north, the 1860 Addition on the east, the 1860 Addition on the south, and the 1860 Addition on the west.

Block 3, Mills Addition, containing 10 lots, each 1/4 acre, bounded by the Mills Addition on the north, the 1860 Addition on the east, the 1860 Addition on the south, and the 1860 Addition on the west.

Block 4, Mills Addition, containing 10 lots, each 1/4 acre, bounded by the Mills Addition on the north, the 1860 Addition on the east, the 1860 Addition on the south, and the 1860 Addition on the west.

Block 5, Mills Addition, containing 10 lots, each 1/4 acre, bounded by the Mills Addition on the north, the 1860 Addition on the east, the 1860 Addition on the south, and the 1860 Addition on the west.

Block 6, Mills Addition, containing 10 lots, each 1/4 acre, bounded by the Mills Addition on the north, the 1860 Addition on the east, the 1860 Addition on the south, and the 1860 Addition on the west.

Block 7, Mills Addition, containing 10 lots, each 1/4 acre, bounded by the Mills Addition on the north, the 1860 Addition on the east, the 1860 Addition on the south, and the 1860 Addition on the west.

Block 8, Mills Addition, containing 10 lots, each 1/4 acre, bounded by the Mills Addition on the north, the 1860 Addition on the east, the 1860 Addition on the south, and the 1860 Addition on the west.

Block 9, Mills Addition, containing 10 lots, each 1/4 acre, bounded by the Mills Addition on the north, the 1860 Addition on the east, the 1860 Addition on the south, and the 1860 Addition on the west.

Block 10, Mills Addition, containing 10 lots, each 1/4 acre, bounded by the Mills Addition on the north, the 1860 Addition on the east, the 1860 Addition on the south, and the 1860 Addition on the west.

SURVEYOR'S CERTIFICATE

I hereby certify that the above described plat is a true and correct copy of the original plat as shown to me by the owner of the same, and that the same is a true and correct copy of the original plat as shown to me by the owner of the same.

Witness my hand and seal of office at Tecumseh, Nebraska, this 1st day of August, 1907.

W. C. McCall
 Surveyor

STATE OF NEBRASKA, ss.
 JUDICIAL DISTRICT OF
 TOWNSHIP 28 NORTH, RANGE 10 WEST, COUNTY OF
 TOWNSHIP 28 NORTH, RANGE 10 WEST, COUNTY OF
 TOWNSHIP 28 NORTH, RANGE 10 WEST, COUNTY OF
 TOWNSHIP 28 NORTH, RANGE 10 WEST, COUNTY OF

Date	Section	Description
		TECUMSEH ANNEXATION PLAT 1907
		TECUMSEH, NEBRASKA
Drawn by	W. C. McCall	
Checked by		
Approved by		
Drawing No.		



RIGHT-OF-WAY EASEMENT

In consideration of the sum of One Dollar (\$1.00) and other valuable considerations, the receipt of which is hereby acknowledged, the undersigned owner(s) of the real estate Gartner Construction hereinafter described, his/her its/their heirs, executors, administrators, successors and assigns, hereinafter called "Grantor", hereby grant and convey to the City of Tecumseh, Johnson County, Nebraska its successors and assigns, hereinafter called CITY, a permanent right-of-way easement to survey, construct, reconstruct, relocate, alter, inspect, repair, replace, add to, maintain and operate thereon, electric transmission lines consisting of poles, pole foundations, towers, tower foundations, down guys, anchors, insulators, wires, underground cables, manholes, supports and other necessary fixtures and equipment over, upon, above, along, under, in and across the following described real estate, to wit:

A tract of land in Section 28, T5N, R11E, Johnson County, Nebraska and further described on Pages 832 and 833, Book 42 Warranty Deeds.

the area of the above described real estate to be covered by this easement shall be as follows:

A ten (10) foot wide easement following the boundary line of above described property, and starting at the Northeastern most point of said property, and said easement extending south approximately 400 feet and said easement extending west from said Northeastern most point of said property approximately 400 feet.

GENERAL CONDITIONS:

(a) City shall have the right of ingress and egress across the Grantor's property for any purpose hereinbefore granted. Such ingress and egress shall be exercised in a reasonable manner.

(b) City shall also have the right to trim or remove all trees and brush on said right-of-way as may be necessary to efficiently exercise any of the hereinbefore granted rights, together with the express provision that any and all trees which, in falling would come within 15 feet of the nearest electric line conductor, may be topped or removed. All refuse from such tree cutting or trimming shall be disposed of by City and City shall have the further right to control and impede the growth of all weeds, trees, and brush along the described right-of-way if said right-of-way is not being utilized for cultivated crops.

(c) City shall pay the Grantor or Lessee, as their interests may appear, for all damages to growing crops, fences and buildings on said land which may be caused by the exercise of the hereinbefore granted rights.

(d) Grantor may cultivate, use and enjoy the land within the right-of-way provided that such use shall not, in the judgement of City, endanger or be a hazard to or interfere with the hereinbefore granted rights and provided further that the Grantor shall not allow any buildings, structures, hay or straw stacks or other property to remain or be placed upon the above described easement area, or change or alter the grade of the right-of-way herein described without the prior written approval from City.

(e) It is further agreed that Grantor has lawful possession of said real estate, good, right and lawful authority to make such conveyance and that his/her its/their heirs, executors, administrators, successors and assigns shall warrant and defend the same and will indemnify and hold harmless City forever against the

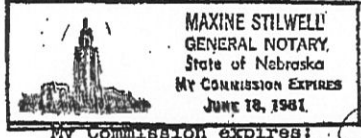
claims of all persons whomsoever in any way asserting any right, title or interest prior to or contrary to this conveyance.

IN WITNESS WHEREOF, the parties hereto have signed their names and caused the execution of this instrument this 14th day of November, 1978.

Lloyd Hubbs mgr Spartan Const. Co.
Dept of Activities Consolidated Eastern Seeger Corp.
City of Fremont, Ne

STATE OF NEBRASKA
COUNTY OF JOHNSON

On this 14th day of November, 1978, before me the undersigned, a Notary Public in and for said County and State, personally appeared Spartan Const Co - Carolyn Kastens Sec of Corp personally to me known to be the identical person(s) and who acknowledged the execution thereof to be her voluntary act and deed for the purpose therein expressed. Witness my hand and Notarial Seal the date above written.



Maxine Stilwell
NOTARY PUBLIC
Maxine Stilwell.

My Commission expires: June 18, 1981

STATE OF NEBRASKA } SS
JOHNSON COUNTY }

Filed for record in the
County Clerk's office this
12th day of Dec, 1978
at 4:30 o'clock P.M. and
recorded in Book #34
Page 451-452.

Wayne C. McCoy
County Clerk

Deputy

STATE OF NEBRASKA }
JOHNSON COUNTY } 85

Filed for record in the
County Clerk's office this
15 day of April 1999
at 11:00 o'clock A.M., and
recorded in book #42
Page 82-90
Kathleen M. Jewers
County Clerk

ERROL R MEISINGER

TO

THE PUBLIC

BUILDING AND USE RESTRICTIONS AND PROTECTIVE COVENANTS

FOR

Deputy

SHAWNEE RIDGE TECUMSEH, NEBRASKA

This declaration, made the 13th day of April, 1999 by
Errol Meisinger, hereinafter called the Declarant.

WITNESSETH:

Whereas, the Declarant is the owner of the real estate
platted as Shawnee Ridge to the City of Tecumseh, Johnson County,
Nebraska.

Whereas, the Declarant is desirous to subject the real
property herein described to the restrictions, covenants,
reservations, easements, liens, and charges hereinafter set
forth, each and all of which is and are for the benefit of said
property and for each owner thereof, and shall inure to the
benefit of and pass with said property, and each of every parcel
thereof, and shall apply to and bind the successors in interest,
and any owner thereof;

Now, therefore, Declarant hereby declares that the real
property herein described is, and shall be held, transferred,
sold and conveyed subject to the conditions, restrictions,
covenants, reservations, easements, liens, and charges
hereinafter set forth.

DEFINITION OF TERMS

"Building site" shall mean any lot, or portion thereof, or any two or more contiguous lots, or a parcel of land of record in a single ownership and upon which a dwelling may be erected in conformance with the requirements of these covenants.

I. PROPERTY SUBJECT TO THIS DECLARATION

The real property in Shawnee Ridge subdivision, present and future plattings, is subject to the covenants, restrictions, conditions, reservations, liens, and charges hereby declared: all to insure the best use and the most appropriate development of each building site therein; to protect the owners of building sites against such improper use of surrounding buildings sites as will depreciate the value of their property; to preserve, so far as practicable, the natural beauty of said property; to guard against the erection thereof of poorly designed or proportioned structures, and structures built of improper or unsuitable materials; to obtain harmonious color schemes; to insure the highest and best development of said property; to encourage and secure the erection of attractive homes thereon, with appropriate locations thereof on building sites; to prevent haphazard and inharmonious improvement of building sites; to secure and maintain proper setbacks from streets, and adequate free space between structures; and, in general, to provide adequately for high type and quality of improvement in said property, and thereby in enhance the value of investments made by purchasers of building sites therein, and to provide for the use of residential lots and common areas by owners of lots herein described.

II. COVENANTS AND RESTRICTIONS

A. All numbered lots shall be known and described as residential building sites except those which are designated for multiple-family dwelling units. No building shall be erected, altered, placed or permitted to remain on any building site other than one detached single-family dwelling not to exceed two and one-half stories in height; however, not less than one automobile garage must be provided for each dwelling unit. Garage restrictions shall not be required for the multiple dwelling building lots.

B. No building shall be erected, placed or altered on any premises in said development until the building plans, specifications, and plot plan showing the location of such buildings have been approved in writing as to conformity and harmony of external design with existing structures in the development, and as to location of the building with respect to topography and finished ground elevation by an architectural committee consisting of Errol Meisinger and such other lot owners as he shall appoint to serve with him. In the event of death or resignation of any lot owners on said committee, the remaining member, or members shall have full authority to approve or disapprove such design and location, or to designate a representative with like authority. In the event said committee, or its designated representative, fails to approve or disapprove such design and location, within thirty (30) days after said plans and specifications have been submitted to it or, in any

event, if no suit to enjoin the erection of such building or the making of such alterations has been commenced prior to the completion thereof, such approved approval will not be required and this covenant will be deemed to have been fully complied with. Neither the members of the committee nor its designated representative shall be entitled to any compensation for services performed pursuant to this covenant.

C. No building shall be located on any lot nearer than 25 feet to front lot line, or nearer than 25 feet to any side street line. No building shall be located nearer than six feet to an interior lot line except that a five foot side yard shall be permitted for a garage or other accessory building located 25 feet, or more, from the minimum building setback line. No dwelling shall be located on any interior lot nearer than 25 feet to rear lot line. For the purposes of this covenant, eaves, steps and open porches shall not be construed to permit any portion of the building or a lot to encroach upon another lot.

D. No dwelling shall be erected or placed on any lot having a width of less than 50 feet at the minimum building setback line, nor shall any dwelling be erected or placed on any lot having an area of less than 7,000 square feet.

E. No noxious or offensive trade or activity shall be carried on upon any building site nor shall anything be done thereon which may be or become an annoyance or nuisance to the neighborhood.

F. No trailer, motorhome, camper, basements, tent, shack, garage, barn, or other out-building shall be erected upon a

building site covered by these covenants or used for human habitation temporarily or permanently, nor shall any structure of a temporary character be used for human habitation. No trailer, motor home, camper, or boat trailer shall be stored on any building site for more than 14 days of each calendar year unless housed or garaged.

G. No dwelling shall be permitted on any residential lot described herein having a ground floor square foot area of less than 1,000 square feet in case of a one story structure nor less than 1,200 square feet in case of 1 1/2, 2 or 2 1/2 story structure, exclusive of basements, porches and garages. Basement is defined as any part of the home below highest grade level adjoining the home. The architectural committee may in writing waive the prescribed minimums in situations where such waiver will enhance the beauty and development or where adherence would cause undue hardship to the owner.

H. No animals or poultry of any kind, other than house pets, shall be kept or maintained overnight on any building site.

I. No fence, wall hedge or mass planting shall be permitted to extend beyond the minimum building setback line from any street established herein except upon approval by the architectural committee as provided in Paragraph B.

J. Public concrete sidewalks, four feet wide by four inches thick, shall be installed in front of each improved lot and on the side street of improved corner lots.

K. Provisions of these covenants and restrictions pertaining to residential building sites shall not apply to any

lettered lots.

L. Propane tanks on said premises shall be either buried or screened and shall be placed on said lots as per a written permit from the architectural committee.

III. DURATION OF COVENANTS AND RESTRICTIONS

A. These covenants (A through L) are to run with the land and shall be binding on all parties and all persons claiming under them until 35 years at which time said covenants shall be automatically extended for successive periods of ten years unless by vote of a majority of the then owners of the building sites covered by these covenants it is agreed to change said covenants in whole or in part.

B. If the parties hereto, or any of them, or their heirs or assigns, shall violate any of the covenants herein, it shall be lawful for any other person or persons owning any real property situated in said tract, to prosecute any proceedings at law or in equity against the person or persons violating or attempting to violate any such covenants, and either to prevent him or them from so doing or to remove damages or other dues from such violation.

C. Invalidation of any one of these covenants or any part thereof by judgments or Court order shall in no wise affect any of the other provisions which shall remain in full force and effect.

BY 
Errol R. Meisinger

STATE OF NEBRASKA)
COUNTY OF JOHNSON) ss.

On this 13th day of April, 1999, before me, the undersigned, a Notary Public in and for said County, personally came Errol R. Meisinger, to me personally known to be the and identical person whose name is affixed to the above instrument and acknowledged the execution thereof to be his voluntary act and deed as such officer, and the voluntary act and deed of said Corporation.

Witness my hand and notarial seal at Tecumseh, Nebraska, in said County the day and year last above written.



Karen Straube
Notary Public

My Commission Expires: 7-25-2002.

MATCH LINE

GRANDE SEULE

N

Quinn & Reed

CERTIFICATE OF APPROVAL OF THE FINAL PLAT



CERTIFICATE OF APPROVAL OF STREETS AND UTILITIES

CERTIFICATE OF APPROVAL OF WATER AND SEWAGE SYSTEMS

CERTIFICATE OF OWNERSHIP, CONSENT AND DEDICATION

CERTIFICATE OF ACCURACY

SURVEYOR'S CERTIFICATE

LEGAL DESCRIPTION

HIGHWAY

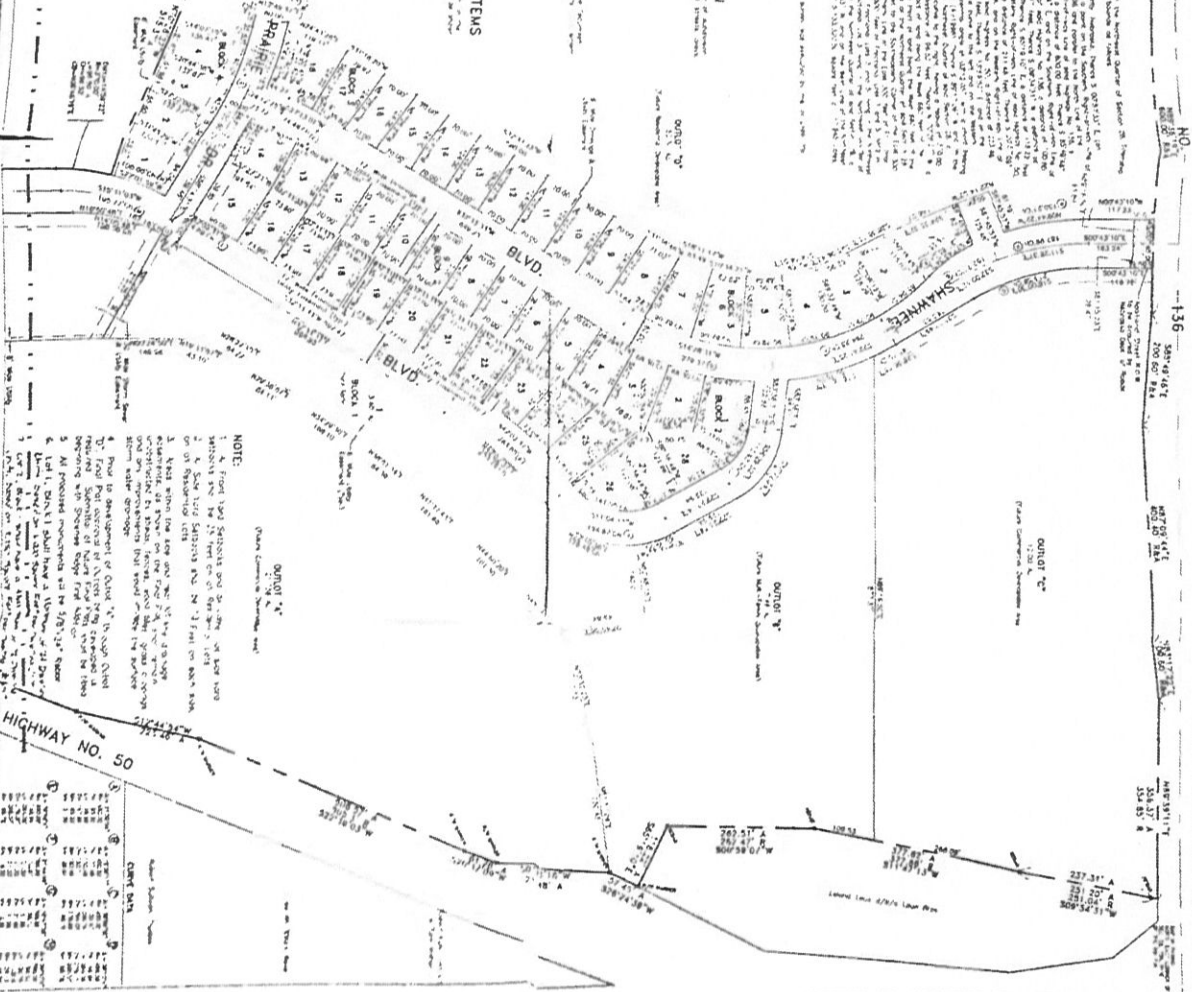
NO

136

200.00' x 75.00'

200.00' x 75.00'

200.00' x 75.00'



NOTE:

1. A front yard setback and side yard setback for the 25 feet on the north side of Shawnee Blvd shall be 25 feet on both sides.
2. No building shall be constructed within the 25 foot setback on both sides.
3. No building shall be constructed within the 25 foot setback on both sides.
4. No building shall be constructed within the 25 foot setback on both sides.
5. All proposed improvements shall be 100% complete.
6. Lot 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100.

FINAL PLAT

SHAWNEE RIDGE ADDITION
TECUMSEH, NEBRASKA

1932-15
10/17/38

10/17/38

10/17/38

10/17/38

10/17/38

10/17/38

10/17/38

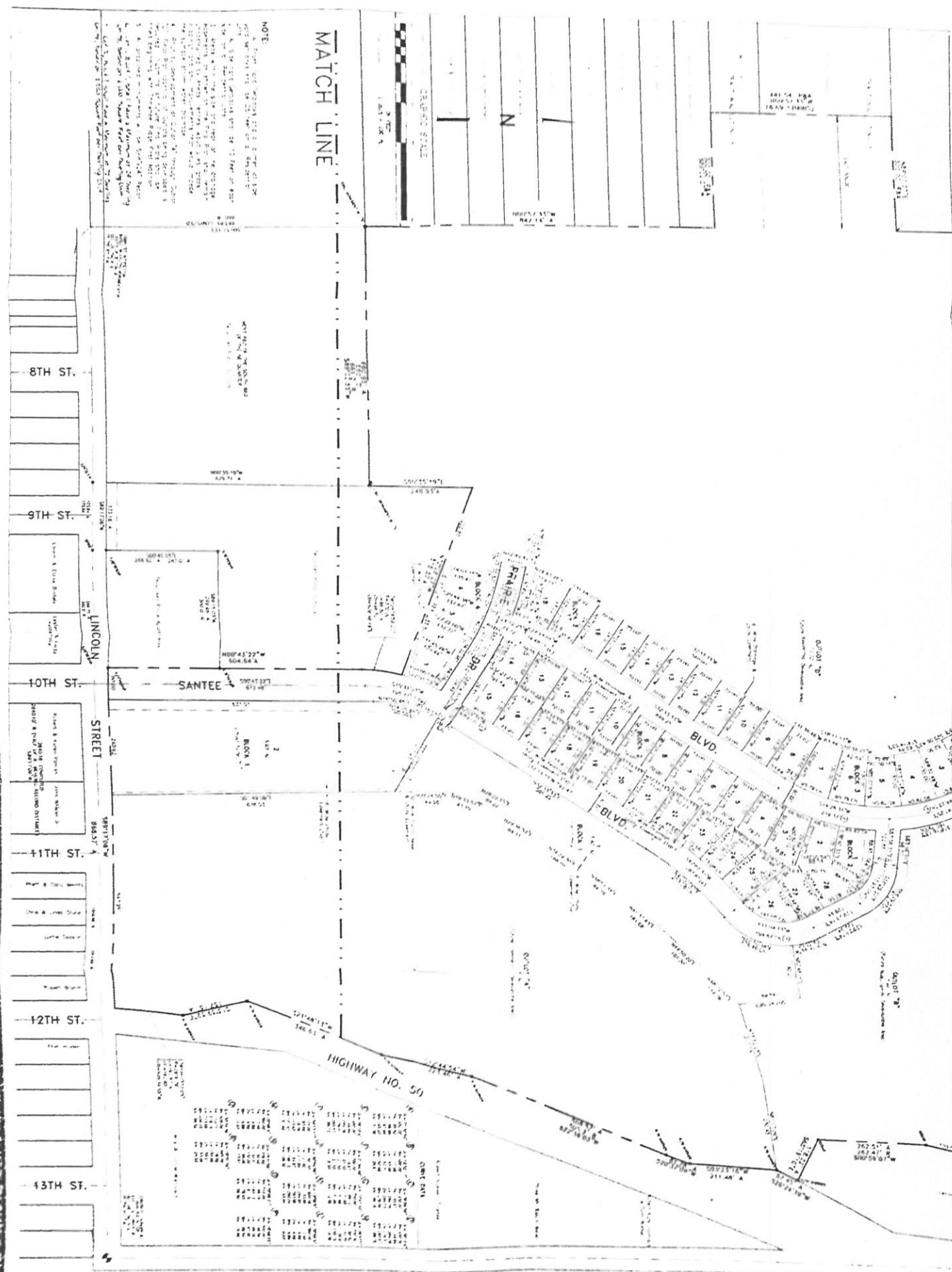
10/17/38

10/17/38

ROSS
Engineering
Inc.

NOTE:
 1. THIS PLAN SHOWS THE LAYOUT OF THE
 PROPOSED SHAWNEE RIDGE ADDITION TO
 THE CITY OF TECUMSEH, NEBRASKA.
 2. THE LOTS ARE TO BE 120 FEET
 WIDE AND 150 FEET DEEP.
 3. THE LOTS ARE TO BE 120 FEET
 WIDE AND 150 FEET DEEP.
 4. THE LOTS ARE TO BE 120 FEET
 WIDE AND 150 FEET DEEP.
 5. THE LOTS ARE TO BE 120 FEET
 WIDE AND 150 FEET DEEP.
 6. THE LOTS ARE TO BE 120 FEET
 WIDE AND 150 FEET DEEP.
 7. THE LOTS ARE TO BE 120 FEET
 WIDE AND 150 FEET DEEP.
 8. THE LOTS ARE TO BE 120 FEET
 WIDE AND 150 FEET DEEP.
 9. THE LOTS ARE TO BE 120 FEET
 WIDE AND 150 FEET DEEP.
 10. THE LOTS ARE TO BE 120 FEET
 WIDE AND 150 FEET DEEP.

MATCH LINE



FINAL PLAT

SHAWNEE RIDGE ADDITION
 TECUMSEH, NEBRASKA

Map 1522-C
 1522-D
 1522-E
 1522-F

Scale: 1" = 100'
 1" = 200'
 1" = 300'

ALL AS SHOWN
 HEREON ARE SUBJECT
 TO THE RECORDS OF THE
 CITY OF TECUMSEH, NEBRASKA



ROSS
 Engineering
 Inc.

Exhibit B

WARRANTY DEED

David Wilson and Suzanne Wilson, GRANTOR, for One Dollar and other good and valuable consideration, the receipt of which is hereby acknowledged by GRANTOR, hereby conveys to Johnson County School District No. 49-0050, commonly known as Johnson County Central Public Schools, GRANTEE, the following described real estate (as defined in NEB. REV. STAT. § 76-201):

Outlot D, Shawnee Ridge Addition to the City of Tecumseh, Johnson County, Nebraska

GRANTOR covenants with GRANTEE that GRANTOR:

- (1) Is lawfully seized as such real estate and that it is free from encumbrances, except easements, covenants, and restrictions of record;
- (2) Has legal power and authority to convey the same; and
- (3) Warrants and will defend title to the real estate against the lawful claims of all persons.

Executed: _____, 202__.

GRANTOR:

David Wilson

STATE OF NEBRASKA)
) ss.
COUNTY OF _____)

The foregoing instrument was acknowledged before me this ____ day of _____, 202__, by David Wilson.

Notary Public

Suzanne Wilson

STATE OF NEBRASKA)
) ss.
COUNTY OF _____)

The foregoing instrument was acknowledged before me this ____ day of _____, 202__, by Suzanne Wilson.

Notary Public

Exhibit C

MEMORANDUM OF OPTION TO PURCHASE

This MEMORANDUM OF OPTION TO PURCHASE (the "Memorandum") is made effective January 15, 2021, by and between Johnson County School District No. 49-0050, commonly known as Johnson County Central Public Schools (the "School District") and David and Suzanne Wilson (the "Owner") (collectively, the "Parties").

RECITALS

A. The School District and the Owner have executed an Option Agreement to Purchase Real Estate contemporaneously herewith (the "Option Agreement"), the terms of which are incorporated herein by this reference;

B. Pursuant to the terms of the Option, the Owner has granted the School District an exclusive option to purchase certain real property located in Johnson County, Nebraska, and legally described as follows:

Outlot D, Shawnee Ridge Addition to the City of Tecumseh, Johnson County, Nebraska

(the "Property");

C. The School District and the Owner have agreed to execute this Memorandum to give notice of the existence and term of the Option Agreement; and

D. Should there be any inconsistency between the terms of this Memorandum and the terms of the Option Agreement, the terms of the Option Agreement shall prevail;

NOW THEREFORE, the School District and the Owner state as follows:

1. **Option Term.** The term of the Option Agreement shall be for five (5) years commencing on January 15, 2021, and ending on January 15, 2026 (the "Option Term").

2. **Purchase Option.** Pursuant to the terms of the Option Agreement, the School District has the exclusive right to purchase the Property at any time during

the Option Term subject to the terms and conditions set forth in the Option Agreement.

IN WITNESS WHEREOF, the Parties have caused this MEMORANDUM OF OPTION TO PURCHASE to be executed by their respective duly authorized representatives.

SCHOOL DISTRICT:

Johnson County School District No. 49-0050, commonly known as Johnson County Central Public Schools

By: Kim Wellensiek
Kim Wellensiek,
President of the Board of Education
Johnson County Central Public Schools

STATE OF NEBRASKA)
COUNTY OF Johnson) ss.



The foregoing instrument was acknowledged before me this 13th day of January, 2021, by Kim Wellensiek, President of the Board of Education of Johnson County Central Public Schools.

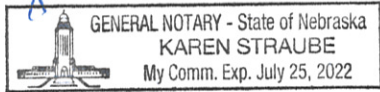
Laurie L. Badertscher
Notary Public

OWNER:

David Wilson
David Wilson

STATE OF NEBRASKA)
COUNTY OF Johnson) ss.

The foregoing instrument was acknowledged before me this 14th day of January, 2021, by David Wilson.

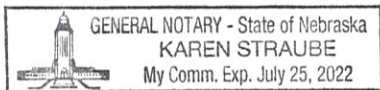


Karen Straube
Notary Public

Suzanne Wilson
Suzanne Wilson

STATE OF NEBRASKA)
COUNTY OF Johnson) ss.

The foregoing instrument was acknowledged before me this 14th day of January, 2021, by Suzanne Wilson.



Karen Straube
Notary Public